

Agenda Item No. 11  
Request for Town Council Action

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

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

**DATE:** January 22, 2026

**SUBJECT:** Formation of Charter Revision Commission

**Summary of Agenda Item:**

At the Town Council meeting of January 20, 2026, the council discussed the formation of a Charter Revision Commission.

To form this commission, the Town Council will need to approve the resolution by at least a two-third vote. The commission must have not more than one-third of whom may hold any other public office in town. Also, only a bare majority of members shall be members of any one political party. Please note that Board of Finance members cannot serve on any other Board or Commission within town government.

The Town Council may make recommendations to the commission on amendments to the Charter. The Town Council shall specify by resolution when the commission shall submit its draft report back to the council.

**Action Needed:**

Discussion and possible consensus on issues for Charter revision consideration.

Move to initiate the Charter revision process.

Move to appoint the following members to the Charter Revision Commission (this is done within 30 days of forming the commission).

Move to make the following recommendations to the commission for Charter revision.

Move to 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.

**Attachments:**

Proposed Calendar ✓

Questions and Election Results – 2022, 2016, 2007, and 2002 ✓

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

## CHARTER REVISION COMMISSION SCHEDULE – TENTATIVE

2026

State Election Year

1. Town Council Meeting – **February 3rd or February 17th**- Council discusses and reaches consensus on issues for Charter revision consideration. Upon 2/3 vote of entire membership of the Council, the Council initiates the Charter revision process and within 30 days of such vote, appoints between 5-15 electors (not more than one-third of whom may hold another public office in the municipality, and with no more than a bare majority from the same political party) to Charter Revision. The Town Council can make recommendations for Charter Revision at the onset of the process/when the Charter Revision Commission (CRC) is established/appointed. The Town Council will also set the date for the Draft Report (May 11<sup>th</sup>) to be submitted to the Town Clerk, which shall be no more than 16 months from the date of the CRC appointment. [CGS §7-190(a), 7-190(b)]
2. **February 12<sup>th</sup> or February 26<sup>th</sup> (Thursday)** - Organizational meeting of CRC is held. Vice-Chairperson is elected. Meeting dates are scheduled. CRC counsel is engaged.
3. Charter Revision Commission (CRC) - Schedule first public hearing. Must be prior to the beginning of any substantive work on charter amendments [CGS §7-191(a)] February 26<sup>th</sup> or March 12<sup>th</sup> (five days' notice in newspaper)
4. CRC will meet according to meeting schedule.
5. Schedule second Public Hearing. Must be after the draft report to the Town Council has been completed, but not submitted, after which hearings the CRC may amend such report. The CRC may hold such other public hearings, as it deems necessary. [CGS §7-191(a)] April 30<sup>th</sup>.
6. **May 11<sup>th</sup>** - CRC must submit draft to Town Clerk. [CGS §7-191(b)]
7. **May 19<sup>th</sup>** - Town Clerk submits draft to Town Council. [CGS §7-191(b)]
8. **Suggested date – June 2<sup>nd</sup>** - Public Hearing by Town Council. The Council shall hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of the draft report to such clerk. [CGS §7-191(b)]
9. **Suggested date – June 16<sup>th</sup>** - Council must make recommendations within 15 days of Public Hearing to CRC. If the Council makes no changes, then this becomes the final draft. [CGS §7-191(b), 7-191(c)]
10. If needed the CRC has thirty days to make changes and submits final draft to Town Council. [CGS §7-191(c)] (submit to town Clerk on June 29 for Town Council meeting on **July 7<sup>th</sup>**)

11. Special Town Council Meeting may be needed - Council has fifteen days to accept or reject final draft. [CGS §7-191(d)]. May not be needed if CRC has no changes (see Item #10) **next Town Council meeting July 21<sup>st</sup>.**
12. Town Council Meeting – **September 1st** – Election statutes state the last day to approve the question is September 4, 2026 – Last day for municipality to approve question(s) to appear on ballot at election (November 3, 2026). Town Clerk must keep full text of question on file in her office open to public inspection from time question is approved for submission through election. [CGS §9-370, 9-369a]
13. Town Council can authorize explanatory text. [CGS §9-369b(a)]
14. **September 15, 2026** – Blank ballots are available for military and electors residing overseas. [CGS §9-153f]
15. **September 21, 2026** – Last day for Town Clerk to file with the Secretary of the State a statement setting forth the designation of each question to be voted on as it will appear on the voting machine, the date upon which the submitting action was taken, and a reference to the law under which such action was taken. [CGS §9-369a]
16. **Suggested date – October 1st** - Not later than thirty days after approval by Town Council the proposed charter amendments shall be published in full at least once in a newspaper having a general circulation in the town. [CGS §7-191(d)]
17. **October 2, 2026** – Absentee ballots are available
18. **November 3, 2026** – State Election
19. **December 2, 2026** - Charter takes effect thirty days after the approval of the electors. [CGS §7-191(g)]



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STATE OF CONNECTICUT  
OFFICE OF THE SECRETARY OF THE STATE  
Head Moderator's Return

November 2022 State Election

Berlin

November 08, 2022

Amendment 1

Questions on Ballot

TOWN		Yes Votes	No Votes
Berlin	1. "Shall the Constitution of the State be amended to permit the General Assembly to provide for early voting?"	4542	4551
	2. "Shall the Charter Section 8-17 be amended to provide the Town with the option to provide nursing services via Ordinance, as provided in proposed new Chapter 11 of the Charter?"	3548	5126
	3. "Shall the Charter Section 5-1 be amended to remove the requirement that the Town Manager reside in Berlin during his/her tenure of office?"	2677	6331
	4. "Shall the words "on the ballot" be added to the second sentence of Section 2-8 of the Charter regarding the Board of Education, so that the new second sentence of 2-8 shall read 'No Party designation shall appear on the ballot in connection with the names of candidates for said Board?'"	4089	4242
	5. "Shall the following Charter revisions be made: (a) Sections 3-8 and 5-5: increase the bid threshold for purchases to \$25,000; (b) remove the Fire Marshal from Section 6-9 and place into new Section 6-10; (c) Section 6-9: substitute the words "or as otherwise provided by this Charter or by Ordinance;" (d) Section 4-4-1: revise the prohibition for Board of Finance member service on other boards and commissions; (e) Section 3-8: require all collective bargaining agreements to be presented to the Council for approval, consistent with applicable Connecticut law; and (f) Section 6-11-4: require the Board of Finance and Council to include the annual actuarially determined pension contribution in the annual General Fund budget?"	3856	4020

**AUTHORIZING RESOLUTION OF THE BERLIN TOWN COUNCIL****CERTIFICATION:**

I, Kathryn J. Wall, the Town Clerk of Berlin, do hereby certify that as provided under C.S.S. 9-369a, Berlin Town Council at their duly held regular meeting of September 6, 2022, at which a quorum was present and acting throughout, approved the following questions to appear on the November 8, 2022 ballot:

**Constitution Question**

2. "Shall the Charter Section 8-17 be amended to provide the Town with the option to provide public nursing services via Ordinance, as provided in proposed new Chapter 11 of the Charter?"
3. "Shall the Charter Section 5-1 be amended to remove the requirement that the Town Manager reside in Berlin during her/his tenure of office?"
4. "Shall the words "on the ballot" be added to the second sentence of Section 2-8 of the Charter regarding the Board of Education, so that the new second sentence of 2-8 shall read *No party designation shall appear on the ballot in connection with the names of candidates for said Board?*"
5. "Shall the following Charter revisions be made: (a) Sections 3-8 and 5-5: increase the bid threshold for purchases to \$25,000; (b) remove the Fire Marshal from Section 6-9 and place into new Section 6-10; (c) Section 6-9: substitute the words "*or as otherwise provided by this Charter or by Ordinance;*" (d) Section 4-4-1: revise the prohibition for Board of Finance member service on other boards and commissions; (e) Section 3-8: require all collective bargaining agreements to be presented to the Council for approval, consistent with applicable Connecticut law; and (f) Section 6-11-4: require the Board of Finance and Council to include the annual actuarially determined pension contribution in the annual General Fund budget?"

## Amendments to the Charter of the TOWN OF BERLIN, CONNECTICUT

Legal Notice: September 22, 2022

\*Wording subtracted from the Charter appears ~~crossed out~~

\*Wording added to the Charter appears underlined

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## **CHAPTER 2 – ELECTIONS**

Section 2-8. Board of Education. At the biennial meeting of electors of the town as defined in Section 2-2 of this chapter and on the first (1st) Tuesday after the first (1st) Monday of November 1995 and annually thereafter, three (3) members of the Board of Education shall be elected to serve for terms of three (3) years each so that there shall always be nine (9) members. No party designation shall appear on the ballot in connection with the names of candidates for said Board. Nominations therefor shall be made by a petition signed by one (1%) percent of the registered electors...

## **CHAPTER 3 – THE TOWN COUNCIL**

Section 3-8. General Powers and Duties of the Council. (a) The Council shall have the powers and duties which, prior to the effective date of this Charter, were conferred by law upon the existing boards and commissions of said town except as otherwise specifically provided in the Charter, the Connecticut General Statutes or in the Constitution of Connecticut....

(b) The Town cannot purchase nor contract to purchase if such action would involve a single expenditure exceeding ten thousand (\$10,000.00) dollars twenty-five thousand (\$25,000.00) dollars, or such greater amount as is authorized in the Connecticut General Statutes, unless the Council approves the specific purchase or contract.

(i) The Council shall have the power to establish by resolution such study, advisory, or consulting committees, as said Town Council may determine necessary for the proper administration of the Council and for implementation of any activity of project authorized by the Council. (j) All Town collective bargaining agreements, including all Board of Education collective bargaining units, must be presented to the Council for its approval in accordance with applicable state law.

## **CHAPTER 4 – ELECTIVE OFFICERS & BOARDS**

Section 4-4-1. Board of Finance. Qualification and Election of Members. The Board of Finance shall consist of six (6) members who shall be electors of the town and shall, while members of said Board, hold

~~no other elective or appointive office, not serve on the Board of Education or Town Council, nor be an employee of the town. The Board of Finance shall be elected as provided in Chapter 2 of this Charter.~~

## CHAPTER 5 – MANAGER

Section 5-1. Appointment. ... At the time of appointment, said Manager need not be a resident of the town or of the State of Connecticut but the Manager shall reside in Connecticut the town during tenure of office...

Section 5-5. Purchasing and Payments. (a) The Manager shall execute and oversee all purchases made by the town or by any board or commission or agent thereof, except as may be specifically provided otherwise in this Charter, and the Manager may appoint a Purchasing Agent for the town, except for the Board of Education, which shall act as its own purchasing agent. The Manager cannot, without the Council approval, purchase or contract to purchase if such action involves an expenditure of ten thousand (\$10,000.00) dollars twenty-five thousand (\$25,000.00) dollars or more unless otherwise provided under state law or regulation. (b) With respect to any purchase of ten thousand (\$10,000.00) dollars twenty-five thousand (\$25,000.00) dollars or more, the Manager shall invite sealed bids or proposals, giving ten (10) days public notice thereof by publication in the form of a legal advertisement appearing in a newspaper having substantial circulation in said town.

## CHAPTER 6 – APPOINTIVE OFFICERS AND DEPARTMENTS

Section 6-9. Fire Department. Fire protection shall be provided by the volunteer companies heretofore established, or as otherwise provided by this Charter or by Ordinance in the organization and conduct of which no change is contemplated.

Section 6-10. Fire Marshal. There shall be a Fire Marshal, appointed by the Manager and such deputies as are required, who shall have all the powers and duties of a Fire Marshal, and act in accordance with the provisions of the Connecticut General Statutes.

Section 6-11-4. Department of Finance. Pensions. The town shall continue to participate in the "pension system" adopted for the officers, elected officials and employees of the town and nothing in this Charter shall be interpreted to alter the rights of any employee or officer therein. The Manager, with Council and Board of Finance approval, may amend or alter the pension system now in effect, subject to any limitation imposed by the Connecticut General Statutes or by the town budget or by any collective bargaining agreement. The Manager, with Council approval, shall administer the pension system, receive applications from employees for retirement, and determine the eligibility of said persons for pensions; shall determine periodically the members in the employment of the town who are eligible to retire and the pensions payable to them, contract for necessary actuarial service in connection with the pension plan, and propose estimates for approval for sums necessary to be appropriated for each ensuing fiscal year for the purpose of meeting the obligations of the town regarding pensions. The Finance Director shall maintain a file for each person in the service of the town containing all information pertinent to the status, pay and service of each person. The Board of Finance and the Town Council shall include the annual actuarially determined pension contribution, as calculated by a qualified independent actuary engaged by the Town, in the annual General Fund budget.

## CHAPTER 8 – APPOINTIVE BOARDS AND COMMISSIONS – GENERALLY

Section 8-17-1. Provision of Public Nursing Services. ~~Berlin VNA Establishment.~~ It is the intent of this Charter that public nursing service shall continue to be provided by the Town of Berlin as shall be set forth in the Code of Ordinances. ~~VNA~~ as established. Said Berlin VNA shall comply with their own bylaws as well as the Connecticut General Statutes. The Berlin VNA shall continue as heretofore established for the purpose of providing nursing service to the Town of Berlin. There shall be a Board of Directors which shall consist of twelve (12) electors of the Town for terms of three (3) years, provided, one-third (1/3) of said directors' terms shall expire each year.

Section 8-17-2. Berlin VNA Appointments and Vacancies. All directors, elected or appointed, holding office at the date of the passage of the Charter shall be continued in said office until the expiration of the term of office. All expired terms of office shall be filled by the Council. Any vacancy in an unexpired term of office shall be filled by the Council for the remainder of said term.

Section 8-17-3. Berlin VNA Duties. The Berlin VNA shall be responsible for providing public health nursing services, visiting nurse services, school health services and other health services, which do not conflict with the duties of the Director of Health of the Town of Berlin in accordance with Connecticut General Statutes and regulations of the Department of Health Services and the statutes and regulations of the United States Government.

Section 8-17-4. Berlin VNA Officers and Meetings. Said Berlin VNA shall elect by ballot from its members the following officers: Chairman, Vice Chairman, Secretary and Treasurer for a term of one (1) year or until a successor shall have been elected. The Board of Directors shall meet monthly unless otherwise designated by the Board of Directors. A majority of members shall constitute a quorum.

Section 8-17-5. Berlin VNA Administrator. The Berlin VNA shall select an Administrator, and shall delegate to said Administrator such powers and duties as the Berlin VNA deems necessary to provide the services stated in Section 8-17-3.

## CHAPTER 11 – HISTORIC BERLIN VNA PROVISIONS PERTAINING TO THE PROVISION OF PUBLIC NURSING SERVICES SUBJECT TO SUNSET AS AUTHORIZED BY THIS CHARTER

Section 11-1-1 Transition Provision Regarding Berlin VNA Provision of Nursing Services. Until the effective date of the replacement ordinance required by Section 8-17-1 of this Charter, matters pertaining to the provision of public nursing services shall be subject to the provisions of Sections 11-1-2 through 11-1-6, which shall remain in full force and effect until the effective date of the replacement ordinance. Upon the effective date of the ordinance Sections 11-1-2 through 11-1-6 shall be null and void, unless otherwise set forth in the replacement ordinance.

Section 11-1-2. Berlin VNA Retention of Services<sup>1</sup>. It is the intent of this Charter that public nursing service shall be continue to be provided by the Berlin VNA in the manner as had been set forth in Sections 8-17-1 through 8-17-5 of the Charter as adopted on November 8, 2016 and until the adoption of an ordinance as required by this Charter. In the interim period said Berlin VNA shall continue to comply with their own bylaws as well as the Connecticut General Statutes. The Berlin VNA shall continue as heretofore established for the purpose of providing nursing service to the Town of Berlin. There shall be a

<sup>1</sup> Modification and recodification of current Section 8-17-1

Board of Directors which shall consist of twelve (12) electors of the Town for terms of three (3) years, provided, one third (1/3) of said directors' terms shall expire each year.

Section 11-1-3. Berlin VNA. Appointments and Vacancies<sup>2</sup>. All directors, elected or appointed, holding office at the date of the passage of the Charter shall continue in said office until the expiration of the term of office. All expired terms of office shall be filled by the Council. Any vacancy in an unexpired term of office shall be filled by the Council for the remainder of said term.

Section 11-1-4. Berlin VNA. Duties<sup>3</sup>. In accordance with this transition provision the Berlin VNA shall be responsible for providing public health nursing services, visiting nurse services, school health services and other health services, which do not conflict with the duties of the Director of Health of the Town of Berlin in accordance with Connecticut General Statutes and regulations of the Department of Health Services and the statutes and regulations of the United States Government.

Section 11-1-5. Berlin VNA. Officers and Meetings<sup>4</sup>. Said Berlin VNA shall elect by ballot from its members the following officers: Chairman, Vice Chairman, Secretary and Treasurer for a term of one (1) year or until a successor shall have been elected. The Board of Directors shall meet monthly unless otherwise designated by the Board of Directors. A majority of members shall constitute a quorum.

Section 11-1-6. Berlin VNA. Administrator<sup>5</sup>. The Berlin VNA shall select an Administrator, and shall delegate to said Administrator such powers and duties as the Berlin VNA deems necessary to provide the services stated in Section 11-1-4.

Kate Wall  
Berlin Town Clerk

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<sup>2</sup> Modification and recodification of current Section 8-17-2

<sup>3</sup> Recodification of current Section 8-17-2,

<sup>4</sup> Recodification of current Section 8-17-4,

<sup>5</sup> Modification and recodification of current Section 8-17-5,



# Town Of Berlin

240 Kensington Road  
Berlin, CT 06037  
(860) 828-7036

*Office Of The Town Clerk*

November 21, 2016

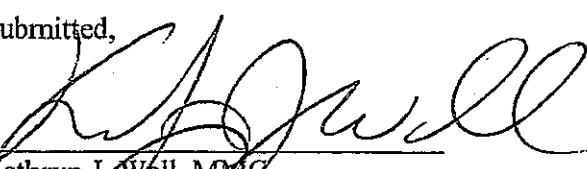
Secretary of the State  
Elections Division  
30 Trinity Street  
Hartford, CT 06106

Dear Secretary:

In accordance with Section 9-371 of the Connecticut General State Statutes, the results of the November 8, 2016 General Election Charter Revision Questions were as follows:

Questions	Yes	No
1. "Shall the proposal to establish a Board of Finance and authorize up to two budget referenda be adopted?"	5319	4740
2. "Shall the proposal to authorize an automatic referendum for bonding ordinances over \$5 million be adopted?"	5488	4451
3. "Shall the proposal to establish a partisan Board of Education be adopted?"	4555	5657
4. "Shall the proposal to directly elect the Mayor as part of a seven member Town Council be adopted?"	5214	4959
5. "Shall the proposed general revisions to the Town Charter be adopted?"	4932	5255

Submitted,

  
Kathryn J. Wall, MMC  
Town Clerk of Berlin

## CHARTER REVISION QUESTIONS EXPLANATORY TEXT

**The Berlin Town Council adopted the following proposed amendments to the Berlin Town Charter and voted to submit the proposed amendments in five (5) questions to be referred to the voters for their approval (Yes vote) or disapproval (No vote) at the November 8, 2016 Election.**

**The explanatory text describes the intent and purpose of the proposed amendments. Language in quotes is the exact language proposed.**

**Question 1 "Shall the proposal to establish a Board of Finance and authorize up to two budget referenda be adopted?"**

**Explanatory Text – Pages 1 – 2**

**Question 2 "Shall the proposal to authorize an automatic referendum for bonding ordinances over \$5 million be adopted?"**

**Explanatory Text – Page 2**

**Question 3 "Shall the proposal to establish a partisan Board of Education be adopted?"**

**Explanatory Text – Page 2**

**Question 4 "Shall the proposal to directly elect the Mayor as part of a seven member Town Council be adopted?"**

**Explanatory Text – Page 2**

**Question 5 "Shall the proposed General Revisions to the Town Charter be adopted?"**

**Explanatory Text – Pages 2 – 8**

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2016 SEP 14 A II: 59

*Kathy J. Wall*

BERLIN, CT.

The five questions to appear on the November 8, 2016 ballot were approved by the Town Council on September 6, 2016. Also, the Town Council authorized the Town Clerk to prepare and print a concise explanatory text as approved by Corporation Counsel. The proposed changes were published on September 8, 2016 in the Berlin Citizen newspaper. The document is also available on the Town of Berlin's website at [www.berlin.ct.us](http://www.berlin.ct.us) or in the Berlin Town Clerk's Office.

## EXPLANATORY TEXT FOR QUESTIONS

The Berlin Town Council adopted the following proposed amendments to the Berlin Town Charter and voted to submit the proposed amendments in five (5) questions to be referred to the voters for their approval (Yes vote) or disapproval (No vote) at the November 8, 2016 Election.

The explanatory text describes the intent and purpose of the proposed amendments. Language in quotes is the exact language proposed.

### Question 1 "Shall the proposal to establish a Board of Finance and authorize up to two budget referenda be adopted?

**Board of Finance** – Establish a six (6) member Board – In 2017, three (3) members elected initially for a two-year term and three (3) members elected for a four-year term. Starting in 2019, three (3) members will be elected biennially for a four-year term. Not more than three (3) members can be of the same political party.

**Powers and Duties** - The Board shall have budgetary and financial powers and duties.

**Budget Process** - The Town Manager will submit an annual budget to the Board. The Board will review the Town Manager's proposed budget and present its proposed budget to the electors and taxpayers at the Annual Budget Hearing. After the hearing, the Board will recommend the budget to the Council. If the Council approves the budget, with or without reductions, the budget shall automatically be sent to referendum. If the Council rejects the Board's budget, the budget shall be considered at a joint meeting of the Council and the Board, at which meeting the budget may only be revised with the approval of at least nine (9) members of the joint board. If not revised the budget is deemed approved. In either event, the budget shall automatically be sent to referendum.

**Budget Referendum Questions** – There shall be separate questions on the general government and Board of Education budgets.

The questions on the ballot shall be as follows:

"Question 1. Shall the proposed general government budget for the \_\_\_\_\_ fiscal year be adopted? Yes. No."

"Advisory Question 1. If you voted no on the general government budget, is the budget...Too High. Too Low."

"Question 2. Shall the proposed Board of Education budget for the \_\_\_\_\_ fiscal year be adopted? Yes. No."

"Advisory Question 2. If you voted no on the Board of Education budget, is the budget...Too High. Too Low."

**Budget Referendum** – If the budget(s) is/are not approved at referendum, the Board shall meet to make revisions and recommend the revised budget(s) to the Council. If the Council approves the budget(s), with or without reductions, the budget(s) shall automatically be sent to referendum. If the Council rejects the Board's budget(s), the budget(s) shall be considered at a joint meeting of the Council and the Board, at which meeting the budget(s) may only be revised with the approval of at least nine (9) members of the joint board. If not revised, the budget(s) is/are deemed approved. In either event, the budget(s) shall automatically be sent to referendum. If the budget(s) is/are rejected at the second referendum, the Board will again revise the budget(s) and recommend the budget(s) to the Council. The Council may approve the budget(s) or reduce the budget(s) and shall be deemed adopted. If the budget(s) is/are rejected by the Council, the budget(s) shall be considered by the joint board and may only be revised with the approval of at least nine (9) members of the joint board. Unless so revised, the budget shall be considered approved by the joint board.

**Bond Authorization and Borrowing** - Both the Board and the Town Council will need to approve all bonds, notes or other obligations.

If the Board does not approve any authorization, appropriation, expenditure or other terms recommended by the Council a joint meeting of the Council and the Board of Finance shall be called, at which meeting the matter may be adopted only with the approval of at least nine (9) members of the joint board.

**Tax Rate** - Board of Finance shall set the Tax Rate.

**Annual Audit** -Board of Finance shall select an independent public accountant.

**Public Building Commission** - If a Statement of Need is estimated to cost more than one million dollars (\$1,000,000.00), the Council may also provide funding to provide cost estimates if recommended by the Manager and approved by the Board of Finance.

- The Board will need to approve the funds for all project(s).
- The Board will need to approve all project appropriation(s).
- The Board will also receive all monthly reports.
- The Board will need to approve any contract that exceeds the project budget and also approve any transfers of surplus from one project budget item to another.

**Question 2 “Shall the proposal to authorize an automatic referendum for bonding ordinances over \$5 million be adopted?”**

An ordinance exceeding five million dollars (\$5,000,000.00) shall automatically be sent to referendum. The Council can send an ordinance for five million dollars (\$5,000,000.00) or less to referendum by a majority vote.

**Question 3 “Shall the proposal to establish a partisan Board of Education be adopted?”**

At the November 2017 election “there shall be elected, on an at large basis, six (6) members of the Board of Education. The terms of the three (3) candidates receiving the highest number of votes shall be for two (2) years from 2017 to 2019 and the terms of the three (3) candidates receiving the next highest number of votes shall be for one (1) year from 2018 to 2019. At the meeting of electors in 2019 and biennially thereafter there shall be elected, on an at large basis, nine (9) Board of Education members to serve for terms of two (2) years each. At said meetings the nine (9) highest vote totals among Board of Education candidates shall make up the Board of Education, provided not more than six (6) Board of Education members shall be of the same political party. Each elector shall vote for a maximum of nine (9) Board of Education members.”

“If any vacancy occurs on the Board of Education it may be filled from the electorate of the town by a majority vote of the remaining members of the Board for the unexpired portion of the term. In filling any vacancy, the Board shall appoint a person of the same political party as that of the former incumbent upon nomination by a Board member of the same political party, if any, unless said incumbent was not an enrolled member of a major political party, in which case his successor shall not be an enrolled member of a major political party.”

**Question 4 “Shall the proposal to directly elect the Mayor as part of a seven member Town Council be adopted?”**

At the November 2017 election “there shall be elected a Mayor to serve for a term of two (2) years. The candidate receiving the highest vote total among mayoral candidates shall be the Mayor. However, the losing mayoral candidates shall have the votes they received for Mayor included in the compilation and the determination of the Town Council membership. No elector shall be a candidate for Mayor and Town Council at the same meeting of electors.”

Not more than three (3) members can be of the same political party.

**Question 5 “Shall the proposed General Revisions to the Town Charter be adopted?”**

A “Yes” vote is a vote for the adoption of all the following revisions. A “No” vote is vote against the adoption of all the following revisions and will leave the following sections of the current charter unchanged.

General Explanation: Contains multiple proposed revisions, some of which are technical in nature and do not propose substantive revisions to the current Town Charter. Technical revisions include grammar, spelling, punctuation, re-numbering, making the sections more uniform especially within the Boards and Commissions language, in some cases

separating a section into two sections and formatting. Sections numbers listed are the proposed new sections. Substantive changes are summarized as follows:

## **Chapter 2 – Elections**

### **Section 2-9-1. Nomination of Candidates. Party Nomination.**

New language – “Any candidate, regardless of party affiliation, who has been endorsed by a major political party, either individually or as part of a slate of candidates, shall be considered a member of that party for purposes of determining minority representation as set forth in this Charter.”

### **Section 2-9-2. Nomination of Candidates. Petitioning Candidates.**

New language – “In addition to Section 2-9-1, the name of any elector of the town shall be placed on the voting ballot at the municipal election as a candidate for any office to be filled on whose behalf there shall be filed a petition presenting him as a candidate for election, said petition to be filed in accordance with the requirements of the Connecticut General Statutes, the sufficiency of said petition to be determined by the Town Clerk as provided therein, and which candidacy shall in all other respects meet the requirements and conditions set forth herein. Said candidate shall be listed on the voting ballot as a “Petitioning Candidate”. The names of all petitioning candidates shall be arranged according to the election procedure as established by the Connecticut General Statutes.”

### **Section 2-10. Terms.**

Board of Education term shall commence on the second (2<sup>nd</sup>) Monday after the election instead of the second (2<sup>nd</sup>) Tuesday.

### **Section 2-11. Breaking a Tie and Contested Elections.**

Special Election shall be called by the Town Clerk within thirty (30) days instead of the second (2<sup>nd</sup>) Monday after said election.

### **Section 2-13. Vacancies.**

Appointment is made upon nomination by a Council member of the same political party, if any. If said incumbent was not an enrolled member of a major party, his successor shall not be an enrolled member of a major party.

New language – “In the event said former incumbent, regardless of party affiliation, was elected with the endorsement of a major political party, either individually or as part of a slate of candidates, said vacancy shall be filled by a person of that party.”

## **Chapter 3 – The Town Council**

### **Section 3-8. General Powers and Duties of the Council.**

Increases from ten thousand to twenty-five dollars (\$10,000.00 to \$25,000.00) the amount for which Council approval is required for a specific purchase or contract. New language – “(i) All town labor contracts, including all Board of Education labor contracts, must be presented to the Council for its approval unless prohibited by state or federal law.”

### **Section 3-9. Initiative.**

Reduces the amount of qualified electors needed to sign a petition, from five percent (5%) to three percent (3%), and increases from four (4) to six (6) months of certification when the ordinance may be submitted at state or local election.

### **Section 3-11. Appointment and Removal of Board and Commission Members.**

New language to include “The Central Connecticut Health District.”

## **Chapter 4 – Elective Officers and Boards**

### **Section 4-1-1. Mayor .**

New language – “The Mayor shall be a member and the presiding officer of the Council and shall have one vote, but only one vote, on each matter voted upon by the Council. The Mayor shall serve without compensation except for proper expenses approved by the Council. The Mayor shall be recognized as the official head of the town for all ceremonial purposes.”

### **Section 4-1-2. Mayor. Duties.**

New language – “(a) The Mayor shall establish the agenda for all Council meetings and shall call said meetings to order. (b) The Mayor shall keep informed on matters of the town and shall make periodic reports and recommendations to the Council and the Board of Finance on matters of legislative concern and general town policy. (c) The Mayor shall regularly meet with the Town Manager and when necessary meet with town department heads to become informed of pertinent matters and offer suggestions as may be appropriate. (d) The Mayor shall be a voting member of the Economic Development Commission and shall assist with the town's economic development efforts. (e) The Mayor shall be an ex-officio member of all other boards, commissions or other governmental bodies of the town with full right of participation but without the right to vote.”

#### **Section 4-1-3. Mayor. Appointments.**

New language – “The Mayor shall appoint all subcommittees of the Council as are required but shall not have the power to make appointments that are the responsibility of the Council or the Manager. The Mayor shall request recommendations from the respective political parties and from the general public for all appointive offices for which the Council has the power of appointment pursuant to Section 3-11 of this Charter, but this shall not preclude any other member of the Council from making nominations for the same offices.”

#### **Section 4-2. Board of Education.**

New language – “Forms for the report shall be prescribed by the Director of Finance with approval of the Manager. Reports shall be prepared for each month by the fifteenth (15th) day of the following month. The forms shall be delivered in an electronic format or as otherwise prescribed by the Director of Finance. Whenever used in this Charter, the term “town” shall include the Board of Education unless specifically excluded or as prohibited by the Connecticut General Statutes.”

#### **Section 4-3-2. Board of Police Commissioners. Officers, Meeting, Vacancies.**

Clarifies that the Commission shall elect its Chairperson and Vice-Chairperson at its first meeting following the local election.

#### **Section 4-3-4. Board of Police Commissioners. Authority of Police Officers.**

Within the above title, change “Policemen” to “Police Officers”.

### **Chapter 5 – Manager**

#### **Section 5-1. Appointment.**

The Town Manager may reside outside of town if approved by Council.

#### **Section 5-2. Qualifications.**

New language – “The Manager shall be chosen exclusively on the basis of executive and administrative qualifications, character, education, training and experience. The Manager shall have a bachelor's degree or higher from an accredited college or university, preferably a master's degree in Public Administration, and a minimum of five (5) years' experience in public administration. The Manager shall have the proven ability to establish and maintain strong working relationships and possess knowledge of public personnel and financial methods and procedures. The Manager shall be able to establish and proactively monitor budgeting and long range planning for all town departments.”

#### **Section 5-3. Duties of the Manager.**

Eliminates the requirement for an annual town report.

#### **Section 5-4. Appointment and Removal of Municipal Employees.**

New language – “(b) The Manager is empowered to remove from office any department head reporting directly to him, except as may be specifically provided otherwise in the Charter or the Connecticut General Statutes. (c) The Manager, after reasonable notice and a hearing, is empowered to remove from office any other municipal employee, for cause. Provided however, that at said hearing the person whom the Manager is seeking to remove shall have an opportunity to be heard at said hearing and may be accompanied by legal counsel, and provided that such removal power over a particular employee is subject to any rights of that employee secured under a collective bargaining agreement.”

#### **Section 5-5. Purchasing and Payments.**

Increases from ten thousand to twenty-five dollars (\$10,000 to \$25,000), the amount of a purchase or contract to purchase that may be authorized by the Town Manager.

New language – “The Manager (for town contracts) and the Superintendent of Schools (for Board of Education contracts), with Council approval, may waive the requirement for sealed bids if it is deemed to be in the best interest of the town.”

#### **Section 5-6. Interim Manager**

New language – “In the event of a vacancy in the Manager’s position, the Council shall appoint an Interim Manager to serve at the pleasure of the Council for not more than one hundred eighty (180) days while a search is conducted for a new Manager. The Interim Manager need not be chosen on the basis of executive and administrative qualifications, character, education, training and experience typically required of a Manager.”

#### **Section 5-7. Temporary Manager, and Section 5-8. Acting Manager.**

Additional language to include the suspension of the Town Manager.

### **Chapter 6 – Appointive Officers and Departments**

#### **Section 6-2. Town Clerk.**

#### **Section 6-3. Collector of Revenue.**

#### **Section 6-4. Treasurer.**

#### **Section 6-5. Assessor.**

#### **Section 6-10-1. Finance Director**

Deletes language that the appointment of Town Clerk, Collector of Revenue, Treasurer, Assessor and Finance Director be made on the basis of competitive examination and the requirement that the competitive examination be waived for the person holding office at the time the charter was adopted (1994).

#### **Section 6-4. Treasurer.**

Permits removal by the Manager in accordance with Connecticut General Statutes.

#### **Section 6-9. Fire Department.**

New language – “The Manager, with Council approval, may appoint such other fire personnel as may be necessary for the proper administration of the fire departments.”

#### **Section 6-10-2. Department of Finance.**

Includes a Division of Purchasing and a Purchasing Agent.

Excludes the examination of contracts for the Board of Education by the Finance Director.

#### **Section 6-10-4. Department of Finance. Retirement Plans.**

Renamed section.

New language – “The town and the Board of Education shall continue to maintain a retirement savings plan for the benefit of its employees. Any retirement savings plan offered shall be governed by its Plan Document and nothing in this Charter shall be interpreted to alter the rights of any employees participating in the plan. The Manager shall act as administrator of the plan and, with Council approval, may amend or alter the plan subject to any limitation imposed by law, by collective bargaining agreements or by the town budget.”

#### **Section 6-10-6. Department of Finance. Bond Authorization and Borrowing.**

All finance or capital leases exceeding two hundred fifty thousand (\$250,000.00) dollars shall be approved in accordance with the provisions of this section.

(g) Revenue bonds shall not be subject to referendum unless provided in the ordinance.

### **Chapter 7 – Budgetary Process**

#### **Section 7-1. Routing Annual Budget Requests.**

Budgets will be due to the Manager by the first (1<sup>st</sup>) day of December.

#### **Section 7-11. Non-Budgeted Appropriations and Transfers.**

Clarifies when a Town Meeting is needed. New language – “Approval of a Town Meeting is required for non-budgeted appropriations and transfers as follows: (1) For individual non-budgeted expenditure appropriations and

transfers exceeding twenty-five thousand (\$25,000.00) dollars; (2) For individual non-budgeted revenue appropriations and transfers exceeding fifty thousand (\$50,000.00) dollars; and (3) For cumulative non-budgeted appropriations and transfers of any type during a single fiscal year exceeding two hundred fifty thousand (\$250,000.00) dollars. The notice and conduct of the Town Meeting shall be performed in accordance with Section 7-1 et. seq. of the Connecticut General Statutes."

#### **Section 7-15. Annual Town Report.**

The Manager "may," instead of "must," prepare an annual town report.

### **Chapter 8 – Appointive Board and Commissions**

#### **Section 8-1-1. Recruitment.**

New section. The Manager shall actively recruit members for the boards and commissions.

#### **Section 8-1-2. Appointment and Education of Members**

New section. Manager shall provide new members with an informational packet.

#### **Section 8-1-7. Officers.**

All boards and commissions shall elect a chairman and vice-chairman annually in February.

#### **Section 8-1-8. Staff Liaison.**

New section. Manager shall designate a staff liaison for each board and commission.

#### **Section 8-2-6. Planning and Zoning Commission. Miscellaneous.**

Remove the language in the charter that the Town Planner, or his successor, shall act in an advisory capacity to the Planning and Zoning Commission.

#### **Section 8-2-7. Planning and Zoning Commission. Governing Laws.**

Require that all changes, orders, requirements, and decisions are to be filed in the Town Clerk's Office.

#### **Section 8-2-8. Planning and Zoning Commission. Duties.**

New section. Set forth in the charter their duties under state statutes and the charter.

#### **Section 8-2-3. Planning and Zoning Commission. Term Limits.**

#### **Section 8-3-3. Zoning Board of Appeals. Term Limits.**

#### **Section 8-4-3. Inland Wetlands and Water Courses Commission. Term Limits.**

**New language for all land use boards and commissions.** No member or alternate member of the Planning and Zoning Commission, Zoning Board of Appeals and Inland Wetlands and Water Courses Commission appointed in January, 2018 and thereafter shall serve for more than two (2) terms, provided that a member may serve for two (2) terms after having previously served as an alternate member for one (1) term, and a member may serve for one (1) term after having previously served as an alternate member for two (2) terms. Service for two (2) years or longer of a vacated term shall be considered a full term for purposes of this section. No officer of said Commission elected in February, 2018 and thereafter shall serve for more than three (3) consecutive terms in such office, including whole and partial terms, and any officer having served for three (3) consecutive terms in such office shall not again serve in such office before having spent three (3) years thereafter out of such office.

With regard to all three (3) boards and commissions referenced above, neither the regular nor the alternate members shall hold a salaried municipal office.

#### **Section 8-3-4. Zoning Board of Appeals. Meetings. Absence of Regular Members.**

New section – same as the Planning and Zoning Commission.

#### **Section 8-4-1. Inland Wetlands and Water Courses Commission. Members.**

Increase the terms to five (5) years.

#### **Section 8-4-2. Inland Wetlands and Water Courses Commission. Alternate Members.**

New section. - Consistent with the other land use boards and commissions, increases the terms to five (5) years.

#### **Section 8-4-4. Inland Wetlands and Water Courses Commission. Meetings. Absence of Regular Members.**

New section. - Uniform with the other land use boards and commissions

#### **Section 8-4-5. Inland Wetlands and Water Courses Commission. Disqualification.**

New section. - Uniform with the other land use boards and commissions

**Section 8-4-6. Inland Wetlands and Water Courses Commission. Miscellaneous.**

New section. - Uniform with the other land use boards and commissions

**Section 8-5. Agricultural Council.**

New section. - "The Council shall establish by ordinance a local agricultural council for the purposes set forth in Connecticut General Statutes Sec. 7-131v, as amended. Pursuant to said section, the town, by vote of the Council, may alternatively form or join a regional agricultural council with one or more other municipalities."

**Section 8-6-2. Constables. Authority and Duties.**

New language - "Duties of Constables include the collection of delinquent motor vehicle and personal property taxes, except that the Council may approve additional collection methods if necessary."

**Section 8-7-2. Water Control Commission. Members.**

No member can hold a salaried municipal office in the town.

**Section 8-7-3. Water Control Commission. Alternate Members.**

No alternate member can hold a salaried municipal office in the town.

**Section 8-8-1. Economic Development Commission. Members.**

Increases the membership to eight (8) plus the Mayor, who shall be a voting member.

**Section 8-9-3. Public Building Commission. Preliminary Approval.**

Any statement of need for a construction, addition, or alteration project estimated to cost one million (\$1,000,000.00) dollars or less may be forwarded to the Public Building Commission, at the discretion of the Council, based on the complexity of the project.

**Section 8-10-2. Conservation Commission. Duties.**

Commission shall also have the duty to control pollution in town.

**Section 8-11-3. Parks and Recreation Commission. Timberlin Golf Course.**

New section. - "Notwithstanding the provisions of Section 8-11-2, the Council shall establish by ordinance a separate commission charged with the direction and oversight of Timberlin Golf Course. Said commission shall be independent of the Parks and Recreation Commission. The membership, terms, scope of duties and other particulars of said commission shall be as set forth in the ordinance."

**Section 8-12-1. Commission for the Aging. Members.**

Increases the membership from five (5) to seven (7).

**Section 8-13-3. Berlin VNA. Duties.**

The Berlin VNA shall be responsible for providing public health nursing services and school health services and may provide other health services, including visiting nurse service...

**Section 8-15-4. Board of Ethics. Meetings. Absence of Regular Members.**

New Section. - "If a regular member of the Board of Ethics is absent or disqualified, the Chairman or Acting Chairman shall designate an alternate member to act in his place, choosing alternate members in rotation so that they shall act as nearly an equal number of times as possible. If an alternate member is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. When seated, each alternate member shall have all the powers and duties set forth in this chapter."

**Section 8-15-5. Board of Ethics. Duties.**

New Section. - "The Board of Ethics shall administer the Code of Ethics set forth in Section 9 of this Charter. The Board shall adopt reasonable rules and regulations for the administration of its proceedings consistent with Section 9-5."

**Section 8-15-6. Board of Ethics. General.**

Ordinance 2-96, adopted by the Town Council on February 20, 1996 concerning the Board of Ethics, is hereby repealed.

**Chapter 9 – Code of Ethics**

### **Section 9-5. Administration of Code.**

New language – “(a) The administration of this chapter shall be charged to the Board of Ethics. The Town Clerk shall receive any written complaint given under oath of violations of the Code of Ethics and shall forward such to the Chairman of the Board of Ethics within five (5) days of receipt. Said complaint shall state a cause of action alleging specific violations of the Code of Ethics against the respondent and shall summarize the evidence upon which the cause of action is based. (b) Within fourteen (14) days of receipt, the Chairman shall call a meeting of the Board of Ethics to determine if the complaint complies with the requirements of Section 9-5(a) and if probable cause exists to proceed to a hearing. Pursuant to the Connecticut General Statutes, said complaint shall remain confidential and the Board shall deliberate in executive session, unless the respondent to the complaint waives confidentiality. (c) If the Board determines that the complaint does not comply with the requirements of Section 9-5(a) or that no probable cause exists, the matter shall be dismissed. If the Board determines that the complaint does comply with the requirements of Section 9-5(a) and that probable cause exists, within fourteen (14) days of such determination the Chairman shall call a hearing for the complainant to present evidence of the ethical violations before the Board. Said hearing shall be conducted in open session under the rules of evidence. The complainant must be present and testify under oath. The respondent may be accompanied by legal counsel and shall have the right to cross examine witnesses and present rebuttal witnesses and evidence, and further may request a reasonable continuance following the presentation of evidence by the complainant. (d) After any such hearing, if the Board finds that the complainant has failed to prove the alleged ethical violations by clear and convincing evidence, the Board shall dismiss all complaints and shall notify the respondent and the complainant of its action. If the Board finds that the complainant has proven the alleged ethical violations by clear and convincing evidence, the Board shall refer the matter to the Manager. Except as provided herein, all Board meetings shall be conducted in open session. (e) The Manager or the Council, as the case may be, shall take such appropriate action as deemed necessary, including suspension, censure, removal from office, or dismissal from employment as may be applicable. Any person so aggrieved by the action of the Manager or the Council may take an appeal to the appropriate court as provided by the Connecticut General Statutes.”

### **Section 9-6. Additional Standards of Conduct.**

New language – “The Council may adopt additional standards of conduct for officials and employees of the town consistent with this chapter.”

## **Chapter 10 – Miscellaneous Provisions**

### **Section 10-7. Dollar Limits.**

New language – “The dollar limits set forth in Sections 3-8, 5-5, 6-10-6, 7-11, and 8-9-3 of this Charter may be reviewed on the five (5) year anniversary of the effective date of this Charter, and every five (5) years thereafter. Using the Bureau of Labor Statistics of the United States Department of Labor, C.P.I.-W Index, Northeast, Urban, Size C all items, or any successor thereto, the Council may, by ordinance, increase the dollar limits by no more than the percentage increase in the Index, may decrease the dollar limits by no more than the percentage decrease in the Index, or may leave them unchanged. The reference base shall be 1982-84 until there is a subsequent reference base change by the United States Department of Labor.”

### **Section 10-9. Effective Date.**

The provisions of this Charter necessary to implement election of any municipal officer pursuant to this Charter shall be effective upon adoption of this Charter and provided for in the Connecticut General Statutes. All other provisions of this Charter shall take effect on the second (2nd) Monday following the biennial meeting of electors in November, 2017.

The five questions to appear on the November 8, 2016 ballot were approved by the Town Council on September 6, 2016. Also, the Town Council authorized the Town Clerk to prepare and print a concise explanatory text as approved by Corporation Counsel. The proposed changes were published on September 8, 2016 in the Berlin Citizen newspaper. The document is also available on the Town of Berlin's website at [www.berlin.ct.us](http://www.berlin.ct.us) or in the Berlin Town Clerk's Office.

2007

0221

Part II - Write-In Votes for REGISTERED Write-in Candidates OnlyOffice Designation

(from ballot label,  
including political  
subdivision, if applicable  
--e.g., Council District,  
Ward, etc.)

Registered Write-In  
Candidate's NameNumber of  
Write-in  
Votes Cast

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Part III - Questions on BallotQuestion  
NumberDesignation of Question (from ballot label)Yes  
VotesNo  
Votes

1.	"Shall the proposed amendments to the Berlin Charter be adopted?"	1879	1954
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## LEGAL NOTICE

### PROPOSED AMENDMENTS TO BERLIN TOWN CHARTER

This legal notice is published in accordance with Connecticut General State Statute 7-191(d)(2). A complete copy of the Berlin Town Charter is available in the Town Clerk's office and that a copy shall be mailed to any person who requests a copy. Also a complete copy is available on the town's website [www.town.berlin.ct.us](http://www.town.berlin.ct.us).

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**DELETED LANGUAGE HAS THE STRIKETHROUGH FONT  
NEW LANGUAGE HAS BEEN UNDERLINED**

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**Section 2-8. Terms.** The terms of all officers and members of elective boards and commissions shall commence on the second (2nd) Tuesday following the meeting of electors, except with respect to the Registrar of Voters, whose term shall commence on the first (1st) Monday in January next succeeding his election

NEW LANGUAGE and the elected Board of Education members whose term shall commence

on the second (2<sup>nd</sup>) Monday following the meeting of electors.

The Council members shall be sworn in on the second (2nd) Tuesday following the election. All elective officers and elective members of boards and commissions shall hold office until their successors have been elected and sworn to perform their duties.

### **Section 3-8. General Powers and Duties of the Council.**

(g) The Council

NEW LANGUAGE or its designees as established by ordinance from time to time

shall have the power to accept or reject any and all gifts made to the town, in all cases subject to any terms of the gift. The power to convey, exchange, purchase, gift, abandon or administer town property, of any nature, shall be vested in the Council. (h) The Town cannot purchase nor contract to purchase if such action would involve a single expenditure exceeding

DELETED LANGUAGE ~~ten thousand (\$10,000.00) dollars~~

NEW LANGUAGE the amount as established by ordinance from time to time

unless the Council approves the specific purchase or contract.

### **Section 5-1. Appointment.**

DELETED LANGUAGE ~~The Council shall appoint an Interim Manager, in the event of a vacancy in the Manager's position to serve at the pleasure of the Council for not more than one hundred eighty (180) days while a search is conducted for a Manager.~~

NEW LANGUAGE In the event of a vacancy in the Manager's position, the Council shall appoint an Interim Town Manager to serve at the pleasure of the Council for up to one hundred eighty (180) days while a search is conducted for a Manager. If a search is in progress and the Council deems it to be in the best interests of the Town it may extend the Interim Manager's appointment for up to an additional one hundred eighty (180) days.

The Interim Manager need not be chosen on the basis of executive and administrative qualifications, character, education, training and experience typically required of a Manager. The Interim Manager shall only have power to make interim appointments of municipal employees. Upon completion of a search, the Council shall appoint for an indefinite term a Manager who shall be the chief executive officer of the town to serve at the pleasure of the Council and who shall be chosen exclusively on the basis of executive and administrative qualifications, character, education, training and experience.

DELETED LANGUAGE ~~At the time of appointment, said Manager need not be a resident of the town or of the State of Connecticut but the Manager shall reside in the town during tenure of office.~~

NEW LANGUAGE The Town Manager may reside outside of the Town limits with the prior approval of the Council.

The Manager shall devote full working time to the duties of the Office. The compensation of the Manager shall be fixed by the Council.

**Section 5-5. Purchasing and Payments.** (a) The Manager shall execute and oversee all purchases made by the town or by any board or commission or agent thereto, except as may be specifically provided otherwise in this Charter, and the Manager may appoint a Purchasing Agent for the town, except for the Board of Education, which shall act as its own purchasing agent. The Manager cannot, without the Council approval, purchase or contract to purchase if such action involves an expenditure

DELETED LANGUAGE ~~often thousand (\$10,000.00) dollars or more~~

NEW LANGUAGE amount as established by ordinance from time to time

unless otherwise provided under state law or regulation. (b) With respect to any purchase

DELETED LANGUAGE ~~often thousand (\$10,000.00) dollars or more~~

NEW LANGUAGE amount as established by ordinance from time to time,

the Manager shall invite sealed bids or proposals, giving ten (10) days public notice thereof by publication in the form of a legal advertisement appearing in a newspaper having substantial circulation in said town. The Manager, with Council approval, may waive the requirement for sealed bids if it is deemed to be in the best interest of the town. All sealed bids shall be opened publicly. The Manager

DELETED LANGUAGE ~~, with Council approval,~~

shall award said purchase or contract to the lowest responsible bidder

DELETED LANGUAGE ~~thereon.~~

NEW LANGUAGE after approval by the Council. The Council, based upon the advice of the Manager or other staff, may reject any or all bids or proposals if it determines that it is in the best interest of the Town.

The Manager, if he shall first determine that it is in the best interest of the town, may reject with Council approval, all bids or proposals.

**Section 6-10-6. DEPARTMENT OF FINANCE. Bond Authorization and Borrowing.** The town shall have the power to borrow money for its general or special purposes and issue its bonds, notes, or other obligations in evidence thereof. Such bonds, notes, or other obligations shall be issued in accordance with the terms and conditions of any applicable special acts and the Connecticut General Statutes and may finance facilities or purposes within or outside of the town's geographic borders. All finance or capital leases,

NEW LANGUAGE where the total expenditure over the life of the lease equals or exceeds fifty thousand dollars (\$50,000.00)

whether or not subject to a non-appropriation clause, shall be approved in accordance with the provisions of this section.

### **Section 7-5. Annual Town Budget Referendum.**

(b) The Annual Town Budget Referendum shall be held on the last Tuesday of April. The polls shall open at 6:00 am to 8:00 PM. A sufficient number of copies of said town budget

recommended by the town council shall be made available for distribution in the office of the Town Clerk at least five (5) business days prior to the Annual Budget Hearing. The Town Council shall give timely and suitable notice of the availability of said copies. Nothing in this Section precludes the Town Council from utilizing other channels to make the proposed Town Budget available to the public, such as Internet sites or newspapers, provided that timely and suitable notice is given as to said availability.

**NEW LANGUAGE** Notice of the referendum shall be published not more than fifteen (15) nor less than five (5) days previous to holding the referendum.

**Section 7-10. Non-Budgeted Appropriations and Transfers.** Subject to the limits provided in this section, the Council may at any time appropriate unbudgeted, unencumbered and contingency funds in the town treasury. Approval of a Town Meeting is required before the Council may vote on any non-budgeted appropriation greater than

**DELETED LANGUAGE** twenty-five thousand (\$25,000.00)

**NEW LANGUAGE** fifty thousand (\$50,000.00)

dollars or any non-budgeted appropriation which would cause the total of such non-budgeted appropriation during a given fiscal year to exceed two hundred fifty thousand (\$250,000.00) dollars.

#### **Section 8-15-1.**

**DELETED LANGUAGE** Purpose: Establishment of a Berlin Historic District. In order to promote the educational, cultural, economic and general welfare of the Town of Berlin through the preservation and protection of buildings and places of historic interest, a Berlin Historic District as shown on said map and in the detailed description referred to in Section 8-15-7 of this Charter, is hereby established to perform the duties and functions of a Historical District as provided in the Connecticut General Statutes.

**NEW LANGUAGE** Section is reserved for future use.

#### **Section 8-15-2.**

**DELETED LANGUAGE** Establishment of Berlin Historic District Commission. A Historic District Commission of the Town of Berlin is hereby established. It shall consist of five (5) regular members, not more than three (3) of whom shall be of the same political party, and three (3) alternate members, not more than two (2) of whom shall be of the same political party, who shall be electors of the Town of Berlin holding no salaried town office. Provided, one or more of the members or alternates of the Historic District Commission shall reside in said Historic District, if any person who so resides therein is willing to serve on such Commission. It shall be the purpose of the Commission to perform the duties and functions of a Historic District Commission as provided in the Connecticut General Statutes.

**NEW LANGUAGE** Section is reserved for future use.

#### **Section 8-15-3.**

**DELETED LANGUAGE** Berlin Historic District Commission. Organization. During the month of February each year the members of the Commission shall elect a Chairman, Vice

Chairman and a Secretary from its own membership. In all matters, when a regular member of the Commission is unable to act at a particular time due to absence, illness, self-interest or other good reason, the Chairman shall designate an alternate member to serve in the place of said regular member. All regular members and alternate members shall serve without compensation. The Commission shall fix the time and place of its regular meetings and may call special meetings and emergency meetings as provided by this Charter or the Connecticut General Statutes. A majority of the members of the Commission shall constitute a quorum and the concurring vote of a majority of the members of the Commission shall be necessary to issue a Certificate of Appropriateness. The Commission may adopt regulations, rules of procedure and orders, and may, subject to appropriation and in compliance with the procedure set forth in this Charter, employ clerical and technical assistance and purchase supplies or such other material to carry out the purposes of this chapter.

NEW LANGUAGE Section is reserved for future use.

#### **Section 8-15-4.**

**DELETED LANGUAGE Berlin Historic District Commission. Certificate of Appropriateness.** No exterior portion of any building or structure shall be erected, altered, restored, moved or demolished within the Berlin Historic District and no building permit shall be issued by the Town of Berlin for exterior modifications open to view from a public street, way, or place within the District until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to the Commission and approved by said Commission. "Exterior architectural features" shall include such portion of the exterior of a structure as is open to view from the street line. In its deliberations the Commission shall not take into consideration the color of paint used on the exterior of any building or structure nor shall it consider interior arrangements or use.

NEW LANGUAGE Section is reserved for future use.

#### **Section 8-15-5.**

**DELETED LANGUAGE Berlin Historic District Commission. Procedure on Receipt of Application for Certificate.** The Commission shall hold a public hearing upon each application for a certificate of appropriateness. Notice of time and place of such hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the Town of Berlin at least five (5) days before such hearing. Within not more than sixty five (65) days after filing of an application as required by Section 8-15-4 above, the Commission shall act on such application and shall give written notice of its decision to the applicant. Failure of the Commission to act within said sixty five (65) days shall constitute approval and no other evidence of approval shall be needed. The Commission shall keep a record of all applications for certificates of appropriateness and of all its actions.

NEW LANGUAGE Section is reserved for future use.

#### **Section 8-15-6.**

**DELETED LANGUAGE Berlin Historic District Commission. Exempted Acts.** Nothing in this chapter shall be construed to prevent the ordinary maintenance or repair of any exterior feature in the Berlin Historical District which does not involve a change of design thereof, nor to prevent the construction, reconstruction, alteration or demolition of any such feature which the Building Inspector certifies is required by the public safety because of an unsafe or dangerous

~~condition; nor prevent the construction, reconstruction, alteration or demolition of any such feature under a permit issued by the Building Inspector prior to the effective date or establishment of the District.~~

NEW LANGUAGE Section is reserved for future use.

**Section 8-15-7.**

~~DELETED LANGUAGE Berlin Historic District Commission. Boundaries.~~ The boundaries of the Berlin Historic District shall be as affirmed by ordinance or by code and as may be amended by the Historic District Commission pursuant to the Connecticut General Statutes.

NEW LANGUAGE Section is reserved for future use.

**Section 8-15-8.**

~~DELETED LANGUAGE Berlin Historic District Commission. Budget.~~ Budget proposals of the Commission shall be submitted pursuant to Chapter 7 of this Charter.

NEW LANGUAGE Section is reserved for future use.

**Section 8-15-9.**

~~DELETED LANGUAGE Berlin Historic District Commission. General.~~ The ordinance adopted at the Town Meeting on March 14, 1974, concerning a Historic District Commission is hereby repealed.

NEW LANGUAGE Section is reserved for future use.

**Section 8-17-1. Berlin VNA. Establishment.** It is the intent of this charter that public nursing service shall continue to be provided by the Berlin VNA as established. Said Berlin VNA shall comply with their own bylaws as well as the Connecticut General Statutes. The Berlin VNA shall continue as heretofore established for the purpose of providing nursing service to the Town of Berlin. There shall be a Board of Directors which shall consist of

~~DELETED LANGUAGE twelve (12)~~

NEW LANGUAGE nine (9)

electors of the Town for terms of three (3) years, provided, one third (1/3) of said directors' terms shall expire each year.

Dated August 17, 2007

Kathryn J. Wall, CMC

Town Clerk Berlin, CT

Approved by Town Council on August 7, 2007

Publication Date – August 21, 2007

**State Election  
November 5, 2002**

## Head Moderator's Return - Local Questions

## BERLIN

### **Votes Cast on Local Questions**

At the State election in the above named Town, legally warned and held on November 5, 2002, the following votes were cast in favor of, and against, the following local questions:

**Sign Here**

**List of Votes Certified By**

1

Signature of Head Moderator -- Presiding Officer

## Commission of Persons With Disabilities 2025 Attendance

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

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SERIALS SECTION  
JAN 6 2025

2025 JAN - 6 APRIL 55

*Kathy Glaser*  
SERIALS C.R.

CC 2025 ATTENDANCE

## Conservation Commission

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BERLIN TOWNSHIP OF CEDAR

2026 JAN -6 PM 2:48

Kathy Melo

6000 m. C. H.

DEBIE M. CT.

*Debie M. C. T.*

MM 10:59 AM 9 - Mar 2012

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REVIEWED BY RECORDING

### 2025 ECONOMIC DEVELOPMENT COMMISSION MEETING ATTENDANCE

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

## HDC 2025 ATTENDANCE

## Historic District

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BERNIE TOWNSON 7/24

2026 JAN 16 7:10 AM PST

Kathy Wall  
BERLIN, CT

## Inland Wetlands & Water Courses Commission Attendance Sheet 2025

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

P=Present

A=Absent

E=Excused

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INLAND WATERS COURSES  
COMMISSION ATTENDANCE SHEET

2025 JAN 15 PM 5:11

*Kathy Heeran*  
COMMISSIONER

**Parks & Recreation Commission Attendance**

**2005**

	J	F	M	A	M	J	A	S	O	N	D	YTD Attendance
	ü	ü	ü	ü	ü	ü	*	Vacation	ü	ü	ü	100%
Bovee	ü	ü	ü	ü	ü	ü	*	Vacation	ü	ü	ü	ü
Butrimas	ü	ü	ü	ü	ü	ü	*	Vacation	ü	ü	ü	100%
Dellaquila	ü											
Heemsooth	ü	ü	ü	ü	ü	ü	*	ü	ü	ü	ü	83%
Pelleier	ü	ü	ü	ü	ü	ü	*	ü	ü	ü	ü	67%
Puicini	ü											
Starz	ü	ü	ü	ü	ü	ü	*	ü	ü	ü	ü	100%
Van Zandt	ü	Vacation	ü	ü	ü	ü	*	ü	ü	ü	ü	100%
Vale da Serra	ü	ü	ü	ü	ü	ü	*	ü	ü	ü	ü	100%

- Not a Commission member for this period

- No quorum

\* - Meeting Canceled

# PZC 2025 ATTENDANCE

Planning + Zoning

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

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2025 JAN 06 2025 2:49

2025 JAN - 6 PM 2:49

*Kathy J. DeSalvo*  
BERLIN, CT.

## Public Building Commission Attendance Sheet 2025

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

P= present

P(z)=present (zoom)

A=absent

E=excused

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GENERAL MANAGER  
CITY OF NEW YORK

2026 JAN 15 PM 5:11

*Kathy J. DeLoach*  
SERIALS CT.



# Veterans Commission

TOWN OF BERLIN  
240 Kensington Road  
Kensington, CT 06037

## Berlin Veterans Commission 2025 Attendance Sheet

January 6, 2026

### Meeting Dates

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

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BERLIN TOWN CLERK

2026 JAN -6 AM 11:11

*Kathy J. Galgano*  
BERLIN, CT.

Respectfully submitted,

*Peter Galgano Jr.*

Peter Galgano Jr., Secretary

## Town of Berlin – Water Control Commission

## 2025 Attendance

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

2026 JAN 15 PM 5:11

Kathy Melo  
BERLIN, CT.

## Youth Services Advisory Board 2025 Attendance

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

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BERLIN CITY HALL

2025 JAN -6 AM 11:55


  
Kathy Miller  
BERLIN, CT

## ZBA 2025 ATTENDANCE

	Whiteside	Mazzotta	Francalangia	Matson	Tubs	Zelek	Mathena	Simonetta
1/28/2025	Absent			Absent		Absent	Absent	
Feb						CANCELLED		
3/25/2025				Absent	Absent		Absent	
April						CANCELLED		
May						CANCELLED		
6/24/2024		Absent		Absent	Absent	remote	remote	
July						CANCELLED		
Sep						CANCELLED		
Oct						CANCELLED		
11/25/2024		Absent		Absent	Absent	Absent	Absent	
Total Attended								
	3/4	2/4	4/4	0/4	2/4	2/4	1/4	4/4

10 Scheduled Meetings

4 Meetings Held

6 Meetings Cancelled



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BERLIN TOWN CLERK

2026 JAN 22 AM 11:14

*Kathy Gleasor*  
BERLIN, CT.



**Please return application to:**

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

Berlin - Peck  
Memorial Library

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

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

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

---

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

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

Email Address: showell@wesleyan.edu

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

Educational Background (optional)  
college

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

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

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

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

Signature: Susan Howell      Date: 1-4-26

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

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BERLIN TOWN CLERK  
2026 JAN -5 AM 10: 39

*Kathy Howell*  
BERLIN, CT.

Status	Board	Vacancies	Status
<b>Name</b> Ms Susan Sarpa <b>Application Date</b> 1/15/2026 <b>Expiration Date</b> 1/15/2125 <b>Status</b> Received	Berlin-Peck Memorial Library Board	1	Pending

## Basic Information

**Name**  
Ms Susan Sarpa  
**Resume File**  
[Download](#)

## Contact Information

**Address**  
754 Reservoir Road  
Berlin, CT 06037  
**Yes, I am a resident**  
Yes  
**Email**  
ssarpa@att.net  
**Phone**  
4083917637

## Occupation

**Employer**  
Stack Overflow  
**Job Title**  
Sr. Director of Learning and  
Organizational Development

## What is your political party affiliation?

Democrat

## Number of years in Berlin

2 yrs. 1 month

## Educational Background (optional)

B.S Organizational Behavior - USF M.A Instructional Technology, Education - SJSU

## Current and Past Civic/Community Involvement

\* Currently a member of the Berlin Democratic Town Committee \*Volunteer for the Humane Society of Silicon Valley in Morgan Hill CA for 3 years

## Tell us why you feel qualified for this appointment

1. A Career Dedicated to Growth and Learning With a 30-year career centered on the development of others, I bring a professional lens to the library's primary mission: lifelong learning. My work has been dedicated to creating programs and processes that help individuals reach their full potential. As a board member, I can apply this expertise to help the library evolve its educational offerings, ensuring they meet the diverse needs of Berlin's residents. 2. Strategic Educational Foundations My academic background provides a "triple threat" of skills essential for effective board governance: B.S. in Organizational Behavior: I understand how systems work, how to manage change, and how to foster a healthy, collaborative organizational culture. M.A. in Instructional Technology & Education: I am equipped to help the library navigate the intersection of information and technology, ensuring our digital resources are accessible and impactful. Certificate in Coaching: I bring the communication and leadership skills necessary to work effectively with fellow board members, library staff, and the public. 3. Future-Ready Mindset (AI Focus) A library must be forward-looking to remain relevant. I embody a growth mindset, consistently seeking out new knowledge through courses, podcasts, and webinars. Currently, my focus is on the emergence of AI. As libraries begin to grapple with how AI affects information literacy and community programming, I can provide informed guidance on how Berlin can stay ahead of the curve. 4. Deep Community Connection & Literacy Advocacy Beyond my professional credentials, I am an avid reader and an active participant in

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BERLIN TOWN CLERK  
BERLIN, CT.

2026 JAN 15 PM 6: 50

*Kathy J. Gleason*  
BERLIN, CT.

the local literary community. Belonging to three book clubs has given me a pulse on what readers are looking for—connection, discussion, and diverse perspectives. I don't just value the library as an institution; I value it as a patron who understands the joy and necessity of a robust collection.

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

None

**Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)**

Yes

Generated 1/15/2026, 6:48:38 PM



Berlin - Peck  
Memorial Library

Please return application to:

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

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

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

Name: Mary Elizabeth Piskorski (Betsy) Telephone No.: 860-828-4855 (Home)

Home Address: 249 Winesap Road, Berlin Number of years in Berlin: 52  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: mary98448@yahoo.com

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

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

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

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

Tell us why you feel qualified for this appointment: My whole adult work  
Career was with books. 4 1/2 years McGraw-Hill Book Publishing, Manhattan.

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

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

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

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

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BERLIN TOWN CLERK  
2026 JAN - 6 AM 9:40

Kathy J. Ward  
BERLIN, CT.

Library

## Status

Name Rachel Cattanach DeLuca

Application Date 1/16/2026

Expiration Date 1/16/2125

Status Received

Board	Vacancies	Status
Berlin-Peck Memorial Library Board	1	Pending

## Basic Information

## Name

Rachel Cattanach DeLuca

## Resume File

Download

## Contact Information

## Address

74 York Road  
Berlin, CT 06037

## Yes, I am a resident

Yes

## Email

cattanach.rachel@gmail.com

## Phone

8609449514

## Occupation

## Employer

Anthem Blue Cross Blue Shield

## Job Title

Senior Medical Underwriting  
Consultant

## What is your political party affiliation?

Democrat 

## Number of years in Berlin

10

## Educational Background (optional)

Bachelor of Arts; Southern Connecticut State University

## Current and Past Civic/Community Involvement

Berlin Democratic Town Committee, Grassroots Berlin (local community organization founded in 2024)

## Tell us why you feel qualified for this appointment

My husband and I moved to Berlin in 2016 and after quickly recognizing the strong sense of community, I wanted to find a way to get involved and stay connected with members of the town. I started by joining social events such as local book clubs and volleyball leagues, which are vital to community engagement, but I also wanted to become involved in a way that could help the growth of Berlin. I joined the Berlin Democratic Town Committee in 2024 and was heavily involved in the mayoral campaign in 2025. I also joined Grassroots Berlin in 2024, which is a bipartisan organization that puts community needs above political party. I think it's important to address that political affiliation is more than just a word on a ballot. I am a strong believer that when we come offline and meet face-to-face, we can have strong and constructive conversations to help bridge the gap of political divide. After a New Year's resolution of engaging in less screen time many years ago, I fell in love with reading, which led me to Berlin-Peck. I frequent the library and Friends of Berlin-Peck bookstore and have had many wonderful interactions with staff/volunteers. As a full-time work-from-home employee, I find myself visiting for books, but also conversation. I am qualified for this appointment because I am hardworking, dedicated, and as a naturally empathetic person, it is my nature to listen and help. To me, this appointment is about contributing to the success of our town but also carrying out the role with passion.

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

I have commitments on Monday and Thursday nights, so my only conflict would be if the Tuesday night meetings were to move.

## Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)

Yes

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BERLIN TOWN CLERK  
2026 JAN 20 PM 1:43

  
Kathy J. DeLuca  
BERLIN, CT.

## Library / Cemetery

## Status

**Name** Ms. Linda R. Cammarota  
**Application Date** 1/22/2026  
**Expiration Date** 1/22/2125

Board (Rank)	Vacancies	Status
Cemetery Committee (0)	1	Pending
Berlin-Peck Memorial Library Board (1)	1	Pending

**Status** Received

## Basic Information

**Name**  
Ms. Linda R. Cammarota

## Contact Information

**Address**  
158 Savage Hill Rd  
Berlin, CT 06037  
  
**Yes, I am a resident**  
Yes  
  
**Email**  
Bx2CTohboy@gmail.com  
  
**Phone**  
9144140118

## Occupation

**Employer**  
Retired  
  
**Job Title**  
Director of Childcare Mercy  
College Bx

## What is your political party affiliation?

Democrat 

## Number of years in Berlin

5+

## Educational Background (optional)

BA - History MA-Early Childhood Education

## Current and Past Civic/Community Involvement

BoD Edgewater Park Owners Co-Op Bx NY Chairperson Beautification Committee Chairperson Art in the Park Currently looking to be more involved with the community we have joined.

## Tell us why you feel qualified for this appointment

I have time to help in this community since my granddaughters are both in school full time. We moved here to help with them. I have experience with young children and it could be a benefit to the library. For the Cemetery Commission, well I was intrigued to learn more about the people who came before me and to continue to honor them with a well cared for resting place.

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

No

## Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)

Yes

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BERLIN TOWN CLERK  
2026 JAN 23 AM 9: 06

*Kathy J. Lee*  
BERLIN, CT.



# Berlin - Peck Memorial Library

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

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

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

Name: Elaine Borselle Telephone No.: 860-828-1616

Home Address: 61 Oak Ridge Dr. Number of years in Berlin: 29

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

Email Address: elaineb2@comcast.net ✓

Are you a Registered Voter? yes Party Affiliation: Dem

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

Educational Background (optional)

Retired

Present Employment (company/position/address)

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

Bokes to Books 2022 - present; First Lutheran church clothes donations

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

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

Signature: Elaine Borselle Date: 11-10-2025

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 NOV 14 AM 11:01

Kathy Gleason  
BERLIN, CT.

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



# Berlin - Peck Memorial Library

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. PECK LIBRARY BOARD

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

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

Name: Carol Welz

Telephone No.: 860-828-6417

Home Address: 1308 Orchard Rd.

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

Number of years in Berlin: 73

30

Email Address: cwelz@comcast.net

Are you a Registered Voter? YES

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

Party Affiliation: REP.

✓  
RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 NOV 14 AM 10:30

Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: PECK LIBRARY BOARD

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

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

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

Signature: Carol Welz

Date: November 13, 2025

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

*Kathy J. Welz*  
BERLIN, CT.



TOWN OF BERLIN  
*Office of The Town Manager*

RYAN CURLEY

*Town Manager*

November 4, 2025

Kevin Wilhelm  
237 Vineyard Drive  
Berlin, CT 06037

Dear Kevin:

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

\_\_\_\_\_ Yes, I want to be considered for another term.

\_\_\_\_\_ No, I do not want to serve another term.

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

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 DEC 17 PM 3: 40

*Kathy Head*

BERLIN, CT.

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



# Board of Ethics

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Board of Ethics      2. \_\_\_\_\_

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

---

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

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

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

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

Worked in healthcare  
Educational Background (optional)

None  
Present Employment (company/position/address)

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

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

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

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

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

RECEIVED FOR RECORD  
BERLIN TOWNSHIP  
BERLIN, CT.  
2025 DEC 16 PM 2:32

Kathy Reed  
BERLIN, CT.



# Board of Ethics

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. ETHICS      2. \_\_\_\_\_

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

---

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

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

Email Address: nnesci@aol.com

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

Some college - 11 years  
Educational Background (optional)

Retired  
Present Employment (company/position/address)

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

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

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

Signature: Dr Nesci      Date: November 13, 2025

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

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 NOV 17 AM 11: 24

Kathy Glazier  
BERLIN, CT.

## Library / Cemetery

## Status

**Name** Ms. Linda R. Cammarota  
**Application Date** 1/22/2026  
**Expiration Date** 1/22/2125

Board (Rank)	Vacancies	Status
Cemetery Committee (0)	1	Pending
Berlin-Peck Memorial Library Board (1)	1	Pending

**Status** Received

## Basic Information

**Name**  
Ms. Linda R. Cammarota

## Contact Information

**Address**  
158 Savage Hill Rd  
Berlin, CT 06037  
  
**Yes, I am a resident**  
Yes  
  
**Email**  
Bx2CTohboy@gmail.com  
  
**Phone**  
9144140118

## Occupation

**Employer**  
Retired  
  
**Job Title**  
Director of Childcare Mercy  
College Bx

**What is your political party affiliation?** Democrat ✓

**Number of years in Berlin**

5+

## Educational Background (optional)

BA - History MA-Early Childhood Education

## Current and Past Civic/Community Involvement

BoD Edgewater Park Owners Co-Op Bx NY Chairperson Beautification Committee Chairperson Art in the Park Currently looking to be more involved with the community we have joined.

## Tell us why you feel qualified for this appointment

I have time to help in this community since my granddaughters are both in school full time. We moved here to help with them. I have experience with young children and it could be a benefit to the library. For the Cemetery Commission, well I was intrigued to learn more about the people who came before me and to continue to honor them with a well cared for resting place.

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

No

## Are you a Registered Voter? (To apply, you must be a Registered Voter in Berlin)

Yes

RECEIVED FOR RECORD  
TOWN OF BERLIN  
BERLIN, CONNECTICUT  
2026 JAN 23 AM 9:06

Kathy J. Wallace  
BERLIN, CT.

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

See below.

*Christi*

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

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

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

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

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

Anna

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

Good Morning Anna,

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



# Commission for Persons with Disabilities

Please return application to:

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

2025 NOV 12 AM 10:15  
Kathy  
BERLIN, CT

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

BERLIN MADE TO FEE  
RECEIVED FOR RECORD

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

Please list your Board/Commission preference below:

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

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

Name: Paul Oates

Telephone No.: 860 839 0681

Home Address: 51 Hudson St

Number of years in Berlin: 30

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

Email Address: p.oates@att.net

Are you a Registered Voter? Yes

Party Affiliation: Democrat

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

Educational Background (optional): Master of Communication - Fairfield University

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Shelton Seniors, Berlin Kiwanis  
Berlin Democratic Town Committee FamilyFare of Central CT

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

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

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

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



Constable

**Please return application to:**

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

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

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

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

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

Home Address: 1815 Sluge Dr Number of years in Berlin: 45

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

Email Address: colangelo54@gmail.com

Are you a Registered Voter? Yes Party Affiliation: Democrat

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

Educational Background (optional)

retired (Postal Service)

Present Employment (company/position/address)

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

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BERLIN TOWN CLERK  
2025 DEC 3 AM 10:53

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

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

Signature: [Signature] Date: 12/1/2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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*Kathy Gleason*  
BERLIN, CT.



Constable

**Please return application to:**

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

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

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

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

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

Home Address: 28 Devonshire Way Number of years in Berlin: 23  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: jkozak145@yahoo.com

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

Bachelor of Science - Marketing  
Educational Background (optional)

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

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BERLIN TOWN CLERK  
APRIL 17 2025 NOV 14 2025

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

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

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

years

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

Signature: John Kozak Date: 11-12-2025

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

Kathy J. Kozak  
BERLIN, CT.



Constable

**Please return application to:**

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

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

1. Constable

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

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

---

Name: Brian Kurnik

Telephone No.: 860-508-5627 860-224-9414

Home Address: 109 Randeckers Lane

Number of years in Berlin: 39

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

Email Address: briankurnik@comcast.net

Are you a Registered Voter? Yes

Party Affiliation: Republican

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

Berlin High School, Class of 1984 University of Connecticut, Class of 1988 - B.S. in Business Administration

Educational Background (optional)

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

Present Employment (company/position/address)

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

St. Paul Church - usher/volunteer

Tell us why you feel qualified for this appointment: I have been a Constable since 2022 and I enjoy the work

and contributing to my town. It would be an honor to be reappointed.

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

Signature: Brian Kurnik

Date: November 19, 2025

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

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 NOV 25 PM 1:39

Kathy Kurnik  
BERLIN, CT.



# Economic Development

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Economic Development 2. Historic

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

Name: PETER CAMPANELLI Telephone No.: 860.690-4263

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

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

Email Address: CAMPANELLI.PETER@gmail.com ✓

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

Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: EDC + HISTORIC

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

PAST EXPERIENCE

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

Signature: None Date: 12-15-25

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

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

*Kathy L. DeLoach*  
BERLIN, CT.



# Economic Development

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

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

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

---

Name: Chris Coppola Telephone No.: 860 505 8711

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

Email Address: ChrisCoppola@gmail.com

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

Educational Background (optional)

Financial Advisor / Ameriprise

Present Employment (company/position/address)

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

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

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

Signature: CC Date: 11-11-25

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

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

Kathy Glazier  
BERLIN, CT.



# TOWN OF BERLIN

## Office of The Town Manager

*Golf Commission*

**RYAN CURLEY**  
*Town Manager*

November 4, 2025

Nancy Berger  
1146 High Road  
Berlin, CT 06037

Dear Nancy:

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

Yes, I want to be considered for another term.

No, I do not want to serve another term.

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

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 DEC 10 AM 10: 24

*Kathy G. Hall*

BERLIN, CT.

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



Lady Niners  
Golf Course

Please return application to:

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Golf Course Commission

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

Lady Niners Club

Name: JEAN L. TERRANOVA

Telephone No.: 860-416-9949

Home Address: 56 Scenic Drive

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

Number of years in Berlin: 12

Email Address: Rimpre 97@msn.com

Are you a Registered Voter? yes

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

Party Affiliation: Republican

HS / Higher Education.

Educational Background (optional)

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

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

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

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

No contribute to the timberlin culture in the community.

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

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



*Golf Commissioner*

**Please return application to:**

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

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

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

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

---

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

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

Email Address: Jimmy.green.690@gmail.com

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

Educational Background (optional) N/A

Present Employment (company/position/address) Retired

Current and Past Civic/Community Involvement: None

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

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

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

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

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2025 DEC 31 PM 12:15

*Kathy J. Green*  
BERLIN, CT.



*Golf Commission*  
TOWN OF BERLIN  
'25 NOV 11 AM 11:56

**Please return application to:**

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

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

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

Please list your Board/Commission preference below:

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

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

Men's Club

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

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

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

Email Address: JNORTS36@Gmail.com

Are you a Registered Voter? YES Party Affiliation: Republican

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

Educational Background (optional)  
CPS BBA - Accountancy

Present Employment (company/position/address)  
Reiner

Current and Past Civic/Community Involvement: Place membership on Golf Committee,

Coach Bassett, CSCA Volunteer

Tell us why you feel qualified for this appointment My business knowledge and

background make knowledge of golf industry is an asset to the town

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

Signature: JAMES NORTON Date: 11/10/25

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

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

*Town Historian*

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

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

Please list your Board/Commission preference below:

1. town historian

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

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

---

Name: Sarah Caliandri

Telephone No.: 8609449344

Home Address: 60 Apple Tree Crossing Berlin

Number of years in Berlin: 78

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

Email Address: scaliandri@comcast.net

Party Affiliation: republican

Are you a Registered Voter? yes

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

B.S., M.S. in nursing, UConn

Educational Background (optional)

retired

Present Employment (company/position/address)

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2026 JAN - 2 AM 10: 04

Current and Past Civic/Community Involvement: current town historian, life member of Berlin Historical Society

Tell us why you feel qualified for this appointment: I have been studying Berlin history for over 25 years

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

Signature: Sarah M. Caliandri Date: 12/30/2025

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

*Kathy Gleason*  
BERLIN, CT.



# Historic District

**Please return application to:**

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

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

1. HISTORIC DISTRICT Commission 2. \_\_\_\_\_

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

Name: HERB WATSON Telephone No.: 860 828-9365

Home Address: 181 Hudson St Number of years in Berlin: 47

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

Email Address: putin99@aol.com ✓

Are you a Registered Voter? YES Party Affiliation: DEMOCRAT

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

Educational Background (optional)

RETIRED

Present Employment (company/position/address)

Current and Past Civic/Community Involvement:

CURRENT Vice CHAIR

Tell us why you feel qualified for this appointment:  
"

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

No

Signature: Herb Watson Date: \_\_\_\_\_

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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3. If you have additional information that you want to provide, please attach extra pages.
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RECEIVED FOR RECORD  
TOWN CLERK  
TOWN OF BERLIN, CT  
2025 DEC 29 AM 9:16

Kathy J. W. 2025  
BERLIN, CT.



# TOWN OF BERLIN

## *Office of The Town Manager*

**RYAN CURLEY**

*Town Manager*

November 4, 2025

Andra Lou Millerd  
1231 Orchard Road  
Berlin, CT 06037

Dear Andra Lou:

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

Yes, I want to be considered for another term.

No, I do not want to serve another term.

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

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 NOV 18 AM 9:00

*Kathy G. Millerd*  
BERLIN, CT.



# Historic District

Please return application to:

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Economic Development 2. Historic

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

Name: Peter Campanelli Telephone No.: 860-690-4263

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

Email Address: Campanelli.peter@gmail.com ✓

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

Educational Background (optional)

Retired

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: EDC + Historic

Tell us why you feel qualified for this appointment:

Past experience

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

None  
Signature: PC Date: 12-15-25

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

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

Kathy J. Heileman  
BERLIN, CT



TOWN OF BERLIN  
*Office of The Town Manager*

RYAN CURLEY

*Town Manager*

November 4, 2025

Frederick White  
90 Sherry Lane  
Berlin, CT 06037

Dear Frederick:

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

Yes, I want to be considered for another term.

No, I do not want to serve another term.

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

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 NOV 10 PM 1:27

*Kathy Heald*

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



# Inland & Wetlands Commission

Please return application to:

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

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

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

Heeran

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

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

Email Address: Margaret.Heeran184@gmail.com ✓

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

Urem Law, Quinnipiac university  
Educational Background (optional)

Tuvera Law Group  
Present Employment (company/position/address)

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

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

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

12/14/2025

Signature: Margaret Heeran Date: 12/14/2025

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

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BERLIN TOWN CLERK

2025 DEC 19 AM 8:43

Kathy Heeran  
BERLIN, CT.



# Parks & Recreation Commission

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Parks & Rec - chair 2. Golf commission – Non-Golfer

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

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

Home Address: 52 Skyview Dr Berlin Number of years in Berlin: 20  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Lucas2424@comcast.net ✓

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

Educational Background (optional)

LPL / financial advisor

Present Employment (company/position/address)

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2025 NOV 10 AM 11: 15

*Kathy Glaw*  
BERLIN, CT.

Current and Past Civic/Community Involvement:

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

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

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

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

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning & Zoning Commission

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

Name: Andrea Lou Millerd Telephone No.: 860-670-5131

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

Email Address: milleale.comcast.net

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

Graduated Berlin High  
Educational Background (optional)

n/a

Present Employment (company/position/address)

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2025 NOV 18 AM 8:59

Kathy Glasse  
BERLIN, CT.

Serve on the following Commissions:

Current and Past Civic/Community Involvement: Planning & Zoning, Cemetery Comm.  
Historic District, Boxes to Roots Board Member, American Legion

Tell us why you feel qualified for this appointment: I have an interest in what type of developments coming into town

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

Signature: Andrea Lou Millerd Date: 11-18-2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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# Planning & Zoning Commission

Please return application to:

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning & Zoning

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

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

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TOWN CLERK  
2025 NOV 17 AM 11:06

Kathy Gleason  
BERLIN, CT.

Name: Jean Veley

Telephone No.: 860-828-9717

Home Address: 1424 Orchard Rd

Number of years in Berlin: Life long

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

Resident.

Email Address: jdveley@gmail.com

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

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

Bachelors / Central CT State University  
Educational Background (optional)

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

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

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

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

NONE

Signature: Jean Veley

Date: 11-16-2025

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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# Veterans' Commission

**Please return application to:**

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Veterans' Commission - Secretary

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

Non-Golfer

Name: PETER GALGANO JR Telephone No.: 860-604-7253

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

Email Address: petergalgano@comcast.net

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

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2025 DEC -3 AM 11:38  
Kathy Galgano  
BERLIN, CT.

Educational Background (optional)

Retired

Present Employment (company/position/address)

Berlin Municipal Veterans' Representative, BOT CT Dept. of Veterans Affairs  
Current and Past Civic/Community Involvement: Vice President Vietnam Veterans of America CT STATE  
BOD VVA Chap. 120, MCH HARDWARE CITY, DEPTH, VFW Post 10730, American Legion Post 68

Tell us why you feel qualified for this appointment: I have been on the commission many years and with all the other veteran organizations that I belong to, I can help many veterans.

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

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

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
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VNA

Status	Board	Vacancies	Status
Name Mrs. Juanita Dee	Visiting Nursing Association Board (VNA)	3	Pending

Application Date 1/24/2026

Expiration Date 1/24/2125

Status Received

Basic Information	Contact Information	Occupation
Name Mrs. Juanita Dee	Address Mrs. Juanita Dee 150 Episcopal Road Berlin, CT 06037	Employer Self Employed
Resume File <a href="#">Download</a>	Yes, I am a resident Yes	Job Title APRN-Family Nurse Practitioner and Psychiatric Nurse Practitioner
	Email Juanita.dee13@gmail.com	
	Phone 8607982614	

What is your political party affiliation?

Democrat

✓

Number of years in Berlin

20

Educational Background (optional)

Master of Science in Nursing, Family and Psychiatric

Current and Past Civic/Community Involvement

Part of Berlin Grassroots and Democratic town committee

Tell us why you feel qualified for this appointment

I have over 26 years experience as a nurse and many in the community

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

no

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

yes

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BERLIN TOWN CLERK

2026 JAN 27 AM 8: 38

Kathy Dee  
BERLIN, CT.



VNA

*Please return application to:*

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

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

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

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

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

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

Email Address: Aurjcoft@gmail.com ✓

Are you a Registered Voter? Yes Party Affiliation: Democratic

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

4 year college degree

Educational Background (optional)

N/A

Present Employment (company/position/address)

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

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

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

Signature: Aurora Corteville Date: 12-1-25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 DEC -1 PM 4:19

Kathy Glazee  
BERLIN, CT.



VNA

*Please return application to:*

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

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

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

Please list your Board/Commission preference below:

1. Visiting Nurses Association

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

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BERLIN TOWN CLERK  
2025 DEC 15 AM 11: 56

Kathy Gleason  
BERLIN, CT.

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

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

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

Email Address: Sheri12@att.net

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

Cosmetologist, Management  
Educational Background (optional)

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

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

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

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

Signature: Sheri Sala Date: 12-10-25

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

RECEIVED  
RECORD  
BERLIN TOWN CLERK  
2025 DEC 15 AM 11: 56



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

**RYAN CURLEY**  
*Town Manager*

November 4, 2025

Warren Baethge  
13 Concord Drive  
Berlin, CT 06037

Dear Warren:

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

Yes, I want to be considered for another term.

No, I do not want to serve another term.

*WKB*

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

Sincerely,

*Ryan Curley*

Ryan Curley  
Town Manager

RC:cms

Enclosure



# Youth Services Advisory Board Youth Member

Please return application to:

Board

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

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

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

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

---

Name: Ava Barbagallo

Telephone No.: 860-968-7110

Home Address: 134 Wildermere Rd.

Number of years in Berlin: 17

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

Email Address: ava08.bgallo@gmail.com

Are you a Registered Voter? NO

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

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

Educational Background (optional)

Present Employment (company/position/address)

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

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

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

Signature: Ava Barbagallo

Date: 11-24-25

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

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 DEC 11 PM 3:24

*Kathy J. Wood*  
BERLIN, CT.



Youth Services

Youth Member

Please return application to: Advisory Board

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

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

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

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

---

Name: Olivia Barbogallo

Telephone No.: 860-968-7083

Home Address: 134 Wildermere rd

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

Number of years in Berlin: 17

Email Address: Olivia08bgallo@gmail.com

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

Are you a Registered Voter? NO

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

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2025 DEC 1 PM 3:24

*Kathy J. Wall*  
BERLIN, CT.

Educational Background (optional)

Present Employment (company/position/address)

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

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

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

Signature: Olivia J. Wall Date: 11-23-25

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

## Breaking News

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

# The Town of Berlin, Connecticut

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## Youth Services Advisory Board

You are here: [Home](#)•[Departments](#)•[Boards & Commissions](#)•[Youth Services Advisory Board](#)

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

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

### Purpose/Authority

**Ordinance – Code Book**

**Chapter II, Article 2**

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

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

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

(Ord. No. 6-80, § 1, 11-10-1980)

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

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

(Ord. No. 6-80, § 2(a), 11-10-1980)

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

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

(Ord. No. 6-80, § 2(b), 11-10-1980)

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

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

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

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

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

(Ord. No. 6-80, § 4, 11-10-1980)

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



# Youth Services

# Advisory Board

BERLIN, CT  
2025 DECEMBER 8

Please return application to:

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

2025 DEC-8 AM 11:31

## TOWN OF BERLIN

### Application for Appointments to Boards and Commissions

BERLIN TOWN CLERK  
RECEIVED FOR RECORD

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

Please list your Board/Commission preference below:

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

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

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

Home Address: 132 Fair Rock Rd Number of years in Berlin: 21 yrs.  
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: nmtierney@comcast.net ✓

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

Educational Background (optional)

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

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

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

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

Signature: Nicole Tierney Date: 12/5/25

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



# Zoning Board of Appeals

*Please return application to:*

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

## **TOWN OF BERLIN**

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

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

Please list your Board/Commission preference below:

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

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

Name: Michael Simonetra Telephone No.: 860 305 9459

Home Address: 146 Hummingbird Dr Number of years in Berlin: 4

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

Email Address: Mike22dj@aol.com R J

Are you a Registered Voter? yes Party Affiliation: \_\_\_\_\_

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

Educational Background (optional)  
Associates Degree

Michael Simonetra DJ & Event Services

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: RTC, Chairman to the  
Concours Ferrari, raising over 2 million dollars for PCMC

Tell us why you feel qualified for this appointment: I have not missed a  
single meeting since joining the ZBA

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

Signature: Michael Simonetra Date: 11.12.25

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



# Zoning Board of Appeals

**Please return application to:**

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

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

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

Please list your Board/Commission preference below:

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

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

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

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

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

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

Educational Background (optional)

Chamber of Comm

Present Employment (company/position/address)

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

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

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

Signature: Hunter Date: 11/10/25

1. We encourage you to attend meetings of any board or commission that you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2025 NOV 13 PM 5:29

Kathy J. Wescott  
BERLIN, CT.

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

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/82939881169?pwd=TD0JqfGGtug9ZcgvNCJE1HZIrcCaoJ.1>

Meeting ID: 829 3988 1169

Passcode: 405841

+1-929-205-6099

**TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, January 20, 2026  
Town Council Chambers (in person)  
Remote Meeting  
7:00 P.M.**

**A. CALL TO ORDER:**

Mayor Kaczynski called the Town Council meeting to order at 7:05 p.m.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL:**

Those in attendance were:

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

Absent:

Councilor Sandra Coppola  
Councilor Peter Rosso

Also in attendance:

Town Manager Ryan Curley  
Corporation Counsel Jeffrey Donofrio

**D. AUDIENCE OF CITIZENS:**

Mayor Kaczynski asked anyone wishing to speak about Bright Feeds to wait until after the Department of Public Health's presentation this evening.

**Peter Zarabozo, 158 Ellwood Road** – Mr. Zarabozo stated that the Town Charter requires the Town Manager to reside in Berlin. In 2024 the Town Council voted to grant the town manager two years to comply with this residency requirement. Mr. Zarabozo added that his concern is that the Charter itself does not appear to authorize the Council to waive or extend this requirement. The Town Manager has publicly confirmed that he does not currently reside in town.

Mr. Zarabozo asked the Council to state what Charter provision it relied upon in granting this extension. If no such provision exists, he requested that the Council formally seek a written legal

opinion from Corporation Counsel addressing whether the extension is authorized under the Charter and, if not, how this issue can be remedied going forward. Mr. Zarabozo requested that such a written legal opinion be provided within ten days, adding that if a written legal opinion already exists that it be made public. Mr. Zarabozo added that his goal is solely to ensure compliance with the Charter.

Mayor Kaczynski asked ***Corporation Counsel Donofrio*** to address this matter. Corporation Counsel Donofrio stated that in 2024 when the Town was in the process of recruiting a new Town Manager there was discussion that the Charter specifically states that the Town Manager need not reside in Berlin at the time of appointment but shall reside in Town during the time of their tenure.

At the time of appointment Town Manager Curley was First Selectman of Portland and one of his concerns was to properly transition the government in that town before leaving. It was then agreed that two years was a reasonable timeframe for establishing residency in Berlin. Corporation Counsel Donofrio stated that the Charter does not specify an exact timeframe for establishing residency.

***Jean Terranova, 56 Scenic Drive*** – Ms. Terranova stated that she submitted an application for the Golf Course Commission as a member of the Lady Niners, and she hopes that the Town Council will consider her for appointment to the Commission.

***David James, 1863 Chamberlain Highway*** – Mr. James stated that there was an article in the Berlin Citizen about riparian rights in Connecticut. He is aware of a proposed subdivision at 680 Kensington Road which is bisected by Hatchery Brook, and he hopes that a plan could be put in place to include buffers along the brook to help keep the water clean from runoff. He also believes that it would be an asset to Berlin if there was an extension of the Hatchery Brook trails along that riparian corridor.

**E. MAYOR'S UPDATE:**

None

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

**G. NEW BUSINESS:**

**1. Topic re: Report out from CT Department of Public Health on Bright Feeds – Town Manager**

Cheryl Fields, Toxicologist for the Connecticut Department of Public Health (DPH), stated that tonight's report would be focusing on DPH's evaluation of the exposure to contaminants in the ambient air at the Bright Feeds facility.

After complaints regarding odors at Bright Feeds were received from the community, local officials asked DPH to evaluate health risks from the exposure to contaminants in air emissions from the facility. At the same time the Connecticut Department of Energy and Environmental Protection (DEEP) required that Bright Feeds test the air coming from their dryer stacks. Testing was performed in January 2025 by a third-party test contractor and audited by DEEP. In February DEEP used an EPA model to estimate the levels of contaminants in the ambient air that people may have

been breathing directly beyond the Bright Feeds facility. DEEP provided those modeling results to DPH which used the data to evaluate whether the estimated contaminant levels in ambient air could affect public health in the community.

DPH's findings noted that past exposure to estimated air contaminant emissions from Bright Feeds is not expected to harm health with the risk of cancer from this exposure being extremely low, and health problems other than cancer are unlikely to occur.

Detectable odors from the facility were found to come from the chemical acetaldehyde which can be described as having a pungent or fruity smell. This chemical can be released into the air during food processing, industrial and other activities. Odors can cause temporary symptoms such as headache, sore throat, cough, and other irritation which will usually go away when the odor decreases.

Breathing in ethanol and acetaldehyde at the ambient air concentration modeled by DEEP is not expected to harm people's health, and smelling odors alone is not expected to cause long-term or permanent health problems.

Ms. Fields stated that the data collected from the dryer stacks was conducted before the RTO air pollution control device was installed. For DPH to evaluate health risks, the highest maximum ambient concentrations that were modeled by DEEP were used as this is the recommended approach used by federal guidance. The maximum concentration provides a more conservative, health-protective estimate of exposure by assuming exposure to the highest levels of contaminants.

The Department of Public Health's full report is attached to these minutes.

Mayor Kaczynski asked members of the audience if there were any questions for either DPH or DEEP.

**Ryan Malloy, 84 Juniper Lane** – Mr. Malloy expressed frustration with having to deal with the Bright Feeds issues over the course of two years and believes that the State should make sure that going forward no company should be allowed to operate for that long when complaints are made by a community.

Mr. Malloy stated that he is also concerned about sound issues that have come up across the state and he wants to know what Berlin's stance on what an acceptable measure of sound in town is.

**David James, 1863 Chamberlain Highway** – Mr. James questioned how atmospheric conditions affect the modeling and testing.

**Adrian Wolski, 339 Worthington Ridge** - Mr. Wolski stated that his home is located very close to Bright Feeds and he continues to have issues with sounds coming from the facility. He would prefer that they not be allowed to operate after 10:00 p.m. as the noise continues to interrupt his sleep. Mr. Wolski would like to know how zoning allows a facility like Bright Feeds to be built without community input.

**Jake Felton, Director Air Quality Enforcement for DEEP** – Mr. Felton stated that odor complaints to his office have dropped significantly since the installation of the RTO at the Bright Feeds facility in April of 2025.

Mr. Felton stated that he understands that there are concerns that stack testing was not done under worst case operating conditions, however important steps were taken to ensure that testing occurred under representative operating conditions. DEEP staff were onsite before and during the testing to ensure that the dryer was operating within 90% of the maximum rated capacity and the dryer was processing representative feed stock items.

Meteorological conditions were taken into account with the modeling based on the past five years of met data to develop the worst-case meteorological conditions, with DPH relying on the 24-hour annual average to look at chronic health effects and the eight-hour average to look at acute health effects.

Mr. Felton added that DEEP did not *allow* Bright Feeds to operate without a new source review permit. Bright Feeds' process was a new industrial process in the state without established emission factors. A cease-and-desist order cannot be issued solely based on operating without that permit as there is due process and an enforcement process.

**Ryan Malloy** inquired about the pending enforcement action against Bright Feeds by DEEP. Mr. Felton stated that the enforcement action is still pending but an update should be provided shortly, adding that Bright Feeds has since applied for a new source review permit. DEEP will continue to conduct inspections of the facility and the permit will require periodic emissions testing subject to audit by DEEP staff.

Mayor Kaczynski stated that he has spoken with those in the general area of Bright Feeds that were having issues with odors and noise in the past and they have stated that they do not hear or smell it anymore. The Town's sound engineer will continue to conduct sound testing and Mayor Kaczynski asked residents to provide detailed information regarding times that noise is an issue.

**2. Topic re: Approve the recommended Enhancements to the Fire Department Reward Programs. – Fire Administrator**

Town Manager Curley stated that the Fire Services Committee has been meeting to review the existing reward program for fire fighters which includes the stipend and pay-per-call programs. The program had not been revised since 2020.

Recommended enhancements to the program increase the base compensation for firefighters in good standing and provide additional compensation opportunities by participating in certain roles and activities. Extra-duty payrates for events such as fire protection watch and public education would increase from \$60 to \$100 for each four-hour event. Payouts are distributed quarterly throughout the calendar year. Town Manager Curley added that eligibility requirements were also strengthened.

Councilor Paonessa moved to approve the recommended Enhancements to the Fire Department Reward Programs.

Seconded by Councilor Veach.

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

Vote being 5-0 (MOTION CARRIED)

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

Town Manager Curley stated that due to a number of motor vehicle accidents involving Town vehicles in fiscal year 2026 costs associated with repairs have increased the overall spending with Berlin Auto Center. Considering past expenditures and the ongoing necessity for overall fleet maintenance it is projected that cumulative expenditures with Berlin Auto will exceed the \$25,000 threshold. This request is intended to ensure that the Town maintains uninterrupted access to essential fleet services.

Funding to cover this purchase order increase will come from Contractual Services and Auto Parts, as well as the Insurance Account for Police Vehicles.

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

Seconded by Councilor Veach.

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

Vote being 5-0 (MOTION CARRIED)

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

Director of Facilities Doug Solek stated that Griswold School had all remaining asbestos containing material (ACM) floor tile and mastic removed from classrooms over ten years ago. Rooms within the original part of the school have some residual ACM tiles and mastic under HVAC units that will no longer be encapsulated with the installation of the new fan coil units.

Asbestos testing was performed by the Town's on-call contractor EnviroMed Services. HazPros, Inc provided a proposal utilizing State contract for abatement of the remaining asbestos in 18 classrooms.

Councilor Paonessa moved to utilize State of CT DAS Contract no. 20PSX 0154 and approve the proposal from HazPros, Inc. of West Hartford, CT in the amount of \$46,440 which includes a twenty

percent contingency for the required remaining asbestos abatement under the existing classroom unit ventilators at Griswold School as approved by the Public Building Commission.

Seconded by Councilor Veach.

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

Vote being 5-0 (MOTION CARRIED)

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

Town Manager Curley introduced this item stating that the America 250 | Berlin chairs received notification that the national America 250 Commission owns the trademark to the logo and wordmark “America 250” and that any organization or municipality wishing to use the logo or words as part of their own logo must execute a sublicensing agreement.

Town Clerk Kate Wall requested that the Town Council approve this agenda item tonight and stated that going forward the Committee may use alternative language.

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

Seconded by Councilor Veach.

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

Vote being 5-0 (MOTION CARRIED)

**H. APPOINTMENTS:**

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

- 1. Berlin-Peck Memorial Library Board – Vacancy** – Derrik Bosse has resigned. Replacement term would be until January 31, 2027. Can be filled with D, R or U.
- 2. Berlin-Peck Memorial Library Board** – Elaine Borselle (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
- 3. Berlin-Peck Memorial Library Board** – Carol Welz (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.

4. **Berlin-Peck Memorial Library Board** – Kevin Wilhelm (D) term expires January 31, 2026, and he is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D, R or U (depending on the above).
5. **Board of Ethics** – Antonina DeDominicis (R) term expires January 31, 2026. She has served six consecutive years and therefore, by charter, cannot be reappointed. Replacement term would be until January 31, 2029. Can be filled with D, R or U.
6. **Board of Ethics** – Deborah Reed (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
7. **Board of Ethics** – Nick Nesci (R; Alternate) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with R or U.
8. **Cemetery Commission – Vacancy** – Riza Brown has resigned. Replacement term would be until January 31, 2031. Can be filled with D or U.
9. **Central Connecticut Health District – Vacancy** – Replacement term would be until June 30, 2028.
10. **Commission for Persons with Disabilities** – Anna Metcalf (D) term expires January 31, 2026, and she is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D, R or U.
11. **Commission for Persons with Disabilities** – Paul Oates (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
12. **Conservation Commission – Vacancy** – Robert Ramsey has resigned. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
13. **Conservation Commission – Vacancy** – Karl Lewis has resigned. Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
14. **Conservation Commission – Vacancy – Alternate** – Replacement term would be until January 31, 2031. Can be filled with a D, R or U.
15. **Conservation Commission – Vacancy – Alternate** – Jason Pelletier has resigned. Replacement term would be until January 31, 2031. Can be filled with a D, R or U (must be different affiliation than above alternate appointment).
16. **Constables** – Dominic Colangelo (D) term expired December 2025. Reappointment or replacement term would be until December 2027. Can be filled with D, R or U.
17. **Constables** – John Kozak (R) term expired December 2025. Reappointment or replacement term would be until December 2027. Can be filled with D, R or U.

18. **Constables** – Brian Kurnik (R) term expired December 2025. Reappointment or replacement term would be until December 2027. Can be filled with D, R or U.
19. **Constables – 4 Vacancies** – Terms would be until December 2027. Can be filled with R, D or U with no more than a bare majority to be from one political party (Section 8-6).
20. **Economic Development Commission** – Peter Campanelli (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
21. **Economic Development Commission** – Christopher Coppola III (U) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
22. **Golf Course Commission – Vacancy (Ladies' Club Member)** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U and must be a Ladies' Club Member.
23. **Golf Course Commission** – Nancy Berger (R; Lady Niners Club Member) term expires January 31, 2026, and she is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D, R or U & must be a Lady Niners Club Member.
24. **Golf Course Commission** – James Green (D; Mens' Club Member) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U & must be a Mens' Club Member.
25. **Golf Course Commission** – James Norton (R; Mens' Club Member) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U & must be a Mens' Club Member.
26. **Historian** – Sarah Caliandri (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
27. **Historic District Commission** – Herbert Watson (D) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.
28. **Historic District Commission** – Andra Lou Millerd (R; Alternate) term expires January 31, 2026, and she is not seeking reappointment. Replacement term would be until January 31, 2031. Can be filled with D, R or U.
29. **Housing Authority Commission – Tenant Vacancy** – Lisa Salamon has resigned. Replacement term would be until March 31, 2029. Can be filled with a D or U.
30. **Housing Authority Commission – Vacancy** – Replacement term would be until March 31, 2030. Can be filled with a D or U.

- 31. Inland Wetlands & Water Courses Commission – Vacancy –** Gary Pavano Resigned. Replacement term would be until January 31, 2028. Can be filled with a D or U.
- 32. Inland Wetlands & Water Courses Commission –** Frederick White (U) term expires January 31, 2026, and he is not seeking reappointment. Replacement term would be until January 31, 2029. Can be filled with D or U.
- 33. Inland Wetlands & Water Courses Commission –** Margaret 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 Brighenti (R) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.
- 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).

NO ACTION TAKEN

Town Clerk Kate Wall stated that current members may continue to serve until they are reappointed or new appointments are made.

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

- Town Manager Curley congratulated VNA Interim Clinical Supervisor Edyta Halas on receiving her Bachelor of Science in Nursing which was a requirement for becoming the Permanent Clinical Supervisor.
- The Connecticut Department of Housing shows Berlin at 10.03% affordable housing. Since that figure was announced the Town has added nine additional affordable housing units and an additional 12 units will be added to that figure as of July 1<sup>st</sup>.
- The Town Manager thanked all crews involved in keeping the Town's roads and public surfaces clear during all the recent snow events.
- A meeting was held with the property owner on Lower Lane regarding an access agreement to the proposed YMCA building in the area. Meeting dates are being coordinated with YMCA Director John Benigni to discuss utilizing the Town's remaining grant funds through a pass-through agreement in order to conduct a feasibility study.

**J. SPECIAL COMMITTEE REPORTS:**

The Fire Services Committee met this evening, and the Paid On-Call program changes were discussed and voted on during tonight's Town Council meeting.

**K. COUNCILORS' COMMUNICATION:**

Councilor Pruzin inquired about the status of organizing a Charter Revision Commission. Town Clerk Kate Wall will provide an agenda item for the next Town Council meeting. Ms. Wall reminded the Town Council of the requirements for the Commission.

Mayor Kaczynski stated that the Board of Education rescinded their parking fee at Berlin High School and they will refund all those that have already paid the fee.

Mayor Kaczynski stated that the VNA is doing a phenomenal job. Revenue losses have been cut without any loss of services to the community.

Town Manager Curley stated that a proclamation will be presented to the Berlin High School football team at the February 17<sup>th</sup> Town Council meeting.

**L. ACCEPTANCE OF MINUTES:**

**January 6, 2026**

Councilor Paonessa moved to accept the Town Council Meeting minutes of January 6, 2026 as presented.

Seconded by Councilor Veach.

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

Vote being 5-0 (MOTION CARRIED)

**M. ADJOURNMENT:**

Councilor Paonessa moved to adjourn the meeting at 9:24 p.m.

Seconded by Councilor Veach.

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

Vote being 5-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Clerk of the Meeting