

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 11th) 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 12th or February 26th (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 26th or March 12th (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 30th.
6. **May 11th** - CRC must submit draft to Town Clerk. [CGS §7-191(b)]
7. **May 19th** - Town Clerk submits draft to Town Council. [CGS §7-191(b)]
8. **Suggested date – June 2nd** - 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 16th** - 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 7th**)

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 21st.**
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)]



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

971

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...

(h) 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 Services¹. 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

¹ 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 Vacancies². 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. Duties³. 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 Meetings⁴. 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. Administrator⁵. 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

² Modification and recodification of current Section 8-17-2

³ Recodification of current Section 8-17-2,

⁴ Recodification of current Section 8-17-4,

⁵ 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

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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 11: 59

Kathryn 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 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 (2nd) Monday after the election instead of the second (2nd) 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 (2nd) 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 (1st) 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 or in the Berlin Town Clerk's Office.

2007

0221

Part II - Write-In Votes for REGISTERED Write-in Candidates Only

Office Designation

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

Registered Write-In
Candidate's Name

Number of
Write-in
Votes Cast

Part III - Questions on Ballot

Question
Number

Designation of Question (from ballot label)

Yes
Votes

No
Votes

1.

"Shall the proposed amendments to the Berlin
Charter be adopted?"

1879

1954

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.

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Section 8-15-9. ~~Berlin Historic District Commission. General.~~ Section is reserved for future use.

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 (2nd) 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 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

DELETED LANGUAGE ~~of ten 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 ~~of ten 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:

Question Designation (from ballot label)	YES Votes (In favor)	NO Votes (Against)
1. "Shall the proposal to adopt the annual town budget by referendum be adopted?"	4,018	1,748
2. "Shall the proposal to allow a referendum on bonding ordinances be adopted?"	4,006	1,250
3. "Shall the proposal to reduce the Town Council to seven members be adopted?"	3,803	1,769
4. "Shall the proposal to appoint the Zoning Board of Appeals be adopted?"	3,331	2,186
5. "Shall the proposed Technical Revisions to the Town Charter be adopted?"	4,153	1,233

Sign Here

List of Votes Certified By



Patty E. Carlson

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					
Members											
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					

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BENJAMIN D. PAV

2026 JAN -6 AM 11:55

Kathy Miller

DERLIN, CT.

Conservation Commission

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BERLIN TOWN CLERK

2026 JAN -6 PM 2: 48

Kathy Wall

GERMAN CT.

DERIVED

2020/10/20

65:01 MW 9-- NOV 9202

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2025 ECONOMIC DEVELOPMENT COMMISSION MEETING ATTENDANCE

Member	January	February	March	April	May	June	July	August	September	October	November	December	Attendance
Dave Cyr	X	X	X	X	X	X	No meeting	No meeting	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	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	8 of 9
Vince Fortunato	X	X	X	X					X	X		X	7 of 10

Historic District

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SERIALS ACQUISITION

Kathy Grace

BERLIN, G.

Inland Wetlands & Water Courses Commission Attendance Sheet 2025

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

P=Present
A=Absent
E=Excused

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BERLIN CT 06032

2026 JAN 15 PM 5:11

Kathy LaRose
BERLIN CT

Parks & Recreation Commission Attendance 2025

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

- Not a Commission member for this period

MQ - 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
3/6/2025							Absent	Absent		Absent
3/20/2025	Absent			remote			Absent		remote	
4/3/2025					Absent					NA
5/1/2025					remote	remote	Absent		Absent	NA
5/15/2025					remote		remote			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	NA
8/7/2025						Absent	remote		remote	NA
8/21/2025							Absent			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
11/6/2025	Meeting Cancelled									
11/13/2025							Absent	Absent		
11/20/2025							Absent			NA
12/11/2025		Absent								NA
*Special Mtg										

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2026 JAN -6 PM 2:48

Kathy G. Wall

BERLIN, CT.

Public Building Commission Attendance Sheet 2025

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

P= present
P(z)=present (zoom)
A=absent
E= excused

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APR 14 10 52 AM 2025

2026 JAN 15 PM 5:11

Kathy Malone
SERLIM, 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 Wall
BERLIN, CT.

Respectfully submitted,

Peter Galgano Jr.

Peter Galgano Jr., Secretary

Town of Berlin – Water Control Commission

2025 Attendance

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

	NOTE	January	February	March	April	May	JUNE SPECIAL 6/17/25	July	August	September	October	November	December
	S	1/28/25	2/25/25	3/25/25	4/22/25 CANCELED	5/27/25 CANCELED		7/22/25	8/26/25	9/23/25	10/28/25	11/25/25	12/16/25
Liam Mitchell Chairman		P	P	P			P	P	P	P	P	P	P
David Dorau		P	E	E			P	P	P	P	P	P	P
James Phelps (Alternate)		N/A	N/A	N/A			P	P	P	P	E	P	E
Alvaro Garcia, Jr.		A	P(z)	A			A	A	P(z)	A	A	A	P(z)
Nicholas Stevens		E	P	P			P	E	P	E	P	A	P
Warren Baetnge (Alternate)		P	P	P			P	P	P	P	P	E	P
Sebastian Senia		P	P(z)	P			A	P(z)	P	P	P(z)	P	P

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BERLIN, CT.

2026 JAN 15 PM 5:11

Kathy Miller
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
Members										
Nancy Cavalliere			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				X	
Kevin Chaffee		X	X		X				X	
Nathan DeJackome (secretary)			X		X				X	
Staff										
Jaymee Miller (Staff Liaison)	X	X	X		X	X			X	X

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BERLIN TOWN OFFICE

2026 JAN -6 AM 11:55

Kathy Hoo
BERLIN, CT.

ZBA 2025 ATTENDANCE

	Whiteside	Mazzotta	Francalangia	Matson	Tubbs	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	
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

RECEIVED FOR RECORD
 BERLIN TOWN CLERK

2026 JAN 22 AM 11:14

Kathy Quade
 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)

college
Educational Background (optional)

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

Current and Past Civic/Community Involvement: volunteers at the Killingworth, CT library for 20 years, and volunteers 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.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2026 JAN -5 AM 10:39

Kathy Gwalec
BERLIN, CT

Status

Name Ms Susan Sarpa
Application Date 1/15/2026
Expiration Date 1/15/2125
Status Received

Board	Vacancies	Status
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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2026 JAN 15 PM 6:50
Kathryn G. Wall
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
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 52

Email Address: mary98448@yahoo.com

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

Party Affiliation: Democrat

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

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

Current and Past Civic/Community Involvement: Boxes to Boots, 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 Macmillan 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: 1/6/2026

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.

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

Kathy Gleason
BERLIN, CT.

Library

Status		Board	Vacancies	Status
Name	Rachel Cattanach DeLuca	Berlin-Peck Memorial Library Board	1	Pending
Application Date	1/16/2026			
Expiration Date	1/16/2125			
Status	Received			

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2026 JAN 20 PM 1:43
Kathy G. Wall
BERLIN, CT.

Ms. Linda R. Cammarota

Library / Cemetery

Town of Berlin | Generated 1/23/2026 @ 1:55 pm by OnBoardGOV - Powered by ClerkBase

Status

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

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

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

Generated 1/23/2026, 8:55:55 AM

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BERLIN TOWN CLERK

2026 JAN 23 AM 9:06

Kathy G. Wade
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)

BA CSSU
Educational Background (optional)

Retired
Present Employment (company/position/address)

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

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

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

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

Signature: Elaine Borselle Date: 11-10-2025

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

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

Katrina Wallace
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. PECK LIBRARY BOARD 2. _____

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

Name: Carol Welz Telephone No.: 860-828-6417

Home Address: 1308 Orchard Rd Number of years in Berlin: 73
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: cwelz@comcast.net

Are you a Registered Voter? YES Party Affiliation: REP.
(Note: To apply, you must be a Registered Voter in Berlin)

Educational Background (optional)

Retired

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.

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

Kathy Gleason
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 18th 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 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

Katlyn Wall
BERLIN, CT.

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7002
FAX (860) 828-7068
E-MAIL: 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: Debskireedski@gmail.com

Are you a Registered Voter? Yes Party Affiliation: Republican ✓
(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 16th 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
2025 DEC 16 PM 2:32

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

Party Affiliation: R ✓

Some college - Hillier
Educational Background (optional)

Retired
Present Employment (company/position/address)

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

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

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

Signature: N. Nesci Date: November 13, 2025

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

Kathy Gual
BERLIN, CT.

Ms. Linda R. Cammarota

Library / Cemetery

Town of Berlin | Generated 1/23/2026 @ 1:55 pm by OnBoardGOV - Powered by ClerkBase

Status

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

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

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

Generated 1/23/2026, 8:55:55 AM

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2026 JAN 23 AM 9:06
Kathy G. Ward
BERLIN, CT.

Kate Wall

Commission for Persons w/Disabilities

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>
Sent: Wednesday, December 31, 2025 11:35 AM
To: Christi Sullivan <csullivan@berlinct.gov>
Subject: FW: COPWD

From: Anna Metcalf <ametcalf70@gmail.com>
Sent: Wednesday, December 31, 2025 9:43 AM
To: Jaymee Miller <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> 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 1st, 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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

RECEIVED FOR RECORD
BERLIN TOWN CLERK'S
AM 10:45
21 NOV 12 2025

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. CHATES 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 Chates

Telephone No.: 860 839-0689

Home Address: 514 DSOIN ST

Number of years in Berlin: 30

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

Email Address: p.chates@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)

Present Employment (company/position/address)

Current and Past Civic/Community Involvement:

Shelton Jaycees, Berlin Kiwanis
Berlin Democratic Town Committee Family Group of Central CT

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

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

Signature: Paul R. Chates 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: 187 S. Slupe Dr Number of years in Berlin: 45
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: colangelod54@gmail

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: _____

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

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

Signature: _____ Date: 12/1/2025

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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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2025 DEC +3 AM 10:53

Kathy Gwale
BERLIN, CT.



Constable

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Constable 2. _____

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

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

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

Email Address: jkozak45@yahoo.com

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

Bachelor of Science - Marketing
Educational Background (optional)

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

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.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2025 NOV 14 AM 11:17

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

Number of years in Berlin: 39

Email Address: briankurnik@comcast.net

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

Party Affiliation: Republican

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.
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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
BERLIN TOWN CLERK'S OFFICE
2025 NOV 25 PM 1:39

Kathy Glavin
BERLIN, CT.



Economic Development

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Economic Development 2. HISTORIC

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

Name: PETER CAMPANELLI Telephone No.: 860-690-4263

Home Address: 1055 WORTHINGTON RD Number of years in Berlin: LIFE
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: CAMPANELLIPIETRE@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: [Signature] 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.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2025 DEC 15 PM 2:39

Kathy Gleason
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: 666 Heritage Dr Number of years in Berlin: 14
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: chriscope@icloud.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: _____

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.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK'S OFFICE
2025 NOV 11 AM 11:44

Kathryn Gleason
BERLIN, CT



RYAN CURLEY
Town Manager

TOWN OF BERLIN
Office of The Town Manager

Gels
Commission

November 4, 2025

Nancy Berger
1146 High Road
Berlin, CT 06037

Dear Nancy:

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

_____ Yes, I want to be considered for another term.

 X No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18th 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 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 Gwall
BERLIN, CT.

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7002
FAX (860) 828-7068
E-MAIL: 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: Rdmpre97@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 contribute to the timberline culture in the community.

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

NO

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.
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3. If you have additional information that you want to provide, please attach extra pages.
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Golf 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. 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.: 860-919-4566

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

Email Address: Jimmygreen690@gmail.com

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

N/A
Educational Background (optional)

Retired
Present Employment (company/position/address)

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.
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RECEIVED FOR RECORD
PERMITS TOWN CLERK
2025 DEC 31 PM 12:15

Katlyn Gwara
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 STEPHENSON DR
BERLIN CT 06037
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 33

Email Address: JNORTS36@Gmail.com

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

Party Affiliation: Republican ✓

CPA BBA - Accounting
Educational Background (optional)

RETIRED
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: PLANK MEMBERSHIP on GOLF COMMISSION,
Coach Baseball, CSCA Volunteer

Tell us why you feel qualified for this appointment: My BUSINESS KNOWLEDGE and
Backgrounds along with 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: [Signature] Date: 11/10/25

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



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

Are you a Registered Voter? yes

Party Affiliation: republican

(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)

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

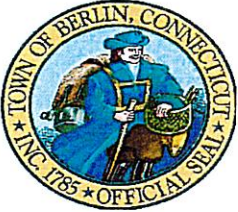
Signature: *Sarah M. Caliandri*

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.
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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
2026 JAN -2 AM 10:04

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: PUTTING GREEN @ COMCAST.NET

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

BS - UCONN

Educational Background (optional)

RETIRED

Present Employment (company/position/address)

Current and Past Civic/Community Involvement:

CURRENT VICE CHAIR

Tell us why you feel qualified for this appointment: _____
" _____

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

No

Signature: Herb Watson Date: _____

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2025 DEC 29 AM 9:16

Kathryn Gwall
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 18th 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 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

Kathryn 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. 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 WORTHINGTON RD Number of years in Berlin: LIFE
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: CAMPANELLIPIETRE@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? _____

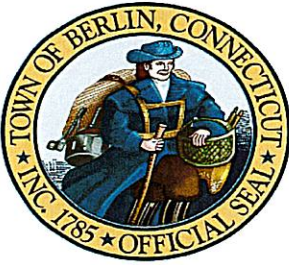
NONE

Signature: [Signature] 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 G. [Signature]
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.

X_____ No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18th 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 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 Wall
BERLIN, CT.

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7002
FAX (860) 828-7068
E-MAIL: 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:

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

Home Address: 1760 Alling Street Number of years in Berlin: 5
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Margaret.Heeran18@gmail.com

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

Educational Background (optional): UConn Law, Quinnipiac University

Present Employment (company/position/address): Rivera Law Group

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? _____

Signature: Margaret Heeran Date: 12/14/2025

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2025 DEC 19 AM 8:43

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

Party Affiliation: R ✓

Educational Background (optional)
Finance
LPL / financial advisor

Present Employment (company/position/address)

Current and Past Civic/Community Involvement:

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

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

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

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2025 NOV 10 AM 11:15

Katlyn Gwinn
BERLIN, CT



Planning and Zoning Commission

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning & Zoning Commission

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

Name: Andra Lou 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: mil1eale.comcast.net

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

Educational Background (optional): Graduated Berlin High

n/a
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Serve on the following Commissions:
Planning & Zoning, Cemetery Comm.,
Historic District, Boxes to Beds Board Member, American Legion

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

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

Signature: Andra Lou 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.
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 18 AM 8:59

Kathy Giese
BERLIN, CT



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: _____

Name: Jean Veley

Telephone No.: 860-828-9717

Home Address: 1424 Orchard Rd.
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: Lifelong Resident.

Email Address: jdveley@gmail.com

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

Party Affiliation: Republican ✓

Educational Background (optional): Bachelors / Central CT State University

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

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

Tell us why you feel qualified for this appointment: My Continued concern to assist in quickening 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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RECEIVED FOR RECORD
BERLIN TOWN CLERK'S OFFICE
2025 NOV 17 AM 11:06

Kathryn Glaze
BERLIN, CT.



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.: 860-604-7283

Home Address: 59 WILCOX AVE, EAST BERLIN

Number of years in Berlin: 30

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

Email Address: PETERGALGANO@COMCAST.NET

Are you a Registered Voter? Yes

Party Affiliation: Democrat

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

Educational Background (optional)

RETIRED

Present Employment (company/position/address)

BERLIN MUNICIPAL VETERANS' REPRESENTATIVE, BOT CT DEPT. OF VETERANS AFFAIRS

Current and Past Civic/Community Involvement: VICE PRESIDENT VIETNAM VETERANS OF AMERICA CT STATE COUNCIL

BOD VVA Chap. 120, MCH HARDWARE CITY DETAIL, VFW POST 10732, 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.
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3. If you have additional information that you want to provide, please attach extra pages.
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Mrs. Juanita Dee

VNA

Town of Berlin | Generated 1/27/2026 @ 1:34 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Mrs. Juanita Dee
Application Date 1/24/2026
Expiration Date 1/24/2125
Status Received

Board	Vacancies	Status
Visiting Nursing Association Board (VNA)	3	Pending

Basic Information

Name
Mrs. Juanita Dee
Resume File
[Download](#)

Contact Information

Address
Mrs. Juanita Dee
150 Episcopal Road
Berlin, CT 06037
Yes, I am a resident
Yes
Email
Juanita.dee13@gmail.com
Phone
8607982614

Occupation

Employer
Self Employed
Job Title
APRN-Family Nurse
Practitioner and Psychiatric
Nurse Practitioner

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2026 JAN 27 AM 8:38
Kathryn G. Wall
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: Aurjcoort@gmail.com ✓

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

4 year college degree
Educational Background (optional)

N/A

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: _____

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

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

Signature: Aurora Corteville Date: 12-1-25

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

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

Kathryn Glaser
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. _____

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

Number of years in Berlin: 24

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 Styling
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
TOWN CLERK'S OFFICE
BERLIN, CT
2025 DEC 15 AM 11:56

Kathy Gleason
BERLIN, CT.

Unaffiliated ✓

TOWN OF BERLIN
25 DEC 15 AM 11:44



TOWN OF BERLIN
Office of The Town Manager

RYAN CURLEY
Town Manager

November 4, 2025

Warren Baethge
13 Concord Drive
Berlin, CT 06037

Dear Warren:

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

_____ Yes, I want to be considered for another term.

X _____ No, I do not want to serve another term.

WKB

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 18th 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 or fax to 860-828-7068.

Sincerely,

Ryan Curley

Ryan Curley
Town Manager

RC:cms

Enclosure

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



Youth Services Advisory Board Youth Member

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Youth Service Advisory Board 2. _____

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

Name: 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: ava08bgallo@gmail.com

Are you a Registered Voter? NO Party Affiliation: _____
(Note: To apply, you must be a Registered Voter in Berlin)

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

Katlynn Gual
BERLIN, CT.



Youth Services

Youth Member

Advisory Board

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Youth Service Advisory Board 2. _____

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

Name: Olivia Barbagallo Telephone No.: 860-968-7083

Home Address: 134 Wildermere Rd Number of years in Berlin: 17
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: Olivia08bgallo@gmail.com

Are you a Registered Voter? NO Party Affiliation: _____
(Note: To apply, you must be a Registered Voter in Berlin)

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: [Signature] 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.

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2025 DEC 11 PM 3:24

Kathy G. Wall
BERLIN, CT.

Breaking News

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

The Town of Berlin, Connecticut

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Youth Services Advisory Board

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

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

Purpose/Authority

Ordinance – Code Book

Chapter II, Article 2

Part K. - Youth Services and Advisory Board.

Sec. 2-220. Establishment.

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

(Ord. No. 6-80, § 1, 11-10-1980)

Sec. 2-221. Membership.

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

(Ord. No. 6-80, § 2(a), 11-10-1980)

Sec. 2-222. Duties.

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

(Ord. No. 6-80, § 2(b), 11-10-1980)

Sec. 2-223. Terms.

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

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

Sec. 2-224. Officers.

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

(Ord. No. 6-80, § 4, 11-10-1980)

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



Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Youth 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 Road Rd Number of years in Berlin: 21 yrs.
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: nm.tierney@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) 1176 Farmington 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 w/ community due to my ~~profession~~ 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 Simonetta 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: Mike22q@aol.com

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

Educational Background (optional): Associates Degree

Present Employment (company/position/address): Michael Simonetta DJ & Event Services

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

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 Simonetta Date: 11.12.25

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



Zoning Board of Appeals

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. ZBA Alternate 2. _____

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

Name: Hunter Mathew ^{Mathew} 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: [Signature] 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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BERLIN TOWN CLERK
2025 NOV 13 PM 5:29

Kathryn Wallace
BERLIN, CT.

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

Join Zoom Meeting

<https://berlinc-t-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 1st.
- 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 17th 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