

Join Zoom Meeting

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Meeting ID: 826 4164 6431

Passcode: 932365

+1-312-626-6799

TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 17, 2026
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION Berlin High School Redcoats Football Team

E. AUDIENCE OF CITIZENS

F. MAYOR'S UPDATE

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

H. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$300.00 and supplies/medical care valued at \$275.00. – Animal Control
2. Topic re: Authorize the Town Manager to approve the request of the Kensington United Methodist Church to waive the \$5,550. Building Permit Fee for repairs to the church. – Building Department
3. Topic re: Waive the bidding process and ratify the action of the Town Manager to enter a contract amendment with Loureiro Engineering of \$4,450 for additional soil sampling for off-site soil disposal with the cost funded from the Farmington Avenue Development Loan (State) account. – Economic Development
4. Topic re: Accept monetary donations totaling \$2,039.29 and deposit \$677.09 into the Friends of the Library Credit Card account for the purchase of three museum pass renewals, program supplies and prizes for several programs and deposit \$1,362.20 into the Friends of the Library Miscellaneous account for a children's program, four museum pass renewals, coffee supplies and program supplies. – Berlin-Peck Memorial Library

5. Topic re: Approve the request by the Berlin High School Ridin' Redcoats Cycling Club and the Connecticut Cycling Advancement for a Bike Race to take place at the Hatchery Brook Conservation Area on June 6, 2026 with a rain date of June 7, 2026, with the conditions that the applicants work with the Conservation Commission to assure that the trails are in a condition to accommodate a bike race and that the trails will be fully restored after the race; noticing given to surrounding properties, as described; and traffic management be coordinated with the Police Department. – Planning and Zoning
6. Topic re: Approve waiving the fees for hiring one Facility and Grounds employee to cover setup and cleanup for the inaugural movie night sponsored by the Social & Youth Services, at an approximate cost of \$600. – Parks and Grounds

1. NEW BUSINESS:

1. Topic re: Appoint _____ to fill the unexpired term created by George Millerd's resignation from the Board of Finance. – Town Council
2. Topic re: Approve a tax abatement for M C Barber LLC for a 4,000 square foot expansion at 1427 Berlin Turnpike of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. – Economic Development
3. Topic re: Approve a tax abatement for 131 New Park Drive LLC for a 4,000 square foot expansion at 131 New Park Drive of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. – Economic Development
4. Topic re: Approve utilization of DAS State Contract #24PSX0110 to purchase (4) 2026 Chrysler Voyager LX vans, for an amount not to exceed \$200,000 from Roberts Dodge of Meriden Connecticut, to be used by the Berlin Board of Education for student transportation. – Board of Education
5. Topic re: Award bid no. 2025-14 to Friar Architecture of Farmington, CT in the amount of \$120,340 which includes a ten percent project contingency for Architectural and Engineering Services related to the upgrades of the science labs at McGee School pending approval of the budget transfers by the Board of Finance and to transfer \$27,765 to the McGee Classroom Construction account from the McGee Air Quality account (\$9,280), Fire Alarm Update account (\$5,000), Radio System Upgrade account (\$1,500) and the Supplies account (\$11,985). all in the Capital Non-Recurring Fund, pending approval by the Board of Finance. – Facilities
6. Topic re: Discussion and Consideration of Fiscal Year 2027 Priority 1 Capital Requests for Departments 38 and 61. - Facilities
7. Topic re: Presentation on Request FY27 Capital Funds for the McGee Sidewalks. – Parks and Grounds
8. Topic re: Presentation on Request FY27 Capital Funds for Irrigation Pump Sage Park. – Parks and Grounds

9. Topic re: Approve the acceptance of the lease agreement between the Town of Berlin and Prism Academy, allowing town staff to perform the duties outlined in the agreement. – Parks and Grounds
10. Topic re: Award a contract to Marcus Communication for the upgrade and maintenance of the microwave system used by the Fire Department and Department of Public Works as part of the communications infrastructure for an amount not to exceed \$85,600 utilizing State CT. DAS #25PSX0125. – Fire Administrator
11. Topic re: Review and Consideration for Inclusion of Priority One C.I.P. Items in the Proposed FY27 Budget – Municipal Garage
12. Topic re: Waive the bidding requirements (in case of pump failure, or needed repairs), and approve purchasing pumps from Fleet Pump & Service (sole supplier) for an amount of \$50,000.00, as this is in the best interest of the Town. – Water Control
13. Topic re: Increase the original bid waiver for S.B. Church to cover unanticipated additional work that was necessary for the redevelopment of Wells #1B and #2A at the Elton Road Wellfield, in the amount of \$ 7,500.00, as this is in the best interest of the Town. – Water Control
14. Topic re: Accept the Statement of Need from the Commission for Aging and refer the Senior Center Parking Lot Improvement Project to the Public Building Commission. Also schedule a Town Meeting for Tuesday, March 3, 2025 at 6:45 PM to approve a fiscal year 2026 request for a non-budgeted appropriation of \$80,000.00 from the General Fund Unassigned Fund Balance (pending Board of Finance approval) for a design firm to complete design documents, permitting, bid package, and provide bid assistance and construction administration services for the Senior Center Parking Lot Improvement Project. – Public Works
15. Topic re: Receive the blighted properties list from the Town Manager for consideration. – Town Manager
16. Topic re: Discussion and possible consensus on issues for Charter revision consideration. Initiate the Charter revision process. Appoint the following members to the Charter Revision Commission (this is done within 30 days of forming the commission). Make the following recommendations to the commission for Charter revision. Set the date of May 11, 2026, for the submission of the draft report to the Town Clerk for Town Council review on May 19, 2026. – Town Council

J. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with R or U.
2. **Board of Ethics – Vacancy – Alternate** – Replacement term would be until January 31, 2029. Can be filled with R or U.
3. **Central Connecticut Health District – Vacancy** – Replacement term would be until June 30, 2028.

4. **Commission for Persons with Disabilities – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with D, R or U.
5. **Conservation Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
6. **Conservation Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
7. **Conservation Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2031. Can be filled with a D, R or U.
8. **Conservation Commission – Vacancy – Alternate** – Replacement term would be until January 31, 2031. Can be filled with a D, R or U (depending on above Alternate appointment).
9. **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).
10. **Historic District Commission – Vacancy – Alternate** – Amy Prescher has resigned. Replacement term would be until March 31, 2027. Can be filled with a D, R or U.
11. **Housing Authority Commission – Vacancy** – Michele Yarincik has resigned. Replacement term would be until March 31, 2026. Can be filled with a D, R or U.
12. **Housing Authority Commission – Tenant Vacancy** – Lisa Salamon has resigned. Replacement term would be until March 31, 2029. Can be filled with a D, R or U (depending on above appointment).
13. **Housing Authority Commission – Vacancy** – Replacement term would be until March 31, 2030. Can be filled with a D, R or U (depending on above appointment).
14. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D or U.
15. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D or U.
16. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** – Replacement term would be until January 31, 2029. Can be filled with D or U.
17. **Parks and Recreation Commission** – Lucas Van Zandt (R) term expired January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U.

- 18. 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.
- 19. Planning and Zoning Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2031. Can be filled with a D, R or U.
- 20. Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
- 21. Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with D, R or U (depending on the above appointment).
- 22. VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
- 23. VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
- 24. VNA – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
- 25. VNA – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
- 26. Water Control Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
- 27. Water Control Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D, R or U (depending on above).
- 28. Zoning Board of Appeals – Vacancy – Alternate** - Replacement term would be until January 31, 2031. Can be filled with a D, R or U.
- 29. Zoning Board of Appeals – Vacancy – Alternate** - Replacement term would be until January 31, 2031. Can be filled with a D, R or U.

K. TOWN MANAGER’S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS’ COMMUNICATION:

N. ACCEPTANCE OF MINUTES: February 3, 2026

O. ADJOURNMENT



TOWN OF BERLIN

Town Council

PROCLAMATION

BE IT KNOWN TO ALL THAT:

The Town of Berlin hereby recognizes

The Berlin High School Redcoats Football Team

On winning the school's 2nd Class M State Football Championship. The Berlin High School Football team led by Head Coach John Capodice completed an undefeated 10-0 regular season concluding with a victory over rival school Middletown High School. After the regular season concluded, the Team entered the CIAC playoffs and defeated Platt Tech and Holy Cross in the Quarterfinals and Semifinals. Upon the Team's first two wins, Berlin High School qualified for the Class M State Championship vs Brookfield High School and came away with a 20-15 victory. The victory crowned Berlin High School State Champions for the second time in school history since the CIAC playoffs began in 1976.

The dedication of the team and coaches who worked consistently to improve skills, develop team spirit and foster sportsmanship proved to be instrumental to this team's victory. Your success, built upon the shoulders of past team members and coaches, brings pride and honor to all who have played the game and to the community of fans.

In recognition of this achievement and the team's commitment to excellence, the Town Council congratulates the **2025 Berlin High School Redcoats Football Team** and salutes them in attaining this significant feat.

Dated in Berlin, Connecticut this 17th day of February 2026.

Mark Kaczynski, Mayor



TOWN OF BERLIN

Town Council

PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:

The Town of Berlin hereby recognizes

Ruth Hale

On the celebration of her 100th Birthday, February 13, 2026.

Ruth Hale was born to Italian immigrants in Waterbury, CT on February 13, 1926. She was the fourth of six children: three boys and three girls. The family attended St. Patrick's Catholic Church. As a young child she was considered a tom boy but at age 9, contracted polio. She was told she would never walk again but with her mother's unwavering commitment and her own determination, she made a near complete recovery and was able to have a very active childhood.

In 1947, She married Robert Hale who also came from a large family. They built their family home in Waterbury in 1955 and attended Our Lady of Mt. Carmel Church. Their marriage lasted 64 years until Robert's passing in 2012. Ruth and Robert had two children and three grandchildren.

Ruth was addicted to television and enjoyed time at the beach with her family and traveling the world with Robert. She worked at Kresge's in downtown Waterbury. She was a self-taught nutritionist, good cook and great baker. Due to a medical issue in her 50's, she became very active walking 3 miles per day. She response to those who inquire about her long life by saying, "I ate well, listened to my doctor and walked."

Ruth continues to love television, the beach, and good food. She also loves movies, Broadway, chocolate and above all, family. She is so grateful to have been born into a family surrounded by love.

In acknowledgement of her long and active life, the Berlin Town Council hereby salutes **Ruth Hale** as she celebrates her 100th Birthday with family and friends and extends best wishes for many more years of health and happiness.

Dated this 13th day of February 2026.

Mark Kaczynski, Mayor

Agenda Item No. 1 ^{Consent}
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 6, 2026

SUBJECT: Donation to Berlin Animal Control

SUMMARY:

Accept donations to Berlin Animal Control Donation Account # 001.00.0000.0.20020.00000

[illegible]

* Unless a name is mentioned, donors requested anonymity

FUNDING:

None

ACTION NEEDED:

Move to accept donations to the Berlin Animal Control Donation Account for \$ 300.00 and supplies/medical care valued at \$ 275.00

ATTACHMENTS:

Thank you notes

PREPARED BY: Janice Fuller, Animal Control

A handwritten signature in blue ink, consisting of a stylized 'J' and 'F', is enclosed within a hand-drawn oval.



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

Jan 21, 2026

Carol Courtney
51 Sterling Dr.
Kensington, CT. 06037

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

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

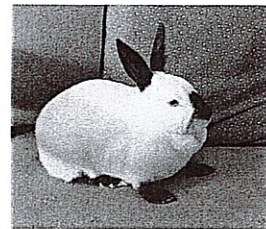
Kate Matson, Assistant Animal Control Officer



"Livy"



"Cricket"



"Bloom"

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



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

Jan 22, 2026

Julie Wolf
215 Cumberland Ave.
Wethersfield, CT. 06109

Dear Julie & Charles,
Thank you for the donation of \$ 25 to the Berlin Animal Shelter in memory of Katherine Caplik. It's a beautiful thing that Katherine is being remembered this way and her love of animals continues to shine in their care.
We are very grateful for people like you who care about the welfare of our shelter residents as much as we do.
We really appreciate your kindness and thank you again on behalf of the animals we care for.
A letter of acknowledgement will be sent to her family.
Sincerely,

Jan Fuller, Animal Control Officer

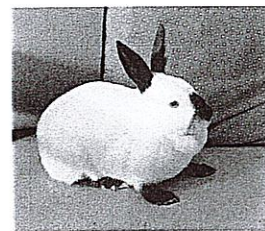
Kate Matson, Assistant Animal Control Officer



"Livy"



"Cricket"



"Bloom"

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



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

Jan 22, 2026

Ivy S. Luke
4 Oak Knoll Rd.
East Hampton, CT. 06424

Dear Ivy,

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

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

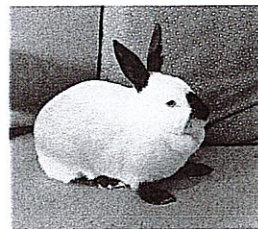
Kate Matson, Assistant Animal Control Officer



"Livy"



"Cricket"



"Bloom"

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



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

Jan 28, 2026

Spring Brook Service, Inc.
19 Woodland St.
New Britain, CT. 06051

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

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

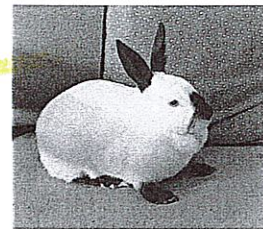
Kate Matson, Assistant Animal Control Officer



"Livy "



"Cricket "



"Bloom"

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



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

Jan 28, 2026

Diane Laderoute
813 Tangerine Woods Blvd.
Englewood, FL 34223

Dear Diane & Charles,

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

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

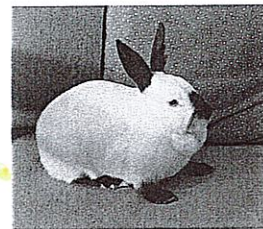
Kate Matson, Assistant Animal Control Officer



“ Livy ”



“Cricket ”



“Bloom”

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



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

Jan 28, 2026

Judith McGowan
5 Gloucester La.
West Hartford, CT. 06107

Dear Judith & Robert,

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

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

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

A letter of acknowledgement will be sent to her family.

Sincerely,

Jan Fuller, Animal Control Officer

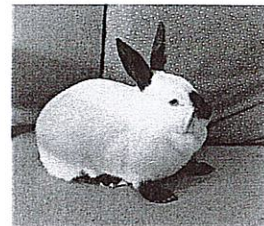
Kate Matson, Assistant Animal Control Officer



"Livy"



"Cricket"



"Bloom"

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



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

Jan 30, 2026

Berlin Lions Club
P.O. Box 7284
Berlin, CT. 06037

Dear Friends of Berlin Lions Club,
Thank you for the generous donation of cat food & dog treats to the Berlin Animal Control Shelter. We rarely receive such a generous cat food donation and really appreciate it. We are very grateful for people like you who care about the welfare of our shelter residents as much as we do.
We really appreciate your kindness and thank you again on behalf of the animals we care for.

Sincerely,

Jan Fuller, Animal Control Officer

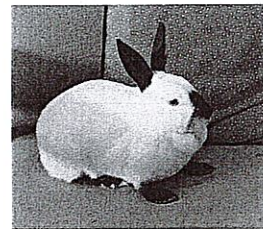
Kate Matson, Assistant Animal Control Officer



"Livy"



"Cricket"



"Bloom"

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



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

Feb 3, 2026

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

Dear Debbie,

Thank you for the donation of 4 dog beds, dog toys & dog treats to the Berlin Animal Control Shelter. "Burgess", "Aurora", "Cricket" & "Cocoa" loved having a nice new bed and new toy. The treats were a bonus !

Thanks for helping me hand them out to the dogs !

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

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

Sincerely,

Jan Fuller, Animal Control Officer

Kate Matson, Assistant Animal Control Officer



"Cricket"



"Burg"



"Aurora"



"Cocoa"

ALL THE DOGS SAY "THANK YOU DEBBIE !!"

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



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

Feb 4, 2026

Amy McCarthy
6 Bassett Brook Lane
Duxbury, Ma. 02332

Dear Amy & Robert,
Thank you for the donation in memory of Katherine Caplik to the Berlin Animal Control Shelter. Katherine had a special love for animals and it is wonderful that her memory will shine on in helping the homeless animals.
We are very grateful for people like you who care about the welfare of shelter animals in need as much as we do.
We really appreciate your kindness and thank you again on behalf of the animals we care for.
A letter of Acknowledgement will be sent to the Caplik family.
Sincerely,

Jan Fuller, Animal Control Officer

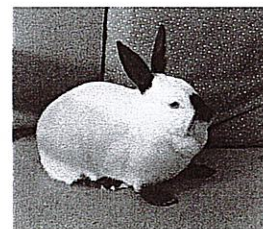
Kate Matson, Assistant Animal Control Officer



"Livy"



"Cricket"



"Bloom"

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

Consent
Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager RC

DATE: January 30, 2026

SUBJECT: Fee Waiver

Summary of Agenda Item:

Kensington United Methodist Church, 103 Hotchkiss St., Kensington, represented by Robert E Hall, President KUMC Board of Trustees is requesting Building Permit Fee Waivers of \$2,670. for a Building Permit to replace the roof of the church, \$270. for brick work to repair the church chimneys, \$2,325. for Heating and Air Conditioning work, and \$285. for associated Electrical work. The total fee waiver amount is \$5,550.

Funding: None

Actions Needed:

Move to authorize the Town Manager to approve the request of the Kensington United Methodist Church to waive the \$5,550. Building Permit Fee for repairs to the church.

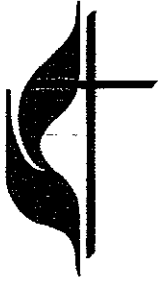
Attachments:

Request for Fee Waiver Form
Copy of Building Permit Application

Prepared By:

John Mascia
Acting Building Official





Kensington United Methodist Church

103 Hotchkiss Street
Kensington, Connecticut 06037
www.kensington-umc.org

(860) 828-4222 Church

29Jan2026

To whom it may concern,

I am writing on behalf of Kensington United Methodist Church located at 103 Hotchkiss Street, Kensington as the President of the Board of Trustees. The Board has recently approved a bid by Specialty Building LLC to repair portions of the church as follows: \$174,810 for work on the roof of the church, \$14,300 for brick work to repair the church chimneys, \$151,675 for heating and air-cooling work, and \$15,500 for associated electrical work. We have authorized Ray Vereneau of Specialty Building to request permitting on our behalf. This letter is to request that the associated permitting fees be waived based on the non-profit religious status of the church. We have been a long-standing church in the town for over 125 years and would like to continue to be a part of the community for even longer.

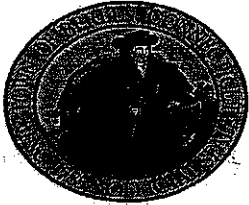
Your assistance in this matter would be greatly appreciated.

Thank you,

Robert E Hall

President

KUMC board of trustees



TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: Kensington United Methodist Church		Date: 29 Jan 26
Contact Name: Robert Hall		
Phone Number: 860-729-9110		
Event:		Date of Event:
Location of the Event: Roof, Masonry (Chimney repair), HVAC, and electrical		
What fee do you want waived: Building and Inspection		
Identify the hardship incurred: Church		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Church		

Town Manager review:

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

Yes



No



If so, which criteria:

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

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Kensington United Methodist Church

Comments: Waiver of Building and Inspection Fees for:
- Roofing
- Masonry (chimney repair)
- HVAC
- Electrical work

[Signature]

Signature

29 Jan 26

Date

[Signature]

Town Manager Signature

1/30/26

Date

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

1. Fee Waiver Policy

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

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

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 5, 2026

SUBJECT: 55 Steele Boulevard Contract Amendment, Loureiro Engineering

Summary of Agenda Item:

The Town Council previously approved a contract amendment for Loureiro Engineering to characterize materials that needed to be exported from 55 Steele Boulevard as part of the site stabilization work. A change order with B&W was done to cover the cost of exporting the materials. B&W found that the amount of material that needs to be exported exceeds the original estimate and it is preparing a change order proposal for this work. An effort was made to export as much material from the site as possible before winter shutdown. Additional sampling was required due to the increased volume of off-site disposal. Loureiro prepared a proposal for the added sampling needed for off-site disposal, for a fee not to exceed \$4,450, and the Town Manager approved this change as emergency condition due to the impending winter shutdown. It is requested that the Town Council ratify, confirm and approve the action of the Town Manager.

Funding:

The \$4,450 cost is to be paid from the Farmington Avenue Development Loan (State) account # 504.10.1017.0.54000.01628.

Actions Needed:

Move to waive the bidding process and ratify the action of the Town Manager to enter a contract amendment with Loureiro Engineering of \$4,450 for additional soil sampling for off-site soil disposal with the cost funded from the Farmington Avenue Development Loan (State) account.

Attachments:

Loureiro proposal

Prepared By:

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



November 19, 2025

Town of Berlin
240 Kensington Road
Berlin, Connecticut 06037

Attn: Mr. Jim Mahoney

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

Dear Mr. Mahoney:

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

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

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

Loureiro Engineering Associates, Inc.

100 Northwest Drive • Plainville, CT 06062 • 860.747.6181 • Fax 860.747.8822 • www.Loureiro.com

AN EMPLOYEE-OWNED COMPANY



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

1. Engineered Control Completion Statement

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

2. Application for EUR

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

3. BRRP Verification

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

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

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



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

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

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

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

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

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

Consent
Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 6, 2026

SUBJECT: Accept Library Donations

Summary of Agenda Item:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash				
	677.09	FOL Credit Card Acct.	Three museum pass renewals, program supplies, prizes for several programs	Friends of the Library
	1,362.20	FOL Misc. Acct.	Children's program, four museum pass renewals, coffee supplies & program supplies	Friends of the Library
	2,039.29			

Funding:

No funding needed

Action Needed:

Move to accept monetary donations totaling \$2,039.29 and deposit \$677.09 into the Friends of the Library Credit Card account for the purchase of three museum pass renewals, program supplies and prizes for several programs and deposit \$1,362.20 into the Friends of the Library Miscellaneous account for a children's program, four museum pass renewals, coffee supplies and program supplies.

Attachments:

n/a

Prepared By:

Carrie Tyszka, Library Director

CT

Consent
Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 6, 2026

SUBJECT: Request for Bike Race on Town Land

Summary of Agenda Item:

The Connecticut Cycling Advancement Program (CCAP) is requesting to hold their annual one-day race on Saturday, June 6, 2026 at the Hatchery Brook Conservation Area. The annual race has been held since 2017 with the exception of 2019 was canceled due to rain and 2020 due to the pandemic. In the past, the race was considered a success and the CCAP and the Berlin HS cycling club, The Ridin' Red Coats, would like to host the event again. No changes to the organization of the event from past years are proposed. The applicant is also expected to request a fee waiver for the police services related to the event.

The race is scheduled for Saturday, June 6, 2026 with a rain date of Sunday, June 7, 2026. Their policy is that over one inch of rain in the preceding 24 hours would cancel the event. The race starts and finishes just off of the Hatchery Brook Conservation Area parking lot on Orchard Road. The race route includes riding near Bicentennial Park without riding on the meadow. Race marshals monitor riders along the race route. The races will run from 8:00 a.m. until 3:00 p.m. Preparation and clean-up will run from about 6:00 a.m. to 5:00 p.m. Parking at the entrance to the race on Orchard Road will be for officials only. As in past years, the competitors and spectators will be directed to park along one side of Linden Drive and Summit Wood Drive.

Organizers are expecting approximately 200-250 participants for the day with 75 on site at any one time. Riders will be grouped in waves. There will be a registration fee that benefits the CCAP and Berlin HS cycling club. CCAP and the students will take care of preparing the trails prior to the race, as well as repairing any trails, as needed, after the race to the satisfaction of the Conservation Commission.

At its January 13, 2026 meeting, the Conservation Commission voted to recommend to the Town Council to approve the bike race as described with conditions of previous years, that a trail walk is coordinated with members of the Commission along with The Bike Team

prior to and after the race with the agreement to remediate any damage caused by the racers. The Conservation Commission noted that the group had been a good partner in the past.

CCAP is a 501 (c) 3 non-profit organization whose mission "is to ensure that Connecticut's youth and their families have access and exposure to an organized state-wide youth cycling league." CCAP will provide insurance that will be reviewed by the Town risk manager. Brian Wolfe, of CCAP will be in charge of the Certificate of Insurance, registration for the race and race monitors. The Police Department will be consulted by the applicant for final review of the location of the parking and signage.

Similar to previous years, it is the intent to place a police officer on Orchard Road to slow traffic as cyclists came around the corner and to assure the safety of those crossing the street from where they parked on Linden Drive and Summit Wood Drive. Cars are only allowed to park on the right side of Linden Drive and Summit Wood Drive. As in the past, they will request that the Police Department place signs on Linden Drive and Summit Wood Drive to designate parking areas and the Bike Team will place notes in advance of race day on the doors of the neighborhood letting residents know of the race and what to expect. As in the past, it is understood that CCAP will place portable toilets in the Hatchery Brook parking lot which will be scheduled to be removed the Monday after the race.

The Town Council will need to approve the event and parking on Town land and add any conditions it deems necessary and to authorize the fee waiver for police services.

Funding:

None

Action Needed:

Move to approve the request by the Berlin High School Ridin' Redcoats Cycling Club and the Connecticut Cycling Advancement for a Bike Race to take place at the Hatchery Brook Conservation Area on June 6, 2026 with a rain date of June 7, 2026, with the conditions that the applicants work with the Conservation Commission to assure that the trails are in a condition to accommodate a bike race and that the trails will be fully restored after the race; noticing given to surrounding properties, as described; and traffic management be coordinated with the Police Department.

Attachments:

Race description with map

Prepared By:

Maureen K. Giusti, AICP, Town Planner



The CCAP
353 Main St
Middletown, CT 06457



860-295-4030
info@ctcyclingadvancement.com
ctcyclingadvancement.com

October 27th, 2025

Dear Conservation Commission,

I am writing you on behalf of the CT Cycling Advancement Program and the Berlin High School Ridin' Red Coats to request the use of Hatchery Brook Conservation Area and Bicentennial Park on Saturday, June 6th, 2026 to host our Annual Team Red Dragon MTB Race. We take great pride in running a respectful event that highlights the beauty of the conservation area, and fits into the area's everyday activities with minimal disruptions. This event benefits the CT Cycling Advancement Program, a non-profit organization whose mission is to give kids and families access and exposure to the sport of cycling across the state. We have hosted this event at Hatchery Brook Conservation Area since 2017, and aim to host the event in a similar fashion as year's past.

Event Name: Team Red Dragon MTB

Event Date: Saturday, June 6th, 2026

Rain Date: Sunday, June 7th, 2026

Time Frame: 8:00 am-3:00 pm Race Time; Set-up/Breakdown 2 hrs before and after

Attendance: Approximately 200 people throughout the day; approx. 75 on-site at one time.

Course Map: Attached below. Start/Finish/Registration area will be located in the field near the Orchard Rd parking area. 2 portable restrooms to be placed in the Orchard Rd parking lot.

Parking: Located on Linden Dr/Summit Wood

Emergency Plan: Coordinate with Berlin FD for EMS/First Responders; Coordinate with Maureen/Berlin PD to schedule a police officer via fee waiver.

Notice to regular users: Notify regular users by posting written notice at each trail heads approximately 3 weeks before the event. We will notify residents on Summit Wood and Liden Drive via door to door written notice.

Trail Protection Measures: As always, we will follow general MTB guidance that calls for cancelation if 1" or more of rain is accumulated within 24 of start of the event. Best judgement is always used to preserve the trails. We are more than happy to conduct a post-race trail inspection with members of the conservation commission and remediate any significant damage.

Sincerely,

Brian Wolfe and Jim Arnold

Bettering the lives of youth and young adults in the state of Connecticut through the sport of cycling

The CCAP
353 Main St
Middletown, CT 06457

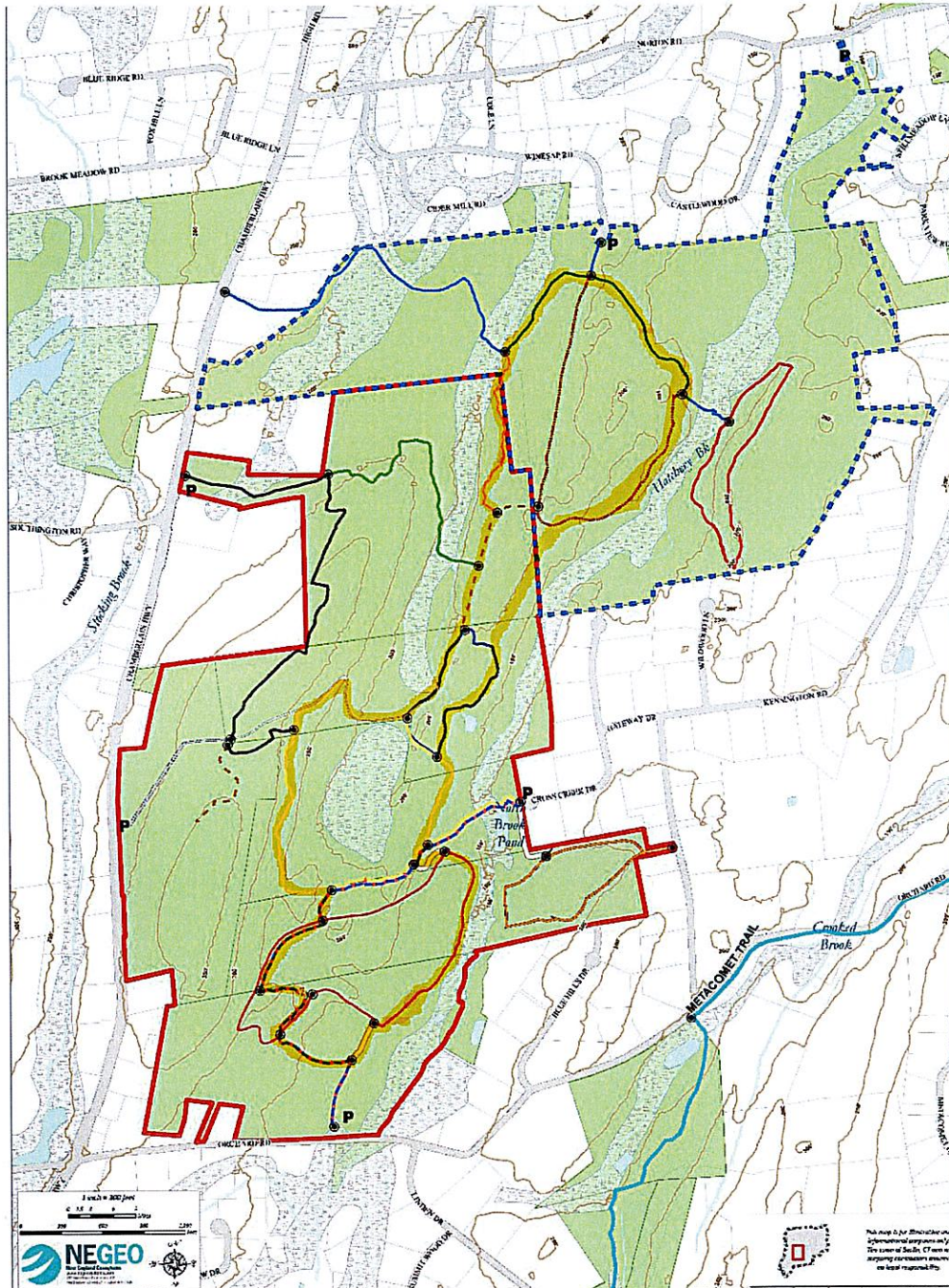


860-295-4030
info@ctcyclingadvancement.com
ctcyclingadvancement.com



Town of Berlin, CT
Conservation Commission

Hatchery Brook Conservation Area with Bicentennial Park
and Kensington Orchards



HATCHERY BROOK AREA & TRAILS			
Hatchery Brook Conservation Area	Black Trail - 0.87 Miles	Blue Trail - 1.09 Miles	Unmarked
Yellow Loop - 1.12 Miles	Green Trail - 0.4 Miles	Orange Trail - 0.25 Miles	Red Trail - 0.67 Miles
Blue Loop - 0.41 Miles	White Connectors		
Orange Loop - 0.59 Miles	Blue / Red - 1.7 Miles		
Black Loop - 1 Mile			

BICENTENNIAL PARK AREA & TRAILS			
Bicentennial Park Area	Blue Trail - 1.09 Miles	Orange Trail - 0.25 Miles	Red Trail - 0.67 Miles
Black Trail - 0.87 Miles	Green Trail - 0.4 Miles	White Connectors	Blue / Red - 1.7 Miles
Yellow Loop - 1.12 Miles	Blue Loop - 0.41 Miles	Orange Loop - 0.59 Miles	Black Loop - 1 Mile

MAP ITEMS			
Parcels	Roads	Water	Wetlands
Trail Junctions	Pushing Areas	Contours: 50 ft	Town Parks & US

Bettering the lives of youth and young adults in the state of Connecticut through the sport of cycling

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 6, 2026

SUBJECT: George Millerd Resignation

Summary of Agenda Item:

Board of Finance member George Millerd has submitted his resignation. In accordance with the Berlin Town Charter Section 2-13. Vacancies:

Any vacancy in any elective town office, except as provided otherwise in this Charter, shall be filled from the electorate of the town by appointment by the Council for the unexpired portion of the term. In filling any vacancy, the Council shall appoint a person of the same political party as that of the former incumbent unless said incumbent was not an enrolled member of a political party, in which case his successor shall not be an enrolled member of a political party.

Funding:

None needed.

Action Needed:

Move to appoint _____ to fill the unexpired term created by George Millerd's resignation from the Board of Finance.

Attachments:

Resignation Letter

Prepared By: Kate Wall, Town Clerk *KW*

February 4, 2026

George H. Millerd
1231 Orchard Rd.
Berlin, CT 06037
(860) 614-7845

Kate Wall, Town Clerk, Town of Berlin, CT

RE: Resignation from the Board of Finance

Dear Ms. Wall,

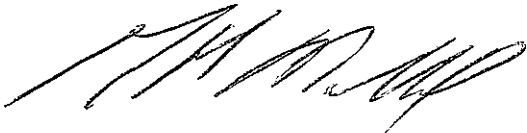
Please accept this letter as formal notification that I am resigning from my elected position as a Commissioner on the Town of Berlin Board of Finance, effective **February 11, 2026**.

It has been an honor to serve the residents of Berlin in this capacity. I am proud of the work we have accomplished in maintaining the fiscal health and stability of our community.

As you may know, I previously resigned from the Planning and Zoning Commission to fulfill my duties on the Board of Finance. My commitment to the town remains steadfast, and it is my sincere hope to be considered for reappointment to the **Planning and Zoning Commission** following my departure from the Board of Finance if, and when a position opens up. I believe my experience on both boards provides a unique and valuable perspective on the future development and land-use goals of our town.

I want to thank my fellow board members and the town staff for their collaboration and dedication during my tenure. I look forward to the possibility of continuing my service to Berlin in a new capacity.

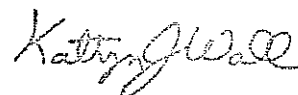
Sincerely,



George H. Millerd

RECEIVED FOR RECORD
BERLIN, CT

2026 FEB -4 AM 11:48



BERLIN, CT

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 10, 2026

SUBJECT: Tax Abatement for M C Barber LLC

Summary of Agenda Item:

M C Barber, which purchased the property in 2019, has created a wonderful asset for the Town of Berlin with a barber school and barber shop. It was a wreck after the fire, and they have made it a showplace inside. They plan to add an additional 3,500 square feet on top of the foundation of the previous building to help expand the school, as well as services they offer.

The tax abatement would be based upon the increase in assessed value resulting from the real property improvements using the following schedule: 50% in year 1, 40% in year 2, and 30% in year 3 per the Town's tax abatement policy. The Economic Development Commission recommends that the Town Council approve the tax abatement for MC Barber LLC for the expansion of 1427 Berlin Turnpike.

Funding:

Not applicable/none needed

Actions Needed:

Move to approve a tax abatement for M C Barber LLC for a 4,000 square foot expansion at 1427 Berlin Turnpike of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy.

Attachments:

- 1) A copy of the tax abatement application
- 2) Estimated taxes and abated taxes
- 3) A copy of the letter to abutters

Prepared By: Christopher Edge, Economic Development Director *CE*

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: MC BARBER Academy

Name of Parent Company (If applicable): _____

Name of Entity that will own the real estate: MC BARBER LLC

Mailing Address: 1427 Berlin Turnpike Berlin

Project Address (If applicable): 1427 Berlin Turnpike

Phone Number: 860 997-9203 Email: mctbarber@gmail.com

Description of the business to be located in the facility including the types of products manufactured or distributed:

Expansion of school including
providing additional ser. cosmetology
classes & Retail store

Project Description – Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

Expand Building by 3500
square feet to allow business
to expand as stated above

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: \$ 600,000⁰⁰

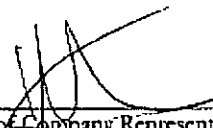
Estimated Value of Additional Personal Property: \$ 30,060

Number of Jobs to be Retained in Berlin: 12

Number of Jobs to be Created: 12

Additional Details (If needed):

2.2.26
Date


Signature of Company Representative

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

PRO FORMA
3,500 SQUARE FOOT ADDITION AT 1427 BERLIN TURNPIKE

<u>Year</u>	<u>Estimated Assessment Increase</u>	<u>Mill Rate</u>	<u>Real Estate Taxes</u>	<u>Personal Property Taxes</u>	<u>Total Taxes</u>	<u>Tax Abatement</u>	<u>Net Taxes</u>
1	164,000	30.65	\$ 5,027	\$ 503	\$ 5,529	\$2,513	\$ 3,016
2	164,000	30.96	\$ 5,077	\$ 508	\$ 5,585	\$2,031	\$ 3,554
3	164,000	31.27	\$ 5,128	\$ 513	\$ 5,640	\$1,538	\$ 4,102
4	164,000	31.58	\$ 5,179	\$ 518	\$ 5,697		\$ 5,697
5	164,000	31.89	\$ 5,231	\$ 523	\$ 5,754		\$ 5,754
6	164,000	32.21	\$ 5,283	\$ 528	\$ 5,811		\$ 5,811
7	164,000	32.54	\$ 5,336	\$ 534	\$ 5,869		\$ 5,869
8	164,000	32.86	\$ 5,389	\$ 539	\$ 5,928		\$ 5,928
9	164,000	33.19	\$ 5,443	\$ 544	\$ 5,987		\$ 5,987
10	164,000	33.52	\$ 5,498	\$ 550	\$ 6,047		\$ 6,047
11	164,000	33.86	\$ 5,552	\$ 555	\$ 6,108		\$ 6,108
12	164,000	34.20	\$ 5,608	\$ 561	\$ 6,169		\$ 6,169
13	164,000	34.54	\$ 5,664	\$ 566	\$ 6,231		\$ 6,231
14	164,000	34.88	\$ 5,721	\$ 572	\$ 6,293		\$ 6,293
15	164,000	35.23	\$ 5,778	\$ 578	\$ 6,356		\$ 6,356
16	164,000	35.58	\$ 5,836	\$ 584	\$ 6,419		\$ 6,419
17	164,000	35.94	\$ 5,894	\$ 589	\$ 6,483		\$ 6,483
18	164,000	36.30	\$ 5,953	\$ 595	\$ 6,548		\$ 6,548
19	164,000	36.66	\$ 6,013	\$ 601	\$ 6,614		\$ 6,614
20	164,000	37.03	\$ 6,073	\$ 607	\$ 6,680		\$ 6,680
	Total		\$ 110,681	\$ 11,068	\$ 121,749	\$ 6,082	\$ 115,666

February 10, 2026

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the construction of a 3,500 square foot commercial expansion onto the building at 1427 Berlin Turnpike. The applicant, M C Barber LLC has requested a 3-year tax abatement on the increase in assessment. This abatement will allow the owner of the property to bring a new restaurant to Berlin.

This tax abatement will not increase your taxes, but will give the applicant a small tax abatement over the 3 years following the approval.

This matter is scheduled to be considered at an upcoming Town Council meeting **at Town Hall, 240 Kensington Road at 7:00 PM.** Details for the meeting can be found on the town's website at www.berlincat.gov. I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the meeting on February 17, 2026.

Please call me at 828-7005 if you have any questions in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "C D Edge", followed by a long horizontal line.

Christopher D. Edge
Economic Development Director

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 10, 2026
SUBJECT: Tax Abatement for 131 New Park Drive LLC

Summary of Agenda Item:

Budney Overhaul & Aerospace has been growing steadily on New Park Drive for a number of years, and this expansion of 4,000 square feet will help to connect two previous expansions making the operation more efficient.

The tax abatement would be based upon the increase in assessed value resulting from the real property improvements using the following schedule: 50% in year 1, 40% in year 2, and 30% in year 3 per the Town's tax abatement policy. The Economic Development Commission recommends that the Town Council approve the tax abatement for 131 New Park Drive LLC for the expansion of 131 New Park Drive.

Funding:

Not applicable/none needed

Actions Needed:

Move to approve a tax abatement for 131 New Park Drive LLC for a 4,000 square foot expansion at 131 New Park Drive of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy.

Attachments:

- 1) A copy of the tax abatement application
- 2) Estimated taxes and abated taxes
- 3) A copy of the letter to abutters

Prepared By: Christopher Edge, Economic Development Director *CE*

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: BUDNEY OVERHAUL & REPAIR, LTD.

Name of Parent Company (If applicable): _____

Name of Entity that will own the real estate: 131 NEW PARK DRIVE, LLC

Mailing Address: 131 NEW PARK DRIVE, BERLIN, CT 06037

Project Address (If applicable): 131 NEW PARK DRIVE, BERLIN, CT 06037

Company Number: _____

Phone Number: (860) 828-0585 Email: mcarrier@budneyoverhaul.com

Description of the business to be located in the facility including the types of products manufactured or distributed:

aerospace parts manufacturing and overhaul

Project Description – Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

Construction of a 4,000 square foot infill building to connect two existing buildings on the site to increase the shop floor area and installation of a concrete ramp. Project commenced on January 15, 2026 and is expected to be completed by september 15, 2026.

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedgc@town.berlin.ct.us

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: \$600,000.00 +/-

Estimated Value of Additional Personal Property: TRD


Number of Jobs to be Retained in Berlin: 180 +

Number of Jobs to be Created: 5 - 10

Additional Details (if needed):

01/22/2026

Date


Signature of Company Representative

Michael A. Carrier
Director / General Counsel

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

PRO FORMA
4,000 SF ADDITION @ 131 NEW PARK DRIVE - BUDNEY OVERHAUL

<u>Year</u>	<u>Estimated Assessment Increase</u>	<u>Mill Rate</u>	<u>Real Estate Taxes</u>	<u>Personal Property Taxes</u>	<u>Total Taxes</u>	<u>Tax Abatement</u>	<u>Net Taxes</u>
1	190,000	32.50	\$ 6,175	\$ 618	\$ 6,793	\$3,088	\$ 3,705
2	190,000	32.83	\$ 6,237	\$ 624	\$ 6,860	\$2,495	\$ 4,366
3	190,000	33.15	\$ 6,299	\$ 630	\$ 6,929	\$1,890	\$ 5,039
4	190,000	33.48	\$ 6,362	\$ 636	\$ 6,998		\$ 6,998
5	190,000	33.82	\$ 6,426	\$ 643	\$ 7,068		\$ 7,068
6	190,000	34.16	\$ 6,490	\$ 649	\$ 7,139		\$ 7,139
7	190,000	34.50	\$ 6,555	\$ 655	\$ 7,210		\$ 7,210
8	190,000	34.84	\$ 6,620	\$ 662	\$ 7,282		\$ 7,282
9	190,000	35.19	\$ 6,687	\$ 669	\$ 7,355		\$ 7,355
10	190,000	35.54	\$ 6,754	\$ 675	\$ 7,429		\$ 7,429
11	190,000	35.90	\$ 6,821	\$ 682	\$ 7,503		\$ 7,503
12	190,000	36.26	\$ 6,889	\$ 689	\$ 7,578		\$ 7,578
13	190,000	36.62	\$ 6,958	\$ 696	\$ 7,654		\$ 7,654
14	190,000	36.99	\$ 7,028	\$ 703	\$ 7,730		\$ 7,730
15	190,000	37.36	\$ 7,098	\$ 710	\$ 7,808		\$ 7,808
16	190,000	37.73	\$ 7,169	\$ 717	\$ 7,886		\$ 7,886
17	190,000	38.11	\$ 7,241	\$ 724	\$ 7,965		\$ 7,965
18	190,000	38.49	\$ 7,313	\$ 731	\$ 8,044		\$ 8,044
19	190,000	38.87	\$ 7,386	\$ 739	\$ 8,125		\$ 8,125
20	128,450	39.26	\$ 5,043	\$ 746	\$ 5,789		\$ 5,789
	Total		\$ 133,551	\$ 13,597	\$ 147,147	\$ 7,472	\$ 139,675

February 10, 2026

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the construction of a 4,000 square foot industrial expansion onto the building at 131 New Park Drive. The applicant, 131 New Park Drive LLC has requested a 3-year tax abatement on the increase in assessment. This abatement will allow the owner of the property to bring a new restaurant to Berlin.

This tax abatement will not increase your taxes, but will give the applicant a small tax abatement over the 3 years following the approval.

This matter is scheduled to be considered at an upcoming Town Council meeting **at Town Hall, 240 Kensington Road at 7:00 PM.** Details for the meeting can be found on the town's website at www.berlinct.gov. I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the meeting on February 17, 2026.

Please call me at 828-7005 if you have any questions in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read 'C D Edge', followed by a long horizontal line.

Christopher D. Edge
Economic Development Director



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.berlincat.gov

Planning and Zoning Commission
Zoning Board of Appeals
Conservation Commission
Historic District Commission

TOWN OF BERLIN NOTICE OF DECISION

SUBJECT: Bond Release

APPLICANT: Thomas Coccomo

LOCATION: 57 Southington Road, Christopher Way

At its Regular Meeting of February 5, 2026, the Berlin Planning and Zoning Commission voted unanimously to release the erosion and sedimentation bond in the amount of \$11,770.00 being held for Southington Road Associates LLC.

Maureen Giusti
Town Planner

Copy: D. Conway, Finance Department

Maureen K. Giusti, AICP, Town Planner, 860-828-7060, mgiusti@berlincat.gov
Alexa Gorlick, Assistant Town Planner, 860-828-7186, agorlick@berlincat.gov
Paul Morbidelli, Zoning Enforcement Officer, 860-828-7008, pmorbidelli@berlincat.gov
Ashley Castellani, Land Use Administrator, 860-828-7066, acastellani@berlincat.gov

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 9, 2026

SUBJECT: Procurement of Student Transportation Vehicles

Summary of Agenda Item:

Funding was appropriated to the Berlin Board of Education (BOE) to purchase student transportation vehicles at the Board of Finance meeting on January 13, 2026. Kim Pethigal, Transportation Coordinator for the BOE reviewed availability and pricing for various vehicles that will best serve our student need. Roberts Dodges of Meriden, Connecticut, has four transportation vehicles available for purchase. Roberts Dodge is on state contract, Connecticut Department of Administrative Services (DAS) #24PSX0110. The BOE is seeking the Council's approval for the itemized list below:

<u>Description</u>	<u>DAS Price</u>	<u>MFG Discounts</u>	<u>TOB Cost</u>
(4) 2026 Chrysler Voyager LX	\$41,690	\$2,192	\$39,454

Funding:

Account# 001.35.3561.0.54000.0001

Action Needed:

Move to approve utilization of DAS State Contract #24PSX0110 to purchase (4) 2026 Chrysler Voyager LX vans, for an amount not to exceed \$200,000 from Roberts Dodge of Meriden Connecticut, to be used by the Berlin Board of Education for student transportation,

Attachments:

[Certification of Sufficiency of Funds](#)
[Quote for Voyager](#)

Prepared By:

Kim Pethigal, Transportation Coordinator, BOE *KP*
Ashley Dorsey, Director of Finance and Operations, BOE *Ashley Dorsey*



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 10-Feb-26

Purchase Item or Contract: Schools		Requested by: A. Dorsey	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	New Schools Vans	\$200,000.00	\$200,000.00
TOTAL			\$200,000.00

Account No. 500.35.3561.0.54000.00001

Budgeted Amount..... \$202,961.80

Available balance..... \$202,961.80

Encumbrances to Date..... \$0.00

Amount Needed for This Package..... \$200,000.00

Expenditures to Date..... \$0.00

Available Balance After Purchase..... \$2,961.80

Is a budget change needed? ☐ Yes ☒ No

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

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

Kevin Delaney

Finance Director or Town Accountant

or:

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

Finance Director or Town Accountant

2026 Chrysler Voyager LX

ROBERT'S CHRYSLER INC.

Berlin Board of Education
Contract

24PSX0110

120 S BROAD STREET
JSPEARRAZZA@ROBERTSAG.NET
cell 203 988-1830

RUCL53	OPTION DESCRIPTION	UPGRADES & OPTIONS	OPTION PRICING DISC	UPGRADE COST	SUB TOTAL CONTRACT PRICING
1/9/2026					

Standard vehicle

\$39,278.00

color white/black

\$0

optional colors

Silver

\$195 (\$19)

\$176

\$176

Red hot pearl coat

\$495 (\$49)

\$446

\$446

color

Optional color

with silver color

\$39,454

color

with red hot pearl

\$39,724.00

Oem discount 8% off Msrp

Non Oem 20% discount off Msrp

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 5, 2026
SUBJECT: Award of Bid 2025-14 for McGee Science Labs A&E Services

Summary of Agenda Item:

The Board of Education has worked with the PBC to begin the phased process of upgrading and updating the science labs at McGee School as part of the approved Statement of Need. The next step in the process is to hire an Architectural and Engineering firm to develop plans and specifications for cost estimates and then bidding once construction funding is determined. RFP 2025-14 for Architectural and Engineering Services was publicly bid with three firms responding. The PBC has reviewed and approved the lowest bid which was provided by Friar Architecture of Farmington, CT in the amount of \$109,400. A ten percent contingency is being requested bringing the total contract cost to an amount not to exceed \$120,340

Funding:

500.10.1027.0.53712.00000 =\$92,575
500.35.3561.0.54000.00362 =\$27,765

Action Needed:

Move to Award bid no. 2025-14 to Friar Architecture of Farmington, CT in the amount of \$120,340 which includes a ten percent project contingency for Architectural and Engineering Services related to the upgrades of the science labs at McGee School pending approval of the budget transfers by the Board of Finance.

Move to transfer \$27,765 to the McGee Classroom Construction account from the McGee Air Quality account (\$9,280), Fire Alarm Update account (\$5,000), Radio System Upgrade account (\$1,500) and the Supplies account (\$11,985), all in the Capital Non-Recurring Fund, pending approval by the Board of Finance.

Attachments:

Bid Results
Sufficiency of Funds
Budget Change Form

Prepared By:

Douglas Solek, Facilities Director *DS*
Ashley Dorsey, Director of Finance and Operations -Board of Education *AD*



Town of Berlin
Procurement

Maryssa Tsolis, Purchasing Agent
240 Kensington Rd, Berlin, CT 06037

EVALUATION TABULATION

GEN No. 2025-14

McGee Science Laboratory Renovations Architectural Services

RESPONSE DEADLINE: March 27, 2025 at 4:00 pm

Report Generated: Tuesday, June 10, 2025

SELECTED VENDOR TOTALS

Vendor	Total
Friar Architecture Inc.	\$109,400.00
Silver/Petrucelli + Associates	\$120,898.00
id3A, an Oak Point Studio	\$215,000.00

TABLE 1

				Friar Architecture Inc.	id3A, an Oak Point Studio	Silver/Petrucelli + Associates
Selected	Line Item	Description	Unit of Measure	Unit Cost	Unit Cost	Unit Cost
X	1	Total Proposed Cost	Cost	\$109,400.00	\$215,000.00	\$120,898.00
Total				\$109,400.00	\$215,000.00	\$120,898.00



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 9-Feb-26

Purchase Item or Contract: McGee Science Classrooms		Requested by: D. Solek	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	McGee Science Architectural Work	\$92,575	\$92,575
			\$0
			\$0

Account No. <u>500.10.1027.0.53712.00000</u>	Architec. & Engin.Fees	TOTAL	\$92,575
Budgeted Amount..... <u>\$175,000</u>	Available balance.....		\$92,575
Encumbrances to Date..... <u>\$58,875</u>	Amount Needed for This Package.....		\$92,575
Expenditures to Date..... <u>\$23,550</u>	Available Balance After Purchase.....		\$0

Is a budget change needed? ☐ Yes ☒ No

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

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

Kevin Delaney

Finance Director or Town Accountant

or:

☐ I certify that a budget change in the amount of \$ 27,765 must be processed concurrently with this certification to support this commitment.

Finance Director or Town Accountant




TOWN OF BERLIN

BUDGET CHANGE FORM

#5

Section 1: To be completed by Department:

Department:	Schools	Fiscal Year:	FY2026	Date:	2/3/26
To Acct #:	Description:	Amount:	Requested by:		
500.35.3561.0.54000.00362	McGee Classroom Construction	\$27,765.00	A. Dorsey		
Are there funds from another account which can be requested: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
500.35.3561.0.54000.00320	McGee School Air Quality	\$9,280.00			
500.35.3561.0.54000.00347	Fire Alarm Update	\$5,000.00			
500.35.3561.0.54000.01114	Radio System Upgrade	\$1,500.00			
500.35.3561.0.53201.00000	Supplies	\$11,985.00			

Contingency Balance (If applicable):

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

The McGee Science Classroom Renovations project was bid earlier in the fiscal year. The low bid exceeds the available funds in the Public Building Commission account. This transfer of unspent funds in completed capital projects at the schools will eliminate the gap (including a 10% contingency).

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 2/3/26
Comments:			

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 10, 2026
SUBJECT: Discussion and Consideration of Fiscal Year 2027 Priority 1 Capital Requests for Departments 38 and 61

Summary of Agenda Item:

Throughout the Capital Plan development and discussion of Fiscal Year 2027, the following Capital Projects have been identified as level 1 priorities for the Facilities Department with respect to the overall list. The items listed below are for consideration to keep moving forward in the budget process, with additional supporting documentation forthcoming as needed and requested with the narratives and needs to be discussed during the meeting.

DEPARTMENT NO. 38:

1. Timberlin Maintenance Building= Reroofing, gutters, doors and window replacements=\$200K Allowance.
2. Art League Building=Exterior Restoration and Painting= \$150K Allowance.
3. Facilities Van= \$60,500 Allowance.

DEPARTMENT NO.61:

1. Lavatory Upgrades at Griswold and Hubbard=\$350K Allowance.
2. Masonry Repointing Districtwide=\$50K Allowance.
3. Doors and Hardware Upgrades Districtwide=\$50K Allowance

Funding:

TBD

Action Needed:

Discussion Only

Attachments:

None

Prepared By:

Douglas Solek, Facilities Director *DS*

Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: January 30, 2026

SUBJECT: McGee Sidewalks

Summary of Agenda Item:

The sidewalks at Catherine McGee Middle School are currently in poor condition, with many sections crumbling and falling apart. Our plan is to replace the sidewalks in phases as we renovate the parking lot. The new sidewalks will be made of reinforced concrete with monolithic curbs, ensuring their durability for years to come. The estimated cost for the sidewalk improvements is \$249,796.00.

The existing sidewalk in front of the school has granite curbs that are separating from the sidewalk, which raises safety concerns. Additionally, the sidewalk along the student drop-off area and the teachers' parking lot is too narrow to accommodate snow plowing and is showing signs of alligator cracking and fatigue.

The large area in front of the school, which experiences the most foot traffic, is also crumbling and deteriorating. Several years ago, we renovated a significant portion of this area, so it will not need to be redone. However, the soil in this area is very silty and clayey, making it prone to frost heaves and reducing the durability of asphalt.

We also plan to upgrade the remaining ramps to ensure they comply with ADA standards while replacing the sidewalk along Norton Road and the entrance to the school.

Funding:

None

Action Needed:

None

Attachments:

- Unit cost using current awarded sidewalk contractors pricing
- Pictures of current sidewalk conditions

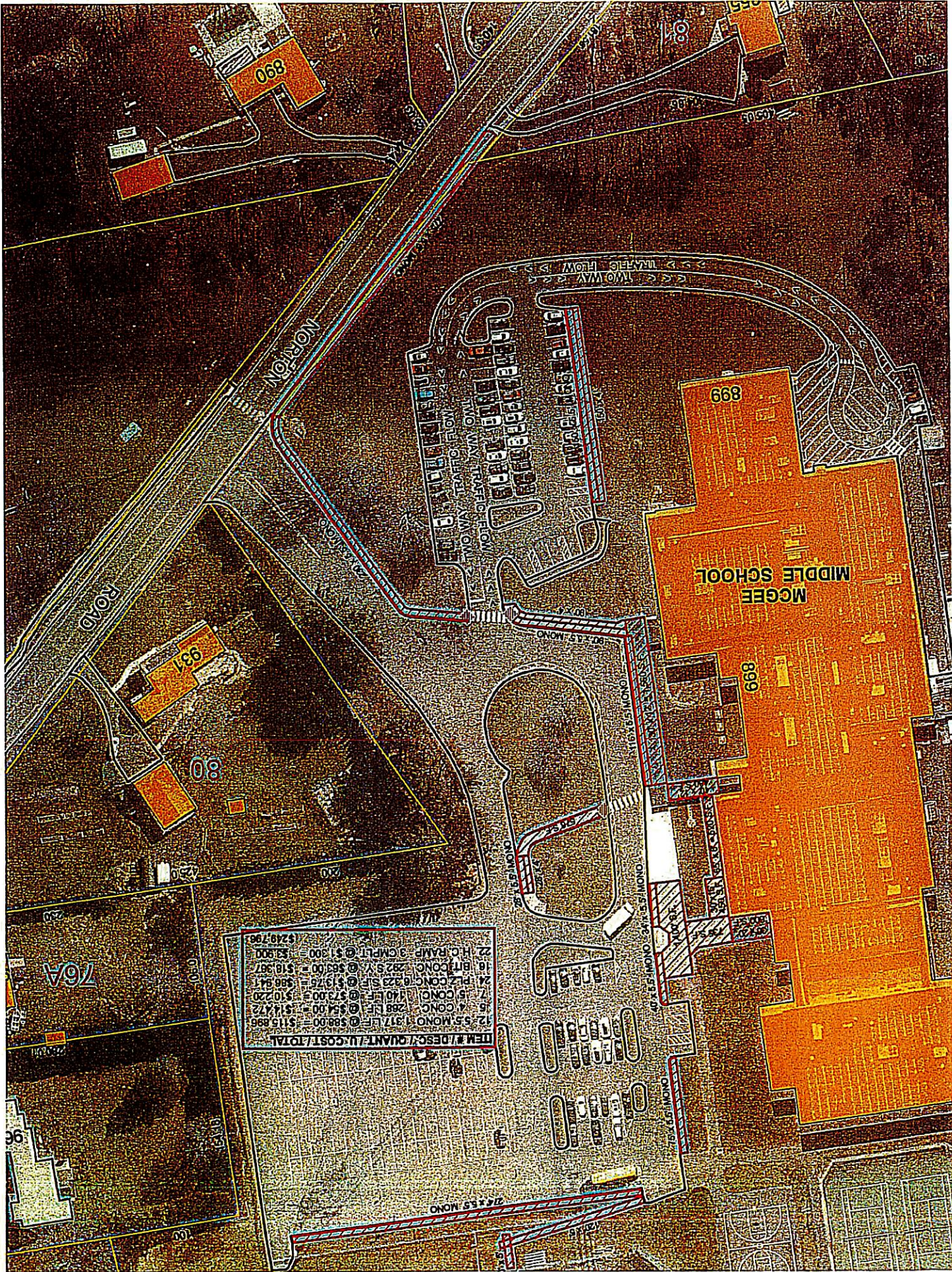
Prepared By:

Steven T Wood Superintendent of Parks and Grounds *SW*

McGee Sidewalk Project







Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: January 30, 2026

SUBJECT: Request FY27 Capital Funds for Irrigation Pump Sage Park

Summary of Agenda Item:

The irrigation pump at Sage Park is over 15 years old and has developed significant leaks in the pump head and packing. This leakage is causing silt and water and pond scum to accumulate on the floor of the pump house. Unfortunately, the parts needed for repairs are no longer available or compatible with our system. This pump is essential for irrigating the majority of the athletic fields at Sage Park, as it pumps approximately 15,000 to 60,000 gallons of water each night, depending on the weather, from April through November. Currently, it is the only means we have to irrigate the fields. Without proper watering, the fields will struggle to withstand regular play and are likely to be overtaken by crabgrass and other warm-weather weeds.

Funding:

None

Action Needed:

For discussion only, no action needed.

Attachments:

- DAF Quote
- Pictures of Irrigation Pump Sage Park

Prepared By:

Steven T Wood Superintendent Parks & Grounds *SW*



Services, Incorporated
20 Lawnacre Road
Windsor Locks, CT 06096

Quotation

Date	Quote Number
9/23/2025	18912

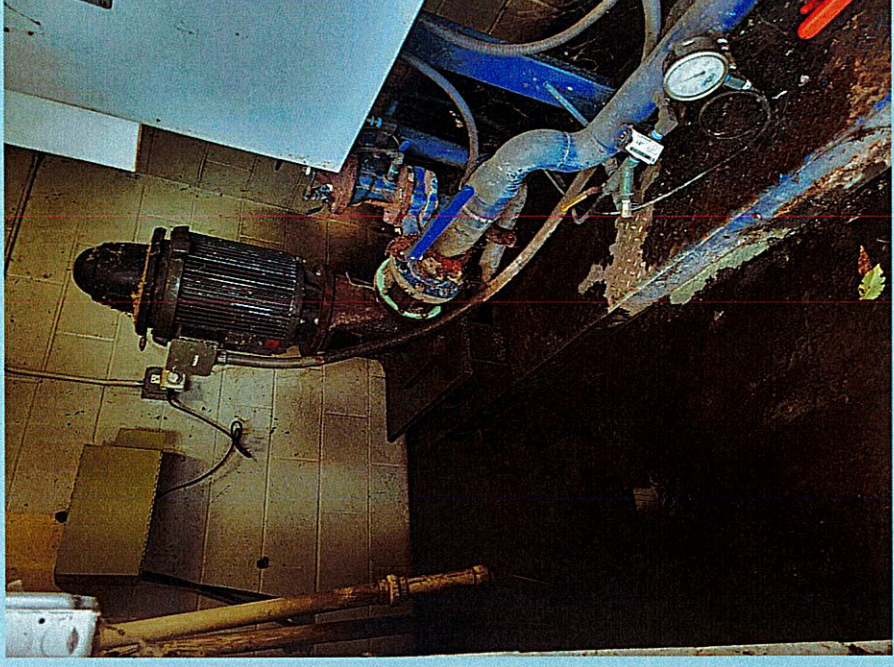
Town of Berlin
Finance Dept
240 Kensington Road
Berlin, CT 06037

Project					
Replacement Pump					
Item	Description	Qty	U/M	Rate	Total
Non inventor...	9001-240322-031 9WALC -6			30,962.88	30,962.88
	Pump, head and motor 10-12 week lead time				
14-02-14040	4" Check Valve, Silent Wafer, Cast Iron w/ Bronze Seat	1	ea	492.65	492.65
19-99-21040	4" 150# Gasket, 1/8", Full Face, Non-Asbestos	2	ea	13.28	26.56
08-60-12104	4" Check Valve Bolt Kit, 150#, 5/8-11 x 7-1/2 (8 ea Bolt & Nut)	1	ea	11.71	11.71
08-60-18107	Pump Base Bolts (4) 1"-13 x 3 1/2" (4) 1" Washer (4) 1" Hex Nut	1	ea	26.43	26.43
Description-...	10% Contingency - to cover additional parts needed and future price increases			3,794.523	3,794.52
Crane Servic...	Crane Service Estimate	1		3,250.00	3,250.00
Labor- Tech	Field Technician Labor	10	hr	170.00	1,700.00
Labor- Tech 2	Field Technician Labor - 2nd Technician	10	hr	140.00	1,400.00
Fuel Surchar...	Fuel Surcharge			75.00	75.00

Payment terms are 50% deposit at time of order; unless stated otherwise.
Balance of payment due upon completion of work.
Labor to be billed as reflected on work order at time of service.
Price does not include freight.
ALL PRICING SUBJECT TO CHANGE
Please feel free to contact us if you require more information at 860-623-5207.

Total	\$41,739.75
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Irrigation Pump Sage Park



Agenda Item No. 9
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: February 5, 2026
SUBJECT: Lease agreement between Town of Berlin and Prism Academy

SUMMARY:

The Parks and Grounds Department has been collaborating with Berlin Youth Soccer to identify potential locations for additional soccer fields, as interest in soccer continues to grow within their program. During our brainstorming sessions, we considered the old Moreland Hill School located at 166 Lincoln Street, Berlin, CT, which is currently operated by Prism LLC and was used in previous years.

Berlin Youth Soccer, Prism Academy, and the Town of Berlin recently held a meeting to discuss the feasibility of using the proposed location. The Parks and Grounds Department is requesting support from the Town Council for weekly field lining at this site, which will take place from April 1st to November 8th. In addition, we may need to assist with minor grounds maintenance, such as filling divots, mowing, and addressing other safety-related concerns. Our team will also help with the seasonal setup and breakdown of both new and existing goals and benches throughout the year.

FUNDING:

No funding needed.

ACTION NEEDED:

Move to approve the acceptance of the lease agreement between the Town of Berlin and Prism Academy, allowing town staff to perform the duties outlined in the agreement.

ATTACHMENTS:

Lease agreement

PREPARED BY: Steven T. Wood Superintendent of Parks & Grounds *SW*

ACCESS AGREEMENT

This Access Agreement ("Agreement"), effective _____, is entered into by the **Town of Berlin**, a municipality organized and existing under the laws of the state of Connecticut ("Berlin"), and **Prism LLC**, a limited liability company organized and existing under the laws of the state of Connecticut ("Grantor"). Berlin and Grantor are sometimes referred to collectively as the "Parties."

Grantor is the owner of the real property located at 166 Lincoln Street, Berlin, Connecticut ("Subject Property"). Approximately two (2) acres of the Subject Property are utilized as playing fields ("Premises"). Grantor has entered into a Facility (Field) Use Agreement with the Berlin Youth Soccer Association, Inc. ("BYS") whereby BYS has been granted the right to use the Premises for youth soccer practices, games, clinics, and related activities. The Premises are depicted in the aerial photo attached hereto as Exhibit A.

Grantor agrees to grant to Berlin access to the Premises to (a) paint athletic lines on the athletic fields located on the Premises, on a weekly basis from April 1-November 8 during the term of this Agreement; (b) set up and remove soccer goals, clean, and move benches and bleachers; and (c) if deemed necessary by Berlin, mow the grass in the area utilized by the BYS. In consideration of the mutual covenants set forth herein, the Parties hereby agree as follows:

1. **REVOCABLE ACCESS.** This revocable access shall terminate thirty (30) days after either party provides written notification to the other party of its decision to revoke such access.
2. **RELEASE.** The Parties acknowledge that this Agreement is entered into for the convenience of Berlin and that Berlin assumes no responsibility whatsoever for, and exercises no rights of ownership, supervision, or control over, Grantor's use of the Premises. The Parties do hereby release one another, and their respective employees, elected and appointed officials, members, managers, officers, directors, insurers, successors, agents, and assigns (collectively referenced as "Releasees") from and against any and all costs, demands, damages, losses (including, without limitation, losses from theft and/or vandalism), claims, actions, causes of action, proceedings, liabilities, or expenses of any nature whatsoever arising out of, or in any way related to, the negligence or intentional misconduct of the releasing party.
3. **INDEMNITY.** Berlin does hereby agree to indemnify, save and hold harmless Grantor from and against any and all costs, demands, actions, causes of action, fines, penalties, damages, losses (including, without limitation, losses from theft and/or vandalism), claims, liabilities, or expenses of any nature whatsoever arising out of, or in any way related to, Berlin's access or use of the Premises. Berlin's indemnity obligations shall not apply to claims or damages resulting from the negligence or willful, wanton or intentional misconduct of Grantor or its officers, directors, members, managers, agents or employees, or for statutory violation or punitive damages except and to the extent that such statutory violation or punitive damages is caused by or result from an act or omission of Berlin or any of its contractors, subcontractors, sub-subcontractors, materialmen, or agents of any tier or their respective employees.
4. **INSURANCE.** Berlin shall at all times during the term of this Agreement maintain general liability insurance with minimum required limits of \$1,000,000 per occurrence and having minimum aggregate limits of \$2,000,000 or greater. All coverage shall be provided on an "occurrence" basis and not on a "claims made" basis. All such insurance shall be written by insurers properly licensed to do business in the state where the Property is located. Grantor shall be named as an additional insured.

5. **ENTIRE AGREEMENT; AMENDMENT OF AGREEMENT.** This Agreement represents the entire agreement between the Parties, supersedes all prior agreements (written or verbal), and shall be amended only by a writing signed by the Parties. For purposes of the interpretation of this Agreement, neither party shall be deemed the drafter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

Grantee: TOWN OF BERLIN

By: _____

Its: _____

Grantor: PRISM LLC

By: _____

Its: _____

Agenda Item No.: 10
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 3, 2026

SUBJECT: Award a contract to Marcus Communication for the upgrade and maintenance of the microwave system used by the Fire Department and Department of Public Works as part of the communications infrastructure utilizing State of CT. DAS contract #25PSX0125

Summary of Agenda Item:

The Microwave Communications System serves as the primary connection between the dispatch center and the transmit/receive towers supporting the Fire Department and Department of Public Works (FD/DPW) two-way radio network. The existing system is more than 15 years old. Previously, it was maintained through a contract between the Berlin Police Department (BPD) and a former vendor; however, since the BPD has transitioned to the state-operated radio system, responsibility for the microwave system has shifted to the Fire Department. Funding has been secured to upgrade the aging infrastructure. Without this system, communications for the FD/DPW would not function as intended.

Marcus Communication of Manchester, CT, originally designed and implemented the robust system currently utilized by the FD/DPW. They have recently conducted a review of the existing microwave system and offered recommendations for upgrades, proposing the use of equipment compatible with current FD/DPW assets to address the needs of the Town of Berlin.

Scope of the Project:

Four out of the five communication sites are interconnected via a microwave system. These sites include:

- 240 Kensington Road, Town Hall
- 1657 Berlin Turnpike, Berlin Fire Company #3
- Ellwood Road FD/DPW Main Transmit Site
- 1952 Chamberlain Highway, South Kensington Company #4

All of these locations will undergo relicensing and be upgraded with new multi-port universal microwave aggregation platforms, new antennas, antenna cables, comprehensive rewiring to accommodate the new hardware, and enhanced grounding systems for improved equipment protection. All upgrades will be designed and implemented by qualified communications engineers to ensure optimal performance across all four services.

It is important to note that a significant portion of the quoted cost—\$41,927—covers:

- Application and licensing fees, as well as structural engineering assessments to verify that the existing towers can safely support additional load
- Labor for fabricating the platform board at the Marcus shop
- Labor for installation and rewiring at each site
- Tower crews (three personnel over three days) for climbing and servicing lower height towers

- Tower crews (four personnel over two days) for climbing and servicing higher towers up to 200 feet
- A three-year extended warranty on the primary components of the system

Jim Simons is formally requesting that the Town of Berlin waive its standard purchasing requirements and award Marcus Communication the contract for upgrading the microwave system, citing the following justifications:

- The FD/DPW have had consistently positive experiences working with Marcus Communication.
- Marcus designed the present system and possessed comprehensive knowledge of its structure, including the communication topography and areas of vulnerability.
- Engaging Marcus Communication exclusively will provide the Town with a unified vendor solution, thereby reducing the risk of miscommunication or operational disconnects that can arise when multiple vendors are involved.
- Marcus currently monitors the FD/DPW communication system and was able to identify and address an interruption in service before any other vendor, preventing a potentially critical failure in communications.

The upgrade is estimated at \$78,499.65; with an added 10% contingency to address potential cost overruns, the total funding request amounts to \$85,600.

Funding:


134.15.1531.0.54000.01114 Fire Radio System Upgrade \$85,600

Action Needed:

Move to award a contract to Marcus Communication for the upgrade and maintenance of the microwave system used by the Fire Department and Department of Public Works as part of the communications infrastructure for an amount not to exceed \$85,600 utilizing State CT. DAS #25PSX0125.

Attachments:

Certificate of Sufficiency of Funds
 Marcus Quote #0000100240

Prepared By: 
 James C. Simons, Chief of Fire Services



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 11-Feb-26

Purchase Item or Contract: Fire Department		Requested by: J. Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1	Microwave System Upgrades	\$85,600	\$85,600
			\$0
			\$0

Account No. 134.15.1531.0.54000.01114	Fire Radio System Upgrades	TOTAL	\$85,600
Budgeted Amount.....	\$85,600	Available balance.....	\$85,600
Encumbrances to Date.....	\$0	Amount Needed for This Package.....	\$85,600
Expenditures to Date.....	\$0	Available Balance After Purchase.....	\$0

Is a budget change needed? ☐ Yes ☒ No

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

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

Kevin Delaney

Finance Director or Town Accountant

or:

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

Finance Director or Town Accountant



Marcus Communications
33 Mitchell Drive
PO Box 1498
Manchester CT 06045
Phone: 860-646-1839

QUOTE

Date	Quote #
9/12/2025	0000100240

Name / Address

Berlin Fire Department
1657 Berlin Turnpike
Berlin CT 06037

Prepared By	John B
Job	

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Berlin PD to Berlin FD Berlin PD to Ellwood Rd			
AGS20-IF1GE6	SIAE AGS20 Indoor Unit, 1xIF, 8xGE, -48VDC	4.00	1,991.83	7,967.32
	SIAE AGS20 DC Power Plug (SIAE-P04184)	4.00	9.29	37.16
	SIAE AGS20 DC Plug Connector Security Block (SIAE-Z21196)	4.00	9.29	37.16
	SIAE AGS20 Grounding Kit (SIAE-V42024L)	4.00	13.93	55.72
	SIAE IF Cable Adapter, SMA-M to N-F, 3ft	4.00	23.22	92.88
UPG-AGS20-ACM	License: SIAE AGS20 SW License ACM	4.00	232.15	928.60
	Berlin PD to Berlin FD			
ASN-SP-LBT-1801	SIAE ASNK18/1560SP SB 1 Low ODU	1.00	2,100.47	2,100.47
ASN-SP-HBT-1801	SIAE ASNK18/1560SP SB 1 High ODU	1.00	1,868.32	1,868.32
SIAE-V42025L	SIAE ALFOplus ODU Grounding Kit	2.00	65.00	130.00
	SIAE 15-42 GHz Ant. Transition Kit (ASNK ODU0	2.00	9.30	18.60
ANT-18GHZ-12-SP	Antenna: SIAE 18GHz 1' SP, Direct Mount	2.00	576.88	1,153.76
	Berlin PD to Ellwood Rd.			
	ASN-SP-LBT-2301 ODU ASNK23/1200 SP SB=1L - Low Band	1.00	2,087.83	2,087.83
	ODU, Sub-Band 1, (21200 - 21605.5 MHz / 22400 - 22805.5 MHz), 1 year warranty			
	ASN-SP-HBT-2301 ODU ASNK23/1200 SP SB=1H - High Band	1.00	2,087.83	2,087.83
	ODU, Sub-Band 1, (21200 - 21605.5 MHz / 22400 - 22805.5 MHz), 1 year warranty			
SIAE-V42025L	SIAE ALFOplus ODU Grounding Kit	2.00	64.61	129.22
	SIAE 15-42 GHz Ant. Transition Kit (ASNK ODU0	2.00	9.30	18.60
ANT-23GHZ-12	Antenna: SIAE 23GHz 1' SP, Direct Mount	1.00	576.88	576.88
ANT-23GHZ-12	Antenna: SIAE 23GHz 1' SP, Direct Mount	1.00	576.88	576.88
AGS20-EXTWAR-36	Extended Warranty: SIAE AGS20 (36) Months	4.00	1,703.00	6,812.00
ASN-EXTWAR-36	SIAE ASN-ODU Extended Warranty 3 Added years	4.00	914.30	3,657.20
SG12-12B2U	1/2" Corrugated / Smoothwall Coax Snap-On Ground Kit, 4' Lead, Unattached 2-Hole Lug	10.00	23.89	238.90
	70393 - Cable, RFS 810918-001CELLFLEX 1/2 inch 50 Ohm coax cable with foam dielectric (per foot)	500.00	3.90	1,950.00
PTI-BB50-NFF-W	DC Block Protector, N-F Surge, N-F Protected, 1.5-1000MHz	6.00	71.97	431.82
	Wire, #2 AWG Solid Tinned bare copper ground wire.	40.00	2.50	100.00

Above pricing assumes prompt payment of all related invoices upon acceptance and performance / delivery. Price is valid for 30 days only.

Subtotal	\$78,499.65
Sales Tax	\$0.00
Total	\$78,499.65

Quote Accepted _____



Marcus Communications
33 Mitchell Drive
PO Box 1498
Manchester CT 06045
Phone: 860-646-1839

QUOTE

Date	Quote #
9/12/2025	0000100240

Name / Address

Berlin Fire Department
1657 Berlin Turnpike
Berlin CT 06037

Prepared By	John B
Job	

ITEM	DESCRIPTION	QTY	COST	TOTAL
SIAEFCCAPP	Tin platingTIN41227, MAX 12" Ground Bar	4.00	15.36	61.44
	PARTS - RADIO, Miscellaneous Supply Items for grounding	4.00	150.00	600.00
	346727 RFS - N Male OMNI FIT for 1/2" LCF12-50J & ICA12-50JPL	16.00	15.51	248.16
	Install Kit - Radio	4.00	85.00	340.00
	CS FCC Appl w/DetAnalysis, PriorCoord SIAE	2.00	1,071.45	2,142.90
STRUCTURAL ANALYSIS SITE APP FEE	Engineering fee for PE structural analysis	3.00	3,500.00	10,500.00
	Application for tower work- PD site only	1.00	2,500.00	2,500.00
	Labor performed at Marcus Shop	6.00	125.00	750.00
	Labor performed at Customer Location	16.00	145.00	2,320.00
	Labor performed for project management	12.00	125.00	1,500.00
	Labor performed at Customer Location 3 men 3 days tower install crew	1.00	12,960.00	12,960.00
	Labor performed at Customer Location 4 men 2 day tower alignment crew	1.00	11,520.00	11,520.00

Above pricing assumes prompt payment of all related invoices upon acceptance and performance / delivery. Price is valid for 30 days only.

Subtotal	\$78,499.65
Sales Tax	\$0.00
Total	\$78,499.65

Quote Accepted _____

Agenda Item No.: 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan Curley, Town Manager *RC*
DATE: January 27, 2026
SUBJECT: Review and Consideration for Inclusion of Priority One C.I.P. Items in the Proposed FY27 Budget

Summary of Agenda Item:

Review and Consideration for Inclusion of Priority One C.I.P. Items in the Proposed FY27

Highway / DPW Department:

Flatbed Truck: \$ 0

Highway Department Motor Pool #0334 (Registration 31BE) is a 2009 Ford F350 two-wheel drive model, equipped with a lift gate, and has recorded 89,000 miles of use. This vehicle primarily serves to transport equipment, supplies, and personnel to various construction sites during the construction season.

Currently, the truck exhibits significant signs of wear: the liftgate carriage is deteriorated due to rust, the flatbed body sustained damage from a previous accident, and the suspension system is weakened. The initial plan was to replace this unit with an upgraded Ford F450 4x4 Flatbed featuring a lift gate and plow. This upgrade would enhance year-round utility and add capacity for winter snow and ice operations.

However, this replacement was reclassified as a priority two during the Capital budget meeting.

Backhoe: \$140,000

The Highway Backhoe was reclassified to priority one during the recent capital meeting. It is one of two backhoes scheduled for replacement within the next few years. This unit, a John Deere 410J Motor Pool #0362, is a 2011 model with 8,000 operating hours. The highway department utilizes this equipment daily for a range of excavation tasks, and it served as the primary digging machine until an excavator was acquired in 2020. Significant repairs have been undertaken on the braking system, transmission, and rear extend-a-hoe digging boom. These substantial maintenance issues suggest that the machine's financial serviceability and operational reliability are diminishing, indicating the need for its replacement.

Facilities Department:

Tradesman work van: \$60,500

Motor Pool #0319, registration 60BE, is a 2008 model year vehicle with 135,000 miles. These vans are utilized by the Facilities Department tradespeople (such as electricians, plumbers, and HVAC technicians) while maintaining town-owned buildings and related facilities. Each van essentially serves as a mobile office and workshop, enabling staff to transport necessary tools and supplies efficiently from one job site to another.

The van in question is an older model with high mileage and visible rust and deterioration on the rear dog legs, front floor, and undercarriage. Its proposed replacement will offer similar carrying capacity but feature a taller design, allowing employees to stand comfortably inside the cargo area. This upgrade will enhance safety and improve efficiency when transferring equipment and supplies.

Parks Department:

Pickup truck w/plow: \$75,000

The current Parks Department vehicle, Motor Pool #0383 (registration 22BE), is a 2013 Ford F250 pickup truck equipped with a snow plow and has accumulated 96,000 miles. This truck, along with similar vehicles in the department's fleet, is utilized year-round for maintenance of town properties and recreational facilities. These vehicles are subject to especially demanding conditions during winter months due to extensive snow and ice removal operations.

While the referenced vehicle remains mechanically sound, it exhibits significant rust and deterioration in the cab structure, necessitating a complete cab replacement, new pickup bed, and frame support repairs. Considering the severity of required repairs, high mileage, and challenges in sourcing parts, replacing the vehicle is deemed more feasible than undertaking substantial repairs to prolong its service life.

The suggested replacement is a Ford F350 SRW 4x4 equipped with a snow plow, which offers greater durability and stability. This upgraded model will better accommodate the increasing demands faced by the Parks Department.

Large Mower: \$178,000

The 1990 Jacobsen HR15 mower, affectionately known as "the dinosaur," has reliably served the Town of Berlin Parks Department for 36 years. While it is difficult to retire such a classic and straightforward piece of equipment, its limitations no longer meet the demands of our current work environment and employee safety standards. Additionally, repairing this mower is increasingly challenging; many chassis and mower head parts must be custom-fabricated at our fleet shop or improvised with components not intended for this model.

We will be replacing it with a Toro unit consistent with our current upgraded mower fleet. This new equipment will provide a safer, three-season operator cab, enhanced operational efficiency, and support fleet standardization within the department.

Fleet Garage: \$0

Inground Lift: The 70,000 lb. inground lift located at the fleet shop in bay #5 was originally installed in 1987. This equipment is essential for the maintenance and repair of our larger vehicles, including dump trucks, buses, and fire apparatus. While the lift has provided reliable service over the years, it has also experienced several issues and now requires replacement and system upgrades. Shop staff are currently evaluating available options, as the projected \$300,000 allocation is likely insufficient to cover all necessary replacement costs. During the summer and early fall, a comprehensive plan will be developed to upgrade the system for inclusion in next year's capital plan. We recommend deferring this project to the following year.

Funding:

None currently


Action Needed:

Discussion Only

Attachments:

None

Prepared By:


James C. Simons, Fleet Manager

Agenda Item No. 12
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Ryan J. Curley, Town Manager *RC*
DATE: February 5, 2026
SUBJECT: Request to Waive the Bidding Process for Fleet Pump & Service

SUMMARY:

Berlin Water Control has ten sewer pumping stations. Pumps often fail and as a result, need to be re-built, and in many instances replaced with a new pump. Currently eight of the ten sewer stations use pumps sold exclusively by Fleet Pump & Service. They are the primary provider for the Northeast and have provided excellent service to the Berlin Water Department for years.

Berlin Water Control is currently requesting to purchase a new pump, with Variable Frequency Drives, at the Orchard Road Station [\$30,255.00], and replace a pump at the Toll Gate Road Station [\$17,150.00], and provide for additional unexpected pump repairs, as needed (see quote).

As of late, it takes more than eight weeks to obtain a pump, so it is useful to have approval to purchase pumps, as necessary, and eliminate delays.

FUNDING:

Funds are available in the Update Sewer Stations Account #844.55.5588.0.58062.00000.

ACTION NEEDED:

Move to waive the bidding requirements (in case of pump failure, or needed repairs), and approve purchasing pumps from Fleet Pump & Service (sole supplier) for an amount of \$50,000.00, as this is in the best interest of the Town.

ATTACHMENTS:

- 1) Sufficiency of Funds
- 2) Quote

PREPARED BY:

Ray Jarema, P.E.
Water Control Manager



Fleet Pump & Service Group, Inc.
455 Knollwood Road
White Plains, NY 10603
T 914-835-3801 F 914-835-2946



www.gafleet.com

12/16/2025

CUSTOMER: Berlin Sewer

ADDRESS: 49 Town Arm Lane, Berlin, CT, 06037

ATTN: Mike P.

PROPOSAL #: 251205-517-JS

Qty Description

Orhcard PS Panel Upgrade

- 1 Fleet Shall Furnish (1) Duplex 10HP, 1-3/60/230/3W, 25FLA NEMA 3R Painted Steel Wall Mounted Enclosure with 3 Pt. Pad-Lockable Handle, Print Pocket, Door Stops, Lifting Eyes. JDL Series Main Circuit Breaker with Outer Door Toggle. Power Distribution Blocks or Lugs as Required. Neutral and Ground Lugs as Required. Flygt SPD, Installed. HDL Series Pump Circuit Breakers with Outer Door Toggle. Line Powered QOU Series Control and Accessory Circuit Breakers. 100W Strip Heater with T'Stat. 10. Fan Forced and Filtered Ventilation with T'Stat. 11. LED Service Light with Inner Door ON/OFF Switch. (2) 24VDC Power Supply for Redundancy Power with Battery Backup. Nexicon Pump Controller Programmed and Required Modules, Installed. 10" Maple Touch Screen HMI, Outer Door Mounted. 5 Port Unmanaged Ethernet Switch. 30mm LED Push-To-Test Pilot Lights and Non-Illuminated Switches, Inner Door Mounted. Hand-Off-Auto Each Pump. High-High Level Pilot Light. High Level Pilot Light. Intrinsically Safe Barrier for Transducer. Intrinsically Safe 2 Float Redundant Backup Operation. Advensor Modem. Dry Contacts as Required. (I/O List to be Provided with Submittal PO). UL698A Listed. Fleet to also Furnish: Surge Protection. Backplane. Backplane Supply Module. Application Manager Module. FPM611. Analog Module. Power Redundancy Module. Advensor Modem. Danfoss VFD with Remote Keypads

Note: Installation of the panel to be done by others, startup and re-wiring existing pumps to be done by Fleet

Freight Shipping & Handling (Ground) included

Delivery: 8-10 weeks.

Note: Delivery Clarifications: F.O.B. (freight on board), P.O.M. (point of manufacture) factory with full freight allowed to jobsite. One shipment via common carrier. Power liftgate on truck availability dependent upon size and weight of skids. Means of unloading equipment is the contractor's responsibility. Small items may ship via UPS to Contractor's shop.

Total: **\$22,950.00**

SALES TAX NOT INCLUDED. Pricing valid for a period of thirty (30) days.

This Quote is subject to and incorporates by reference the Master Terms and Conditions of Sale available at:

www.gafleet.com/Master-TCs.

We thank you for the opportunity to quote our equipment. If we may be of further assistance, please contact us.
Please send a Purchase Order or Authorization on your Letterhead to proceed with the above proposal.

Best regards,

Fleet Pump & Service Group, Inc.

Jared Sgroi

Aftermarket Municipal Sales Consultant

Mobile: 203-671-3213

JSgroi@gafleet.com | gafparts@gafleet.com

Fleet Pump & Service Group, Inc.
455 Knollwood Road
White Plains, NY 10603
T 914-835-3801 F 914-835-2946



www.gafleet.com

12/16/2025

CUSTOMER: Berlin Sewer

ADDRESS: 49 Town Arm Lane, Berlin, CT, 06037

ATTN: Mike P.

PROPOSAL #: 251216-547-JS

Qty Description

Orhcard PS Panel Upgrade

- 2 Danfoss VFD's with inner door mounted keypad, 230V 1 Phase / 230V 3 Phase Conversion, 30.8 FLA, 10HP

Note: VFD's will be installed in the control panel prior to delivery. Startup of the VFD's and panel, along with re-wiring existing pumps to be done by Fleet.

Freight Shipping & Handling (Ground) included

Delivery: 8-10 weeks.

Note: Delivery Clarifications: F.O.B. (freight on board), P.O.M. (point of manufacture) factory with full freight allowed to jobsite.

One shipment via common carrier. Power liftgate on truck availability dependent upon size and weight of skids. Means of unloading equipment is the contractor's responsibility. Small items may ship via UPS to Contractor's shop.

Total: **\$7,305.00**

SALES TAX NOT INCLUDED. Pricing valid for a period of thirty (30) days.

This Quote is subject to and incorporates by reference the Master Terms and Conditions of Sale available at:
www.gafleet.com/Master-TCs.

We thank you for the opportunity to quote our equipment. If we may be of further assistance, please contact us.
Please send a Purchase Order or Authorization on your Letterhead to proceed with the above proposal.

Best regards,

Fleet Pump & Service Group, Inc.

Jared Sgroi

Aftermarket Municipal Sales Consultant

Mobile: 203-671-3213

JSgroi@gafleet.com | gafparts@gafleet.com



12/30/2025

CUSTOMER: Berlin Sewer

ADDRESS: 49 Town Farm Ln, Berlin, CT

ATTN: Mike P.

PROPOSAL #: 251230-578-JS

ESTIMATE #: ES251125-6-9

Qty Description

PUMP REPAIR

Fleet Pump & Service is pleased to submit our proposal on the repair of:

Flygt 4-inch model 3127.180.9580187 pump with 10 HP 460-volt / 3-phase / 60 Hz motor:

- 1 STATOR,21-12-4A 230/460V:3PH+ 230V:1PH
- 1 ROTOR UNIT
- 1 KIT,REPAIR BASIC
- 1 LEAD-THROUGH UNIT
- 1 IMPELLER,C HT CODE 483 CI
- 1 RING,WEAR STATIONARY STEEL/NBR
- 6 CLAMP,TERMINAL
- 1 HOUSING,STATOR CI
- 1 HOUSING,OIL BOTTOM CI

Shop materials included

Labor Included

Environmental disposal fee included

Freight Shipping & Handling (Ground) included

Delivery: 4-5 weeks.

Note: Repair will be processed upon receipt of Purchase Order or credit card payment. In the event that a Purchase Order or payment is not received within 60 days, the equipment and its components will be returned at no charge.

Total: ~~\$18,485~~

PUMP REPLACEMENT

Fleet Pump & Service is pleased to submit our proposal on the replacement of:

- 1 Flygt 4-inch model 3127.060 submersible wet pit pump(s) with 10 HP 460-volt / 3-phase / 60 Hz motor(s); Replaces existing pump serial #: 9580187

Freight Shipping & Handling (Ground) included

Delivery: 10-12 weeks.

Note: Delivery Clarifications: F.O.B. (freight on board), P.O.M. (point of manufacture) factory with full freight allowed to jobsite. One shipment via common carrier. Power liftgate on truck availability dependent upon size and weight of skids. Means of unloading equipment is the contractor's responsibility. Small items may ship via UPS to Contractor's shop.

Total: **\$17,150**

Toll Gate Road



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 5-Feb-26

Replace the sewer pumps at Orchard Rd and Toll Gate Rd Stations		Requested by: Water Control Commission	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Pump for Orchard Rd Station	\$30,255.00	\$30,255.00
1.00	Pump for Toll Gate Rd Station	\$17,150.00	\$17,150.00
1.00	Contingency	2,595.00	\$2,595.00
TOTAL			\$50,000.00

Account No. 844.55.5588.0.58062.00000- Update Sewer Stations

Budgeted Amount.....	\$20,000.00	Available balance.....	(\$94,350.00)
Encumbrances to Date.....	\$66,078.02	Amount Needed for This Package.....	\$50,000.00
Expenditures to Date.....	\$48,271.98	Available Balance After Purchase.....	(\$144,350.00)

Is a budget change needed? ☒ Yes ☐ No

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

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

or:

Finance Director or Assist.Finance Director

☒ I certify that a budget change in the amount of \$144,350.00 must be processed concurrently with this certification to support this commitment.

Deane C. Carney
Finance Director or Assist.Finance Director




TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Water & Sewer	Fiscal Year:	FY26	Date:	2/2/26
To Acct #:	844.55.5588.0.58062.00000	Description:	Update Sewer Stations	Amount:	\$144,350.00
				Requested by:	R. Jarema

Are there funds from another account which can be requested: Yes ☐ No ☒ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
844.55.5583.0.56711.00000	Maintenance of Pump Stations	\$15,000.00	
844.55.5584.0.56813.00000	Maintenance of Mains	\$20,000.00	
844.55.5584.0.56820.00000	Misc. Sewer Main Work	\$33,000.00	
844.55.5588.0.58061.00000	Pump Station Berlin Turnpike	\$30,000.00	
844.55.5588.0.58108.00000	Seal Manholes	\$30,000.00	
843.50.5088.0.58107.00000	Upgrade Meter Pits	\$16,350.00	

Contingency Balance (If applicable):

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

Berlin Water Control is currently requesting to purchase a new pump, with Variable Frequency Drives, at the Orchard Road Station [\$30,255.00], and replace a pump at the Toll Gate Road Station [\$17,150.00], and provide for additional unexpected pump repairs, as needed.

As of late, it takes more than eight weeks to obtain a pump, so it is useful to have approval to purchase pumps, as necessary, and eliminate delays.

Section 2: To be completed by Town Manager:

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: 2/9/26
--	--------------------------------------	---	---------------------

Comments:

Section 3a: Town Council action:

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

Section 3b: Board of Finance action:

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

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 13
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager 

DATE: February 5, 2026

SUBJECT: Updated Cost of S.B. Church Re-development of the Two Active Wells at the Elton Road Wellfield

SUMMARY:

Town Council granted a bid waiver to S.B. Church to re-develop Well #1B and purchase and install a new pump for Well #2A at their October 7, 2025 meeting. After S.B. Church started the re-development of the wells, they needed extra days in an effort to improve the yields. The three extra days required an additional \$ 7,500.00 which increased the projected cost of \$ 75,000.00. Because the re-development is a specialized process, there are few companies in New England that are capable of performing this service. Therefore, Berlin Water Control is requesting the S.B. Church purchase order be increased by \$ 7,500.00. The attached initial invoice provides details on S.B. Church's billing breakdown, including the additional daily rate. The work has been completed, and the wells have already seen increased production.

FUNDING:

- Elton Road Well Account (843.50.5088.0.58069.00000)
- Hydrants (843.50.5088.0.58047.00000)
- Services (843.50.5084.0.56802.00000)

ACTION NEEDED:

Move to increase the original bid waiver for S.B. Church to cover unanticipated additional work that was necessary for the redevelopment of Wells #1B and #2A at the Elton Road Wellfield, in the amount of \$ 7,500.00, as this is in the best interest of the Town.

ATTACHMENT:

- 1) Revised Invoice from S.B. Church
- 2) Sufficiency of Funds

PREPARED BY:

Ray Jarema, P.E.,
Water Control Manager



Tax ID No: 20-5684540

INVOICE

PLEASE MAKE CHECKS PAYABLE TO:

Weston & Sampson CMR, Inc.
dba SB Church

SB CHURCH

55 Walkers Brook Drive, Suite 100, Reading MA 01867
westonandsampson.com Tel: 978.532.1900

January 07, 2026

Project No: CMR25-0762

Invoice No: 1265063

Ray Jarema
Water Control Manager
BERLIN CT, TOWN OF
240 Kensington Road
Berlin, CT 06037

Project CMR25-0762 BERLIN WATER- WELL 2A REDEVELOPMENT- PUMPING
EQUIPMENT

PO# 261881

Professional Services from November 22, 2025 through December 26, 2025

Phase 00100 REDEVELOPMENT, PUMP EQUIPMENT
Fee

Description	Contract Amount	% Work To Date	Amount Billed To Date	Previously Billed	This Inv. Billed
WELL 2 A	73,958.00	63.0344	46,619.00	0.00	46,619.00
ADDITIONAL WORK	3,490.00	100.00	3,490.00	0.00	3,490.00
Total Fee	77,448.00		50,109.00	0.00	50,109.00
Total Fee					50,109.00
Total this Phase					\$50,109.00
TOTAL THIS INVOICE					\$50,109.00

APPROVED FOR PAYMENT

PO 261881 Account

Date 1/13/2026

[Signature]

SB CHURCH

55 Walkers Brook Drive, Suite 100, Reading, MA 01867

tel: 978-532-1900

www.westonandsampson.com

Date: 1/7/26

TO:

Berlin Water Control Commission
240 Kensington Road
Berlin, CT 06037

W&S Job Numbers

CMR25-0762

Berlin 2A, 1B

Customer PO Number

261881

Weston & Sampson CMR, Inc. Invoice Number

1265063

INVOICE SUMMARY

Well & Pump Inspection Services

<u>DESCRIPTION</u>	<u>ESTIMATE</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
Well 2A				
Mobilization of Men & Equipment	1	/lump sum	\$1,800.00	\$1,800.00
Equipment & Crew	7	/day	\$3,350.00	\$23,450.00
<i>Redevelopment Chemicals</i>				
Muriatic Acid	120	/gallon	\$16.00	\$1,920.00
Sodium Hypochlorite	11	/gallon	\$14.00	\$154.00
NW 220	3	/gallon	\$105.00	\$315.00
Neutralization Chemicals	1	/lump sum	\$500.00	\$500.00
Furnish & Install New Pump	1	/lump sum	\$17,480.00	\$17,480.00
Conduct post-cleaning video	1	/lump sum	\$1,000.00	\$1,000.00
Well 1B				
Mobilization of Men & Equipment		/lump sum	\$0.00	\$0.00
Equipment & Crew		/day	\$3,350.00	\$0.00
<i>Redevelopment Chemicals</i>				
Muriatic Acid		/gallon	\$16.00	\$0.00
Sodium Hypochlorite		/gallon	\$14.00	\$0.00
NW 220		/gallon	\$105.00	\$0.00
Neutralization Chemicals		/lump sum	\$500.00	\$0.00
Conduct post-cleaning video		/lump sum	\$1,000.00	\$0.00
Adder 1 - Well 2A				
Equipment & Crew	1	/day	\$3,350.00	\$3,350.00
Sodium Hypochlorite	10	/gallon	\$14.00	\$140.00
Total Due:				\$50,109.00



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 28-Jan-26

Re-develop Two Wells- Well #1B & Weel #2A

Requested by: Water Control Commission

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Re-Develop Wells at Elton Road and Wellfield- Additional Expense	\$7,500.00	\$7,500.00
TOTAL			\$7,500.00

Account No. 843.50.5088.0.58069.00000- Elton Road Well- \$50,000

843.50.5088.0.58047.00000- Hydrants- \$18,768

843.50.5084.0.56802.00000- Services- \$6,232.00

Budgeted Amount..... \$90,000.00

Available balance..... \$9,551.39

Encumbrances to Date..... \$28,365.54

Amount Needed for This Package..... \$7,500.00

Expenditures to Date..... \$52,083.07

Available Balance After Purchase..... \$2,051.39

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 14
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 11, 2026

SUBJECT: Senior Center Parking Lot Improvements – Referral to Public Building Commission, and Schedule Town Meeting for Design Services Funding

SUMMARY:

The Commission for Aging had requested former Town Manager Arosha Jayawickrema to evaluate improving the parking for the Senior Center (33 Colonial Drive) by providing accessible parking spaces closer to the entrance. Arosha asked the Town Engineering Department to do an initial review, and after it appeared feasible to shift spaces, the Town retained Yantic River Consultants of Lebanon, CT (Yantic) to prepare a conceptual parking plan and cost estimate. The primary objective was to relocate as many accessible (ADA-Compliant) parking spaces as possible closer to the Senior Center entrance while maintaining the Housing Authority's 21 reserved spaces in the north lot. A secondary goal was to increase the total number of parking spaces within the existing lot. The intent was to improve the parking configuration without a major (and expensive) parking lot reconstruction project. Yantic's conceptual plan was reviewed by the Housing Authority and shared with the Commission for Aging, and is attached. The Statement of Need from the Commission for Aging is also attached; Staff prepared a motion if the Town Council elects to refer this to the Public Building Commission for more detailed design and to bid and complete the construction project.

Staff received a budget estimate of approximately \$80,000 for a design firm to complete the following to advance this project:

- Complete an A-2/T-2 Property Boundary, Topographical, and Utility Survey
- Prepare Design Documents and Cost Estimates
- Obtain all Required Regulatory Permits
- Prepare Construction Documents, Bid Package, and Provide Bid Assistance
- Construction Administration Services and As-built Survey

Town Manager Curley is requesting a Town Meeting to appropriate \$80,000.00 from the general fund unassigned balance to advance the design, complete permitting, prepare the bid package, and to assist during bidding and construction.

FUNDING:

To be determined at a future Town Council meeting.

ACTION NEEDED:

Move to accept the Statement of Need from the Commission for Aging and refer the Senior Center Parking Lot Improvement Project to the Public Building Commission.

Move to schedule a Town Meeting for Tuesday, March 3, 2025 at 6:45 PM to approve a fiscal year 2026 request for a non-budgeted appropriation of \$80,000.00 from the General Fund Unassigned Fund Balance (pending Board of Finance approval) for a design firm to complete design documents, permitting, bid package, and provide bid assistance and construction administration services for the Senior Center Parking Lot Improvement Project.

ATTACHMENTS:

- 1) Statement of Need – Commission for Aging
- 2) Existing Parking Layout – Senior Center & Housing Authority
- 3) Parking Improvement Plan – Senior Center & Housing Authority (2/18/2025)

PREPARED BY:

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

MSA

Statement of Need: Senior Center Parking Lot Improvements

This request was initiated by the Commission for Aging and submitted to Town Manager Arosha Jayawickrema in early 2024 to address ongoing accessibility and parking capacity concerns at the Senior Center.

The primary objective is to relocate as many Handicapped Accessible parking spaces as possible closer to the Senior Center entrance while maintaining the Housing Authority's required 21 reserved spaces in the north lot. This change will improve safety and access for seniors and individuals with mobility limitations.

A secondary goal is to modestly increase the total number of parking spaces within the existing lot. During major programs and events, the current parking configuration is insufficient to meet demand.

The proposed work is intended as a limited improvement, focusing on reconfiguration and minor modifications rather than a full parking lot redesign or reconstruction. This approach addresses accessibility and capacity needs while minimizing costs to the Town.



PARKING TABLE		
EXISTING SENIOR CENTER		
TYPE	# SPACES	NOTES
RESERVED	21	
STANDARD	52	
ACCESSIBLE	8 (2 VAN)	4 SPACES REQ.
LIMITED MOB.	4	
TOTAL	85	

SCALE: 1" = 60'

60 0 60

PROJECT NO: 00184 - 001

DATE: 5/28/24

SHEET NO: 1

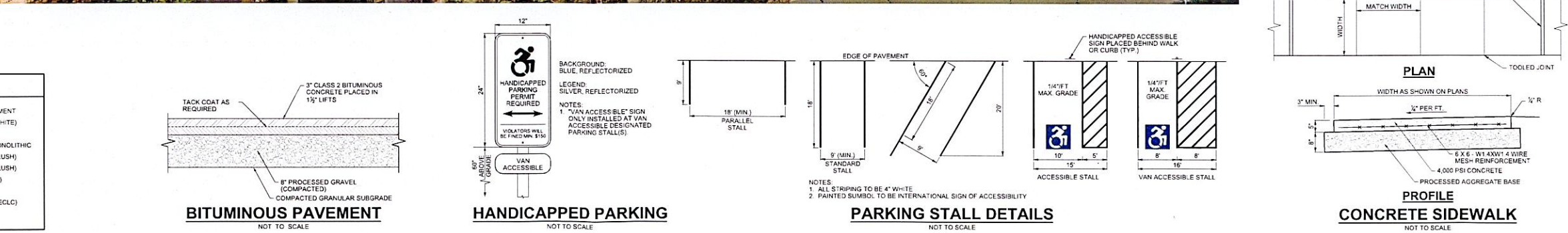
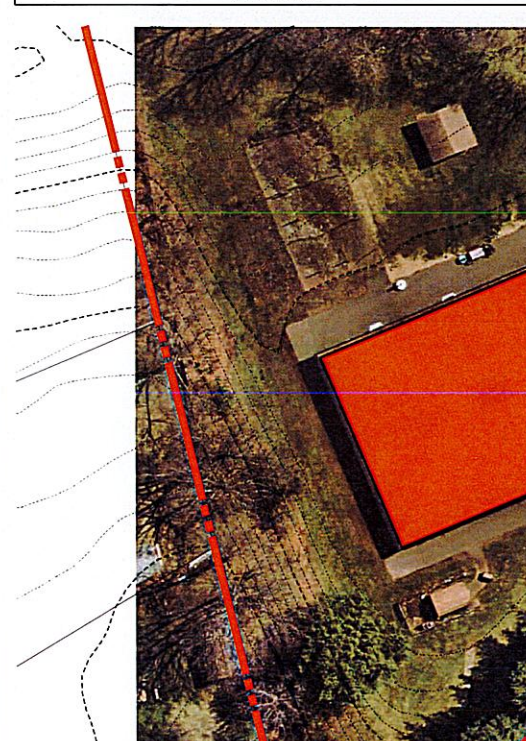


CONTACT INFORMATION

YANTIC RIVER CONSULTANTS, LLC
191 NORWICH AVENUE
LEBANON, CONN 06249

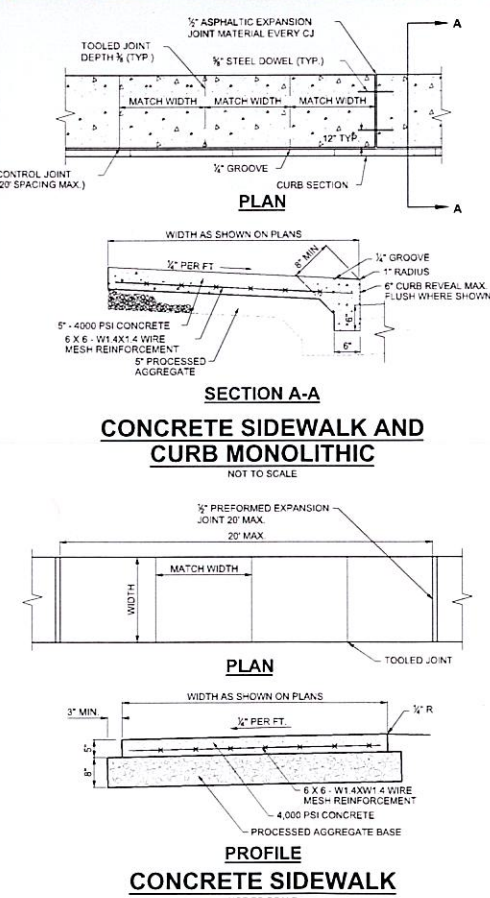
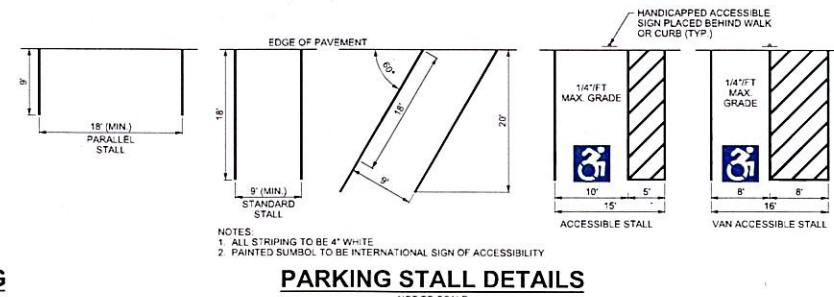
Phone: (860) 367-7264
Email: yanticriver@gmail.com
Web: www.yanticriverconsultants.com

BERLIN SENIOR CENTER & HOUSING AUTHORITY
PARKING IMPROVEMENTS
PREPARED FOR TOWN OF BERLIN
PARKING LAYOUT - EXISTING
31 COLONIAL DRIVE
BERLIN, CT



SITE LAYOUT LEGEND

	EX. EDGE OF PAVEMENT		A BITUMINOUS CONCRETE PAVEMENT
	EX. SIDEWALK		B PARKING PAINT STRIPING (4" WHITE)
	EX. PAVEMENT MARKING		C CROSSWALK (12" WHITE)
	LIMIT OF SAWCUT		D 5' CONCRETE CURB & WALK MONOLITHIC
	EDGE OF PAVEMENT W/ CURB		E 5' CONCRETE CURB & WALK (FLUSH)
	CONCRETE CURB & SIDEWALK		F 6" CONCRETE CURB & WALK (FLUSH)
	CONCRETE SIDEWALK		G HANDICAP RAMP (12H-1V MAX.)
	CROSSWALK		H HANDICAP PARKING SIGNING
	PAVEMENT MARKING		I EXTRUDED CONCRETE CURB (ECLC)
	ACCESSIBLE ICON MARKING		
	POLE MOUNTED LIGHT FIXTURE		



CONTACT INFORMATION
YANTIC RIVER CONSULTANTS, LLC
191 NORWICH AVENUE
LEBANON, CONN 06249
Phone: (860) 367-7264
Email: yanticriver@gmail.com
Web: www.yanticriverconsultants.com

**SENIOR CENTER & HOUSING AUTHORITY
PARKING IMPROVEMENTS**

PREPARED FOR
TOWN OF BERLIN

PARKING IMPROVEMENT PLAN

REVISION SUMMARY		SHEET
DATE	DESCRIPTION	1 OF 1
2/18/25	PER TOWN COMMENTS	DATE
		7/19/24
		REVISED
		2/18/25

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley Town Manager *RC*

DATE: February 17, 2026

SUBJECT: Submission of a List of Blighted Properties per Section 4-15 of the Ordinances of the Town of Berlin for Action by the Town Council

Summary of Agenda Item:

Article 2 of the Ordinances of the Town of Berlin is concerned with vacant and blighted buildings. This article defines vacant buildings and sets forth a process for the establishment of an "approved" list of blighted premises. This process requires that the Town Manager request a report of blighted properties per the definitions in the ordinance from Town departments heads and that based on these reports and other information, the Town Manager prepare a blighted properties list and present it to the Town Council for approval, disapproval or modification. The Town Manager has requested a report of blighted properties from Town department heads and, based upon these reports and other information, is submitting herewith a list of blighted properties to the Town Council for approval, disapproval or modification. The Town Council has 75 days after receipt of this list to approve, disapprove or modify the blighted properties list.

Funding:

None needed

Action Needed:

Move to receive the blighted properties list from the Town Manager for consideration

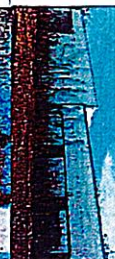



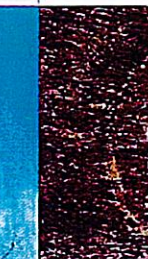


Attachments:

List of blighted properties from the Town Manager per Article 2 of the ordinances of the Town of Berlin entitled; "Vacant and Blighted Buildings"

Blighted Property Inspection Sheet Sample

Prepared By:

Ryan Curley, Town Manager *RC*

Blighted Properties List January 14, 2025										
Street No.	Street Name	Photo	Mailing Owner	Mailing Address	Reason(s) for Blight	Input Department	Comments	Official Notification Sent	Status	
529	Berlin Turnpike		Jeffrey Respler @ 529 Berlin Turnpike Reilly LLC	833 Glen Drive Woodmere, NY 11598	Vacant, broken windows and doors, dilapidated, history of vandalism, overgrown	Planning & Zoning, Police Department	Former Tesco Fork Lift. Owner has indicated in past that with each clean-up, property was vandalized again. Property has sat vacant for several years	5/7/2015	Recommend to remain on Blight List. *Possibly being sold. ZEO was contacted by an attorneys office for documents needed for a closing.	
77	Elton Road		Raymond Sajkowski	per Corporation Counsel	Vacant and overgrown; structures deteriorating; neighbor complaints	Planning & Zoning	Property should remain on Blight list. The Town has been working for several years through corporation Counsel with the courts to compel compliance. The Town was allowed by the court to do a minimal amount of clean-up and maintenance.	5/7/2015	Recommend to remain on Blight List. Compliance being pursued by Corporation Counsel in Court As of 1-3-25 The exterior blight cleanup has been completed by the Town.	
1252	Farmington Avenue		Nando & Victoria Cain	112 Ridgeview Drive Farmington, CT 06032	No sign of occupancy, abandoned/inoperable motor vehicle in the rear yard. Overgrowth in the rear of the property.	Planning & Zoning	House across from Farmer's Cow Minimal cleanup in front and immediate vicinity around the house has been accomplished since being added to the Blight List. The rear still has an unoperable vehicle, overgrown lawn/shrubs and an old deteriorated shed	5/7/2015	Recommend to remain on Blight List. Remains vacant and not fully compliant	
303	New Britain Road		Connecticut Sand & Stone Corp. President -Roger Tofelton at 7 West Main Street Plainville, CT 06062	8 Woodland Park Shelton, CT 06484	Abandoned, vacant, dilapidated factory	Police Department; Economic Development	East of McDonalds access north of Prenitiss Place (White Oak Property)- Owner is working with Town Economic Development office and pursuing approval from the State regarding contaminated soils for ultimately redevelopment for industrial use of the site. Obtained 2018 IWWC Approval for fill and regrading.	5/18/2015	Recommended to remain on Blight List. PD reported continual squatting and trespassing due to neglect of property.	
983	Worthington Ridge		Martin Perranowski	973 Worthington Ridge Berlin, CT 06037	Vacant, used for storage, overgrown, broken and boarded windows, roof compromised on rear addition.	Planning and Zoning	Old Town Hall, historic structure in the Worthington Ridge Historic District. "demo by neglect" is concern of HDC.	2/8/2023	Recommend to remain on Blight List. Periodic communication with zoning office that results in some work being completed on the property.	
198	Deming Road		THOR DEMING LLC	198 Deming Road	Vacant, overgrown with unsightly materials	Chris Edge; Econ Dev			Recommended to add for 2025 Blight List.	
1940	Berlin Turnpike		Hunter Management, LLC	350 CENTER ST WALLINGFORD CT 06492	Vacant, series threat to health and safety, missing or boarded windows, garage and other abandoned items, overgrown grass and weeds	Police Dept	Attracting illegal activity and community complaints; see PD report		Recommended to add for 2025 Blight List.	

BLIGHTED PROPERTY - INSPECTION SHEET

PROPERTY ADDRESS: 529 BERLIN TX

MAP _____, BLOCK _____, LOT _____

Property Owner: _____

INSPECTION BY: WANDA #51

TITLE: FIRE MARSHAL

DATE: 12-20-22

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

1. Any vacant building or structure, or
any vacant part of a structure that is a separate unit, or
a vacant parcel of land, or
any accessory structure, or
a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1
2
3

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;

4
5

4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;

6
7
8
9

6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;

10
11

10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

c.

- c. It is attracting illegal activity as documented in police department records;

d.

- d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or

e.

- e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

--

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

--

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: _____

BLIGHTED PROPERTY - INSPECTION SHEET

PROPERTY ADDRESS: 529 BERLIN TPKE MAP _____, BLOCK _____, LOT _____

Property Owner: JUDITH STEENMAN

INSPECTION BY: CAP

TITLE: O/Fm

DATE: 05/24/21

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

X
X

1. Any vacant building or structure, or
- any vacant part of a structure that is a separate unit, or
- a vacant parcel of land, or
- any accessory structure, or
- a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1	X
2	X
3	X

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;
6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;
10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

4
5

6	
7	
8	
9	X

10	X
11	

c.	X
d.	
e.	

- c. It is attracting illegal activity as documented in police department records;
- d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or
- e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

--

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

--

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: magnets on loading dock, missing windows at loading dock, overgrown
hole in roof above loading dock, vandalism

BLIGHTED PROPERTY - INSPECTION SHEET

PROPERTY ADDRESS: 529 Berlin Turnpike

MAP 10, BLOCK 2, LOT 125-4

Property Owner: 529 Berlin Turnpike Realty LLC

INSPECTION BY: CHRIS EDEE

TITLE: OWN. DOCUMENT DIVISION

DATE: 1/12/2021

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1. Any vacant building or structure, or
any vacant part of a structure that is a separate unit, or
a vacant parcel of land, or
any accessory structure, or
a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;

4	<input type="checkbox"/>
5	<input type="checkbox"/>

4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;

6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input checked="" type="checkbox"/>

6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;

10	<input checked="" type="checkbox"/>
11	<input type="checkbox"/>

10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

c.
d.
e.

- c. It is attracting illegal activity as documented in police department records;
d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or
e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

<input type="checkbox"/>

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

<input type="checkbox"/>

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: _____

BLIGHTED PROPERTY - INSPECTION SHEET

PROPERTY ADDRESS: 1252 FARMINGTON AVE MAP _____ BLOCK _____ LOT _____
 Property Owner: CIALFI
 INSPECTION BY: W. MARKOP TITLE: FIM
 DATE: 6/1/21

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

X

1. Any vacant building or structure, or
 any vacant part of a structure that is a separate unit, or
 a vacant parcel of land, or
 any accessory structure, or
 a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1
2
3

1. Missing or boarded windows or doors;
 2. Collapsing or missing walls, roof or floor;
 3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
 4. Foundation walls which contain open cracks and breaks;
 5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;
 6. Chimneys and similar appurtenances which are in a state of disrepair;
 7. Insect screens which contain tears or ragged edges;
 8. Vermin infestation;
 9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;

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10. Overgrown grass or weeds at least one (1) foot in height; or
 11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

c.
d.
e.

- c. It is attracting illegal activity as documented in police department records;
 d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or
 e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

--

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

--

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: BUILDING IS SECURED

BLIGHTED PROPERTY - INSPECTION SHEET

PROPERTY ADDRESS: 303 NEW BRITAIN RD

MAP _____, BLOCK _____, LOT _____

Property Owner: GT. SAND & STONE CORP

INSPECTION BY: WJWZ / CDJ

TITLE: Form

DATE: 06/30/21

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

Y

1. Any vacant building or structure, or
any vacant part of a structure that is a separate unit, or
a vacant parcel of land, or
any accessory structure, or
a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1	Y
2	
3	X

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;
6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;
10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

4
5

6
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8
9

10	X
11	

c.
d.
e.

- c. It is attracting illegal activity as documented in police department records;
- d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or
- e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

--

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

--

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: ACCESS TO BUILDING IS OVER GROUND

BLIGHTED PROPERTY - INSPECTION SHEETPROPERTY ADDRESS: 983 Worthington Ridge

MAP _____, BLOCK _____, LOT _____

Property Owner: Martin PerzanowskiINSPECTION BY: Pauley MorbidelliTITLE: Zoning Enforcement OfficerDATE: 12-28-2022

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

x

1. Any vacant building or structure, or
any vacant part of a structure that is a separate unit, or
a vacant parcel of land, or
any accessory structure, or
a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1	x
2	
3	

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;
6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;
10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

4
5

6	
7	
8	
9	x

c.	
d.	
e.	x

- c. It is attracting illegal activity as documented in police department records;
d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or
e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

--

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

--

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: Historic District Commission recommends this building be added to the Blight List

BLIGHTED PROPERTY - INSPECTION SHEET

PROPERTY ADDRESS: 198 Deming Road

MAP 10, BLOCK 1, LOT 83-3

Property Owner: THOR DEMING

INSPECTION BY: Chris Edge

TITLE: Economic Development Director

DATE: 12-12-24

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1. Any vacant building or structure, or
any vacant part of a structure that is a separate unit, or
a vacant parcel of land, or
any accessory structure, or
a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b. <input checked="" type="checkbox"/>
--

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1
2
3

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;
6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;
10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

4
5

6
7
8
9 x

10 x
11

c.
d.
e.

- c. It is attracting illegal activity as documented in police department records;
- d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or
- e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

<input type="checkbox"/>

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

<input type="checkbox"/>

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: A business has not operated here for close to a decade. It is an eyesore with yellow caution tape and abandoned vehicles.

BLIGHTED PROPERTY - INSPECTION SHEETPROPERTY ADDRESS: 1940 Berlin Turnpike, Berlin, CTMAP 21-2, BLOCK 115, LOT 9Property Owner: Hunter Management LLCINSPECTION BY: Ofc. Krzykowski #235TITLE: PoliceDATE: 11/29/24

Per Berlin Municipal Code Article 2 – Vacant and Blighted Buildings the following item(s) are to be used to evaluate the property. Please fill out the and provide details as necessary to describe your findings on reported properties:

x
x

1. Any vacant building or structure, or
any vacant part of a structure that is a separate unit, or
a vacant parcel of land, or
any accessory structure, or
a fence,

and in which at least one (1) of the following additional conditions exists:

a.

- a. The building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town;

b.

- b. It is not being maintained, as evidenced by the existence of one (1) or more of the following conditions:

1 x
2
3

1. Missing or boarded windows or doors;
2. Collapsing or missing walls, roof or floor;
3. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
4. Foundation walls which contain open cracks and breaks;
5. Overhang extensions including, but not limited to, canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts, which contain rust or other decay;
6. Chimneys and similar appurtenances which are in a state of disrepair;
7. Insect screens which contain tears or ragged edges;
8. Vermin infestation;
9. Garbage, trash or abandoned vehicles on the premises, unless the premises is a junkyard licensed by the state;
10. Overgrown grass or weeds at least one (1) foot in height; or
11. In the case of a fence, missing or rotted boards or in an otherwise dilapidated condition;

4
5

6
7
8
9 x

10 x
11

c. x
d.
e. x

- c. It is attracting illegal activity as documented in police department records;
d. It is a fire hazard as determined by the fire marshal or as documented in fire department records; or
e. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports or the cancellation of insurance on proximate properties.

--

2. Any nonvacant building or structure, or any nonvacant part of a structure that is a separate unit, of which the building official determines that existing conditions pose a serious threat to the health and safety of the persons in the town.

--

3. Blighted premises shall not include any such building or structure located on any active farm.

NOTES: See Case Report (BPD 2400019415)

Agenda Item No. 16
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Ryan Curley, Town Manager *RC*

DATE: February 6, 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

Prepared By: Kate Wall, Town Clerk *KW*

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)]

Kate Wall

From: Donna Bovee <donnastapletonbovee@gmail.com>
Sent: Thursday, February 12, 2026 10:53 AM
To: Kate Wall; Christi Sullivan
Subject: Fwd: Park and Recreation Commission - Vacancy: Lucas Van Zandt

Kate and Christii

I would appreciate it if you could include a copy of my email below in each of the Councilor's packets. I am not able to be at next Tuesday's meeting but want to make sure they receive this. Thank you

Donna

----- Forwarded message -----

From: Donna Bovee <donnastapletonbovee@gmail.com>
Date: Thu, Feb 12, 2026 at 10:49 AM
Subject: Park and Recreation Commission - Vacancy: Lucas Van Zandt
To: Mark Kaczynski <mkaczynski@berlinct.gov>, Peter Rosso <proso@berlinct.gov>, Donna Veach <dveach@berlinct.gov>, Sandra Coppola <scoppola@berlinct.gov>, Charles Paonessa <cpaonessa@berlinct.gov>, Kate Atkinson <katkinson@berlinct.gov>, Mark Pruzin <mpruzin@berlinct.gov>

Mayor Mark and Councilors: (I am not able to be at the 2/17 Council meeting)

I noted that the opening for the Parks and Recreation Commission was not filled on Feb 3, even though Lucas Van Zandt (current Chair) was the only person to submit his request (submitted it in January) to be reappointed. I have since learned that another individual has submitted paperwork just recently to be on the Commission.

I ask each of you to please reappoint Lucas on the Parks and Recreation Commission. I once again don't understand why we delay appointments waiting for someone else to submit paperwork that should have been in later January and was not submitted in time for the Feb 3 vote.

Lucas has done an admirable job on the Parks and Recreation Commission:

1. volunteering to chair the Commission last year and the vote was unanimous. to be Chair.;
2. Is our representative to the Conservation and Planning Commission;
3. actively works well with the staff and Commissions.

With so many vacancies on other commissions, it would seem to me that you should reappoint Lucas (submitted paperwork on time and wants to be reappointed) to the Parks and Recreation Commission and encourage the other individual to consider another Commission. Doing so fills two vacancies, rather than just one.

The Commission meets tonight and we are down one Commissioner due to the delay in appointing Lucas. If there is a concern about Lucas, please let me know.

I appreciate your consideration and look forward to seeing you move on reappointing Lucas on the Parks and Recreation Commission.

Best regards,
Donna Bovee
85 Steepleview Dr.
Berlin, CT
203-482-6139

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

Mr. Gregory Tenney Prentiss, Jr

Board of Ethics


Town of Berlin | Generated 2/12/2026 @ 2:05 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. Gregory Tenney Prentiss, Jr
Application Date 2/12/2026
Expiration Date 2/12/2125
Status Received

Board	Vacancies	Status
Board of Ethics (Code of Ethics)	1	Pending

Basic Information

Name
Mr. Gregory Tenney Prentiss, Jr
Resume File
 Download

Contact Information

Address
1697 Chamberlain Hwy
Berlin, CT 06037
Yes, I am a resident
Yes
Email
gtprentiss@gmail.com
Phone
8605505683

Occupation

Employer
Self-Employed
Job Title
GRC Specialist

What is your political party affiliation?
Unaffiliated ☒

Number of years in Berlin
20+

Educational Background (optional)
Please see my attached resume.

Current and Past Civic/Community Involvement

I am part of the Grassroots Berlin group that works to engage with other townsfolk on positive community building issues. I have previously volunteered on political campaigns occasionally, although I am an independent or unaffiliated voter. I've volunteered as a youth soccer and basketball coach when my son was playing in town or on a school team. I have also volunteered for a range of different activities at Saint Paul School here in town, for several years.

Tell us why you feel qualified for this appointment

I have over 20 years in a range of different business roles where I've been able to apply objectivity in evaluating and resolving issues within organizations and between organizations. A good part of my recent experience has been auditing or analyzing business processes against policies, procedures, standards, regulations or other authoritative guidance. I care about this town that I've lived in for over 20 years and believe my work and life experience might be of value to the Board of Ethics, should the need arise.

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

I can't foresee any conflicts of interest for this alternate role on the Board of Ethics. However, if something significant arises where I could not participate objectively, then I would recuse myself from the process.

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2026 FEB 12 AM 9:07
Kathy Glaw
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. Parks & Rec.

****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: Anthony G. Letizio

Telephone No.: 860-838-7480

Home Address: 512 Lower Lane

Number of years in Berlin: 39

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

Email Address: umpti233@comcast.net

Are you a Registered Voter? Yes

Party Affiliation: Republican

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

Eckard College 1984

Educational Background (optional)

Oldcastle Infrastructure - Outside Sales 151 Old Farms Rd. Avon, CT 06001
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Police Commissioner, Inland/Wetlands

Tell us why you feel qualified for this appointment: I strongly believe in following policies & procedures. I served on the two commissions mentioned above and have a

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

Signature: Anthony G. Letizio

Date: 1-30-26

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.

I have been an NCAA baseball
manager for 24 years

Strong background in construction.

RECEIVED FOR RECORD
BERLIN TOWN CLERK'S OFFICE

2026 JAN 30 AM 10:14

Kathy G. Wallace

BERLIN, CT

Historic District

Kate Wall
Town Clerk
240 Kensington Rd
Berlin, CT 06037

Dear Kate Wall,

Please accept my resignation as an alternate member of the Historic District Commission effective immediately. I am not able to perform this duty adequately because of work and travel conflicts.

Sincerely,

Amy Prescher

Amy Prescher
850 Worthington Ridge
Berlin, CT 06037

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2026 FEB -9 AM 9:47

Katlyn Wall

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: Leonard Welch

Telephone No.: 860-989-8940

Home Address: 123 Westview Terrace

Number of years in Berlin: 55

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

Email Address: leonard.welch@outlook.com

Are you a Registered Voter? Yes

Party Affiliation: Democrat

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

Masters - Management of Information Technology - Rensselaer Polytechnic Institute

Educational Background (optional)

Director - Endpoint Experience - Yale University

Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Boy Scouts, Town of Berlin Technology Committee

Tell us why you feel qualified for this appointment: _____

I own property in the district and am interested in the historical preservation of my neighborhood

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

Signature: _____

Date: 2-6-26

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 FEB -9 AM 9:47

Kathryn Welch

BERLIN, CT.

Housing Authority

I, Michele Yarincik Vice Chairwoman of the Berlin Housing Authority for
twenty-three years do hereby resign from said commission on this day the
ninth of February 2026.

Michele Yarincik
Michele Yarincik

RECEIVED FOR RECORD
BERLIN HOUSING AUTH.

2026 FEB -9 AM 11:35

Katryna Wall
BERLIN, CT.

Anthony DeGrandi

Housing Authority

Town of Berlin | Generated 2/11/2026 @ 1:32 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Anthony DeGrandi
Application Date 2/10/2026
Expiration Date 2/10/2125
Status Received

Board	Vacancies	Status
Housing Authority	3	Pending

Basic Information

Name
Anthony DeGrandi

Contact Information

Address
147 Stillmeadow Ln
Berlin, CT 06037
Yes, I am a resident
Yes
Email
antdegr@comcast.net
Phone
860-306-1898

Occupation

Employer
Bank of America
Job Title
Senior Financial Advisor

What is your political party affiliation?
Republican

Number of years in Berlin
35

Current and Past Civic/Community Involvement
Cemetery Committee/Berlin Little League

Tell us why you feel qualified for this appointment
30+ years of business experience 5 years as a military officer

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 2/11/2026, 8:32:58 AM

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2026 FEB 11 AM 8:37
Kathryn Gleason
BERLIN, CT.



Parks & Recreation

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. Parks & Rec.

****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: Anthony G. Letizio

Telephone No.: 860-838-7480

Home Address: 512 Lower Lane
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 39

Email Address: umptiz13@comcast.net

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

Party Affiliation: Republican

Eckard College 1984

Educational Background (optional)

Oldcastle Infrastructure - Outside Sales 151 Old Farms Rd. Avon, CT 06001
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Police Commissioner, Inland/Wetlands

Tell us why you feel qualified for this appointment: I strongly believe in following policies & procedures. I served on the two commissions mentioned above and have a

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

Signature: Anthony G. Letizio

Date: 1-30-26

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.

I have been an NCAA baseball
umpire for 24 years

Strong background in construction.

RECEIVED FOR RECORD
2026 JAN 30 AM 10:14

Kathryn Glavin
BERLIN, CT



Parks & Recreation Commission

Please return application to:

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

TOWN OF BERLIN

Application for Appointments to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Parks & Rec - chair 2. Golf commission - NON-GOLFER

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

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

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

Email Address: Lucas2424@comcast.net

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

Educational Background (optional)
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

Katlynn Gleave
BERLIN, CT

Lucas Van Zandt

Status

Name Lucas Van Zandt
Application Date 2/5/2026
Expiration Date 2/5/2125
Status Received

Board	Vacancies	Status
Parks and Recreation Commission	1	Pending

Basic Information

Name
Lucas Van Zandt

Contact Information

Address
52 Skyview Dr
Berlin, CT 06037

Yes, I am a resident
Yes

Email
lucas2424@comcast.net

Phone
860-983-0177

Occupation

Employer
LPL

Job Title
Financial Advisor

What is your political party affiliation?
Republican

Number of years in Berlin
20

Educational Background (optional)
college

Current and Past Civic/Community Involvement
current parks & rec chairperson

Tell us why you feel qualified for this appointment
just want to continue to help our town

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 FEB -5 PM 3: 40

Kathryn Wall
BERLIN, CT.



Planning + Zoning

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. Zoning Board of Appeals

****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: GEORGE H. MILLER

Telephone No.: 860 614-7845

Home Address: 1231 ORCHARD RD
(Note: To apply, you must be a Registered Voter in Berlin)

Number of years in Berlin: 22

Email Address: millergh@comcast.net

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

Party Affiliation: Republican

MS Computer & Electrical Eng (UMASS)
Educational Background (optional)

RETIRED - 41 yrs prior at Northeast Utilities - Director of IT
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Former P&Z Commissioner, Board of Finance, Charter Review Commission, Char Affected Housing Commission

Tell us why you feel qualified for this appointment: Prior Experience on P&Z

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

Signature: [Signature] Date: 2/8/2026

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.

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2026 FEB -9 PM 12:57

BERLIN, CT



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. PLANNING & ZONING 2. Zoning Board of Appeals

****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: GEORGE H. McNEED Telephone No.: 860 614-7845

Home Address: 1231 ORCHARD RD Number of years in Berlin: 22
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: mcneegh@comcast.net

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

MS Computer & Electrical Eng (UMASS)
Educational Background (optional)

RETIRED - 40 yrs prior at Northeast Utilities - Director of IT
Present Employment (company/position/address)

Current and Past Civic/Community Involvement: Former P&Z Commissioner, Board of Finance, Charter Review Commission, Chas Appeduto Housing Commission

Tell us why you feel qualified for this appointment: Prior Experience on P&Z

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

Signature: [Signature] Date: 2/8/2026

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.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2026 FEB -9 PM 12:57

[Signature]

BERLIN, CT.

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

Join Zoom Meeting

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

Meeting ID: 890 4954 2140

Passcode: 249914

+1-309-205-3325 US

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

A. CALL TO ORDER:

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:

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

Absent:

Councilor Sandra Coppola

Also in attendance:

Town Manager Ryan Curley
Corporation Counsel Jeffrey Donofrio

D. PRESENTATION OF PROCLAMATION

Black History Month

Mayor Kaczynski read the following proclamation:

**PROCLAMATION
In Recognition of
BLACK HISTORY MONTH**

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

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

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

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

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

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

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

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

E. AUDIENCE OF CITIZENS:

None

F. MAYOR'S UPDATE:

There will be a meeting with the YMCA on Friday at 9:30 a.m. to discuss progress on their plans for a facility in Berlin.

The Berlin High School Football team will be recognized for winning the state title at the next Town Council meeting.

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

H. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$1,995.00 and supplies/medical care valued at \$ 610.00. – Animal Control
2. Topic re: Approve waiving the Police Fees in the approximate amount of \$ 419.20 for the Griswold parents Club that took place on Wednesday, January 21, 2026, at Griswold School. - Police
3. Topic re: Approve waiving the Police Traffic fees in the approximate amount of \$ 670.72 for the Willard PTO "Family Dance" which will take place on March 20, 2026 at Willard School. - Police

4. **Topic re: Accept the donation of \$5,000.00 from Kevin Budney and Budney Aerospace Inc. and appropriate the funds to the Dive Team Account. – Police**
5. **Topic re: Accept the donations of \$200.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police**
6. **Topic re: Accept the donation of \$200 and appropriate the funds to the Supplies Expenditure Account. – Police**
7. **Topic re: Accept monetary donations totaling \$303.33 and deposit \$240.00 into the Library Agency account for children's programming and books and deposit \$63.33 into the Unrestricted Donations account for the library's greatest needs and move to accept book donations with an estimated value of 99.75 to be added to the appropriate department collections. – Berlin-Peck Memorial Library**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

I. NEW BUSINESS:

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

Town Manager Curley introduced this item stating that the Town Council recently appropriated \$200,000 for the painting and exterior restoration of the Worthington Meeting House, which includes removing the existing paint, priming, two coats of new paint, epoxy repair, and wood replacement.

Facilities Director Doug Solek stated that an all-inclusive approach was taken for the renovations including understanding what follows State Historic Preservation for the historic building. A scope of work was done to solicit pricing and an exterior restoration contractor which specializes in historic buildings and is an approved State of Connecticut DAS contractor, CENAXO, LLC provided a proposal with options.

Mr. Solek stated that the intent is to expedite the painting restoration so that work can be completed by the America 250 Celebration in July.

Funding for the additional \$35,000 will come from the LOCIP – Town Clerk account which are funds obtained from land record recording fees that are available for historical restoration projects.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

2. Topic re: Refer continued discussions by the Friends of Worthington Meeting House and the Berlin Historical Society to the Public Building Commission for review of the building history, progress to date, existing conditions and an architectural proposal for construction drawings. – Facilities

Town Manager Curley introduced this item, stating that at a previous Town Council meeting a referral for interior renovations of the Worthington Meeting House to the Public Building Commission (PBC) was discussed.

Facilities Director Doug Solek stated that this is more of an informal referral to the PBC to discuss next steps of interior renovation, progress to date, existing conditions, and review the history of the project.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

3. Topic re: Discussion only on request FY27 Capital Funds for Security Camera Upgrades. – Board of Education

Town Manager Curley stated that with budget season approaching departments with capital requests have been asked to come to Town Council ahead of time to discuss their priority level-one budget needs.

Board of Education Director of Finance and Operations Ashley Dorsey stated that the Board of Education is requesting \$52,250 for maintenance of existing security cameras as well as server upgrades at McGee Middle School and Hubbard Elementary School.

The servers are currently operating at six years past life expectancy and as security cameras are being upgraded, they find that the technology of the servers is struggling to keep up with the technology of the cameras. Upgrades will prevent lag and digitization issues.

NO ACTION NEEDED

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

Town Manager Curley introduced this item stating that the Steele Boulevard project is continuing to progress but as it is a former brownfield site the Department of Energy and Environment Protection requires ongoing environmental reporting.

Loureiro Engineering has provided a proposal for one of the categories of additional services, Project Status Update and Proposal for Brownfield Remediation and Revitalization Program Reporting for a fee of \$65,000. The Town discussed with its' insurer Chubb regarding participating in the cost of the off-site portion of this work and they approved \$22,500 toward the \$65,000 fee.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

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

Superintendent of Parks and Grounds Steve Wood stated that the Town went out to bid for seasonal mowing of town owned cemeteries, roadside strips, 16 cul-de-sacs, one right-of-way, and the South Kensington Fire Department.

The Cemetery Commission Chair, the Grounds Foreman, and Mr. Wood interviewed the four lowest bidders and unanimously agreed to award the contract to Nelts of CT, LLC at a cost of \$15,100 per year.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

6. **Topic re: Approve issuing a Purchase Order in an amount not to exceed \$100,365.00 to H.O. Penn of Newington, CT for the purchase of a 2026 Caterpillar Compact Track Loader (Model # 265 XPS IDC0578-25) for the Highway Department using Sourcewell Contract No. 011723-CAT. – Highway/Public Works**

Director of Public Works Mike Ahern stated that a skid steer was rented by the Highway Department during past construction seasons and used successfully for road preparation and for support during paving. Staff recommend purchasing this machine which can be used in various functions including as a backup street sweeper with the utility broom attachment and purchasing will save money over the cost of renting.

Purchasing through the Sourcewell Contract will also provide a cost savings. Approximately half of the funding for this item will come from the State's Nips Environmental Fee account and half from funds previously allocated from the BHS Construction Fund.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

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

Town Manager Curley stated that funding for the purchase of four police vehicles was previously allocated from the BHS Construction Fund by the Town Council. This request is for the purchase of those vehicles which includes one K9 unit and three marked patrol vehicles.

Fleet Manager Jim Simons stated that there is currently a parts shortage due to a calibration issue in the 2026-2027 vehicles therefore there is a limited amount of 2026 vehicles being built. The Board of Finance (BOF) tabled approval of funds for these vehicles until they were provided a guarantee that the vehicles would be going to the patrol fleet and this agenda item is intended to provide that security by identifying their intended usage.

Mr. Simons stated that with Town Council's approval of this item tonight it will return to the BOF and then the purchase can be made to avoid any delays due to the part shortage.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

8. Topic re: Approve the Funds Transfer of \$13,734.18 to the Capital Equipment Account from the Greens Mower and Leaf Collector Accounts. - Golf Course

Director of Golf Sol Guerrero stated that Timberlin Golf Course previously purchased a greens mower and a leaf collector, and those two accounts have remaining funds that Timberlin would like to use for future equipment purchases. Therefore, this request is to move those remaining funds to the Capital Equipment Account.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

9. Topic re: Approve the Town Manager to add Distinctive Gardens & Tree Care of South Windsor, CT as a vendor to the Timberlin Bunker Project in accordance with recommendations from the Public Building Commission and the Golf Commission and

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

Director of Golf Sol Guerrero stated that in the Bunker Project RFP the architect modified the 18th hole which in turn required related tree work. Also, in order for the Bunker Renovation contractor to preserve some bunkers, nearby trees need to be removed to prevent future root interference.

This request is to add Distinctive Gardens and Tree Care (Distinctive) as a vendor to the Timberlin Bunker Renovation Project and use up to \$60,000 of the project's contingency fund. Distinctive has an on-call unit price contract in place with the Town that will be utilized.

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

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

10. Topic re: Waive the Town's bidding process for DAF Services and approve the purchase of new pumps, for Timberlin, from DAF Services for no more than \$33,000, as this is in the best interest of the town. – Golf Course

Director of Golf Sol Guerrero stated that DAF Services (DAF) recently performed upgrades to the pump house communication system which provided for more efficient communication within the pumping system.

This request is to waive the Town's bidding requirements and purchase two new pumps for the pump house from DAF. With the previous upgrades performed by DAF if another vendor were to be used the previous repairs would need to be redone at a significant cost. DAF is considered the leader in New England for service on these proprietary items. It is in the best interest of the town to continue with DAF due to their past experience with Timberlin's irrigation system.

Councilor Pruzin expressed concern with Timberlin not going out to bid on this and other items over the years.

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

Seconded by Councilor Veach.

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

Opposed: Councilor Pruzin

Vote being 5-1 (MOTION CARRIED)

- 11. Topic re: Discussion and possible consensus on issues for Charter revision consideration. Initiate the Charter revision process. Possible Actions include: Appoint the following members to the Charter Revision Commission (this is done within 30 days of forming the commission); Make the following recommendations to the commission for Charter revision; set the date of May 11, 2026, for the submission of the draft report to the Town Clerk for Town Council review on May 19, 2026. - Town Council**

Town Clerk Kate Wall stated that at the January 20th Town Council meeting the Council discussed the formation of a Charter Revision Commission. Ms. Wall provided the Council with a tentative schedule for Charter Revision along with information, ballot questions, and results from three previous Charter Revision referendums.

Costs associated with this Commission would be paid from the Town Council Commission Secretaries' account and the Townwide Legal Services account.

Mayor Kaczynski stated that changes to the budget referendum questions are the main area to be addressed and the Council discussed the possibility of reducing the number of budget referendums to one.

Corporation Counsel Donofrio stated that some towns set a minimum percentage turnout in order for the vote to be binding to eliminate the thought that low voter turnout provides insufficient guidance to the Town.

Town Manager Curley added that low voter turnout can also be attributed to voters being fine with the budgets presented.

Town Clerk Wall added that another consideration is to have one budget referendum and if voters are not satisfied with the results they could petition for a second referendum, which is a relatively simple process.

The Council requested additional time to review the information and Town Clerk Wall reminded them that at least by the next meeting or the beginning of March they should know who they want to have on the Charter Review Commission because meetings will need to begin. The Town Council will provide direction to the Commission on what they would like to address within the Charter revision process, however the Commission can return with any items they want but the Council does not need to accept that request.

The Council discussed the number of members to have on the Commission, and the consensus was between five and seven.

NO ACTION TAKEN

J. APPOINTMENTS:

- 1. Berlin-Peck Memorial Library Board – Vacancy** – Derrik Bosse has resigned. Replacement term would be until January 31, 2027. Can be filled with D, R or U.

Councilor Paonessa placed in nomination the name of Mary Elizabeth (Besty) Piskorski (D) of 249 Winesap Road for appointment to the Berlin-Peck Memorial Library Board.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Mary Elizabeth (Besty) Piskorski (D) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2027.

- 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.

Councilor Paonessa placed in nomination the name of Elaine Borselle (D) of 61 Oak Ridge Drive for appointment to the Berlin-Peck Memorial Library Board.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Elaine Borselle (D) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2029.

- 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.

Councilor Paonessa placed in nomination the name of Carol Welz (R) of 1308 Orchard Road for appointment to the Berlin-Peck Memorial Library Board.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Carol Welz (R) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2029.

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.

Councilor Paonessa placed in nomination the name of Deborah Reed (R) of 71 Magnolia Lane for appointment to the Board of Ethics.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Deborah Reed (R) to serve on the Board of Ethics. Term ending January 31, 2029.

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.

Councilor Paonessa placed in nomination the name of Nicholas Nesci (R) of 104 Brooke Meadow Road for appointment to the Board of Ethics.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Nicholas Nesci (R) to serve on the Board of Ethics. Term ending January 31, 2029.

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 Committee – Vacancy** – Riza Brown has resigned. Replacement term would be until January 31, 2031. Can be filled with D or U.

Councilor Paonessa placed in nomination the name of Julie Aroian (D) of 65 Percival Avenue for appointment to the Cemetery Committee.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Julie Aroian (D) to serve on the Cemetery Committee. Term ending January 31, 2031.

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.

Councilor Paonessa placed in nomination the name of Paul Oates (D) of 5 Hudson Street for appointment to the Commission for Persons with Disabilities.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Paul Oates (D) to serve on the Commission for Persons with Disabilities. Term ending January 31, 2029.

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.

Councilor Paonessa placed in nomination the name of Dominic Colangelo (D) of 187 South Slope Drive for appointment as a Constable.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Dominic Colangelo (D) to serve as a Constable. Term ending December 31, 2027.

- 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.

Councilor Paonessa placed in nomination the name of John Kozak (R) of 28 Devonshire Way for appointment as a Constable.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of John Kozak (R) to serve as a Constable. Term ending December 31, 2027.

- 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.

Councilor Paonessa placed in nomination the name of Brian Kurnik (R) of 109 Randeckers Lane for appointment as a Constable.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Brian Kurnik (R) to serve as a Constable. Term ending December 31, 2027.

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.

Councilor Paonessa placed in nomination the name of Peter Campanelli (R) of 1055 Worthington Ridge for appointment to the Economic Development Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Peter Campanelli (R) to serve on the Economic Development Commission. Term ending January 31, 2031.

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.

Councilor Paonessa placed in nomination the name of Christopher Coppola III (U) of 66 Heritage Drive for appointment to the Economic Development Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Christopher Coppola III (U) to serve on the Economic Development Commission. Term ending January 31, 2031.

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.

Councilor Paonessa placed in nomination the name of Jean Terranova (R) of 56 Scenic Drive for appointment to the Golf Course Commission – Lady Niners Club Member.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Jean Terranova (R) to serve on the Golf Course Commission – Lady Niners Club Member. Term ending January 31, 2029.

- 24. Golf Course Commission** – James Green (D; Men's Club Member) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2029. Can be filled with D, R or U & must be a Men's Club Member.

Councilor Paonessa placed in nomination the name of James Green (D) of 29 Bannan Lane for appointment to the Golf Course Commission – Men's Club Member.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of James Green (D) to serve on the Golf Course Commission – Men's Club Member. Term ending January 31, 2029.

- 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.

Councilor Paonessa placed in nomination the name of James Norton (R) of 36 Steepleview Drive for appointment to the Golf Course Commission – Men's Club Member.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of James Norton (R) to serve on the Golf Course Commission – Men's Club Member. Term ending January 31, 2029.

- 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.

Councilor Paonessa placed in nomination the name of Sarah Caliandri (R) of 60 Apple Tree Crossing for appointment as Historian.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Sarah Caliandri (R) to serve as Historian. Term ending January 31, 2031.

- 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.

Councilor Paonessa placed in nomination the name of Herbert Watson (D) of 181 Hudson Street for appointment to the Historic District Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Herbert Watson (D) to serve on the Historic District Commission. Term ending January 31, 2031.

- 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.

Councilor Paonessa placed in nomination the name of Peter Campanelli (R) of 1055 Worthington Ridge for appointment to the Historic District Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Peter Campanelli (R) to serve on the Historic District Commission. Term ending January 31, 2031.

- 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.

Councilor Paonessa placed in nomination the name of Margaret Heeran (R) of 176 Alling Street for appointment to the Inland Wetlands & Water Courses Commission - Alternate.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Margaret Heeran (R) to serve on the Inland Wetlands & Water Courses Commission - Alternate. Term ending January 31, 2029.

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.

Councilor Paonessa placed in nomination the name of Andra Lou Millerd (R) of 1231 Orchard Road for appointment to the Planning and Zoning Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Andra Lou Millerd (R) to serve on the Planning and Zoning Commission. Term ending January 31, 2031.

- 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.

Councilor Paonessa placed in nomination the name of Joan Veley (R) of 1424 Orchard Road for appointment to the Planning and Zoning Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Joan Veley (R) to serve on the Planning and Zoning Commission. Term ending January 31, 2031.

- 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.

Councilor Paonessa placed in nomination the name of Peter Galgano Jr (D) of 59 Wilcox Avenue for appointment to the Veteran's Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Peter Galgano Jr (D) to serve on the Veterans' Commission. Term ending January 31, 2028.

- 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.

Councilor Paonessa placed in nomination the name of Juanita Dee (D) of 150 Episcopal Road for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Juanita Dee (D) to serve on the VNA. Term ending January 31, 2028.

- 44. VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Aurora Corteville (D) of 19 Timberwood Road for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Aurora Corteville (D) to serve on the VNA. Term ending January 31, 2028.

- 45. VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Sheri Sala (U) of 452 New Britain Road for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Sheri Sala (U) to serve on the VNA. Term ending January 31, 2028.

- 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.

Councilor Paonessa placed in nomination the name of Nicole Tierney of 132 Four Road Road for appointment to the Youth Services Advisory Board (Services Consumer).

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Nicole Tierney to serve on the Youth Services Advisory Board (Services Consumer). Term ending 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.

Councilor Paonessa placed in nomination the names of Ava Barbagallo and Olivia Barbagallo of 134 Wildermere Road and Daniel Cocozza of 100 Timberwood Road for appointment to the Youth Services Advisory Board (Youth Representatives).

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Ava Barbagallo, Olivia Barbagallo, and Daniel Cocozza to serve on the Youth Services Advisory Board (Youth Representatives). Term ending 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.

Councilor Paonessa placed in nomination the name of Michael Simonetta (R) of 146 Hummingbird Drive for appointment to the Zoning Board of Appeals.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Michael Simonetta (R) to serve on the Zoning Board of Appeals. Term ending January 31, 2031.

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

Councilor Paonessa placed in nomination the name of Hunter Mathena (U) of 1000 Orchard Road for appointment to the Zoning Board of Appeals - Alternate.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

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

Vote being 6-0 in favor of Hunter Mathena (U) to serve on the Zoning Board of Appeals - Alternate. Term ending January 31, 2029.

- 56. Zoning Board of Appeals** – Hunter Mathena (U; Alternate) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U.

- 57. Zoning Board of Appeals** – Ryan Zelek (D; Alternate) term expires January 31, 2026. Reappointment or replacement term would be until January 31, 2031. Can be filled with D, R or U (depending on the above appointment).

K. TOWN MANAGER'S REPORT:

- Vesta was approved by CHFA for their loan to construct senior housing in Berlin. They are hoping for an early March closing date.

- Town Manager Curley attended the Splash Pad kickoff meeting last week. Construction could be begin in the Spring of 2027.
- The Assessor has finalized the 2025 Grand List which shows a 2.18% increase which represents roughly \$2 million in additional revenue.
- The Townwide Water and Sewer Utility Study from Haley Ward was distributed to the Town Council for their review. The Town Council will hold a Special Meeting to discuss the results of this study.
- With budget season approaching a Joint Town Council – Board of Finance – Board of Education meeting will be held on Tuesday February 24th tentatively scheduled for 6:00 p.m.
- As stated during the Mayor's Update a meeting with the YMCA will be held on Friday February 6th at 9:30 a.m.
- A swearing in ceremony for two new Berlin police officers will be held on Friday the 6th at 9:00 a.m. in the Town Hall rotunda.
- The summer concert series at St. Paul's Church is scheduled for June 18th, July 23rd, and August 20th.
- The Town Manager has asked department heads to add annual goals to their quarterly reports.

L. SPECIAL COMMITTEE REPORTS:

None

M. COUNCILORS' COMMUNICATION:

Councilor Paonessa thanked the Highway and Grounds departments for the great job they did plowing after the recent storm.

Councilor Pruzin stated that he will be in Florida for about a month during February and March, but he will Zoom into the Town Council meetings.

Mayor Kaczynski asked Town Manager Curley to publicize information regarding upcoming budget meetings and the referendums.

N. ACCEPTANCE OF MINUTES:

January 20, 2026

Councilor Paonessa moved to accept the Town Council Meeting Minutes of January 20, 2026 as presented.

Seconded by Councilor Veach.

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

Abstain: Councilor Rosso

Vote being 5-0-1 (MOTION CARRIED)

O. ADJOURNMENT:

Councilor Paonessa moved to adjourn the meeting at 9:17 p.m.

Seconded by Councilor Veach.

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

Vote being 6-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting