

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

**Join Zoom Meeting**

**<https://berlinct-gov.zoom.us/j/86136129773?pwd=BasmM5z5kV6aTnrhI171CdA9WfVghH.1>**

**Meeting ID: 861 3612 9773**

**Passcode: 881247**

**+1-305-224-1968**

**6:45 pm – Town Meeting**

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.

**(Please note: To participate and vote during a Town Meeting when using Zoom you will need to identify yourself by name and address and have a working camera that is “on” during the Town Meeting.)**

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

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS
- E. MAYOR’S UPDATE
- F. MEETING AGENDA – Immediately Following the Mayor’s Update
- G. CONSENT AGENDA:
  - 1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$235.00 and supplies/medical care valued at \$50.00. – Animal Control
  - 2. Topic re: Allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an

assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 28 and May 26, 2026 (if needed). – Town Clerk

3. Topic re: Approve acceptance of the donations to the fishing derby in the amount of a \$250 donation from the Kiwanis Club of Berlin and the acceptance of a \$50 donation from the Kensington Garden Club towards the Parks and Recreation Fishing Derby that will be held on April 25<sup>th</sup>, 2026 at Sage Park Pond from 8:00 AM – 10:00 AM. - Parks and Recreation

#### H. NEW BUSINESS:

1. Topic re: 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
2. Topic re: Approve a budget transfer of \$395,200.00 from the Recycling Center Improvements account into the Glen Street Bridge account in order to provide funding for WMC Consulting Engineers of Newington, CT to provide construction engineering and inspection services on the Glen Street Bridge Replacement Project, subject to Board of Finance approval. - Public Works
3. Topic re: Make a referral pursuant to Section 8-24 of the Connecticut General Statutes of adding sidewalk segments to the 2023 Connectivity Grant project that would be south of the present terminus at Percival Field to 143 Percival Avenue, and on Four Rod Road north and south of the existing project. - Public Works
4. Topic re: Increase the Town Hall Reroofing Contract for All Seasons Contractor of Windsor Locks, CT to an amount not to exceed \$425, 934.00 to cover additional plywood replacement per unit costs identified in Change Order No. 1 as accepted in the base bid award and as reviewed and approved by the Project Architect and Public Building Commission. - Facilities
5. Topic re: Authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$4,000,000 for the planning, acquisition and construction of a new 12” diameter, 2,300 linear foot, ductile iron water main, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, March 17, 2026 at 7:00 p.m. on an ordinance entitled: “AN ORDINANCE APPROPRIATING \$4,000,000 FOR WATER LINE INSTALLATION ON THE BERLIN TURNPIKE, AND AUTHORIZING THE ISSUE OF \$4,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE”. – Water Control
6. Topic re: Award the 2026/27 Diesel contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments Bid # 790. – Municipal Garage
7. Topic re: Authorize the Town Manager enter into such documents as required to close on the sale of 143 Percival Avenue to Vesta Percival LLC, subject to review and approval by Corporation Counsel. Also move that the proceeds of the sale be deposited into the Sale of Labor, Land, Materials account in the Land Acquisition & Development Fund and be appropriated a later date for a project to be determined. - Economic Development

8. 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

I. APPOINTMENTS:

1. **Board of Ethics – Vacancy – Alternate** – Replacement term would be until January 31, 2029. Can be filled with R or U.
2. **Central Connecticut Health District – Vacancy** – Replacement term would be until June 30, 2028.
3. **Commission for Persons with Disabilities – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with D, R or U.
4. **Conservation Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a 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 – Alternate** - Replacement term would be until January 31, 2031. 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 (depending on above Alternate appointment).
8. **Constables – 3 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).
9. **Historic District – Vacancy** - 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.
10. **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.
11. **Housing Authority Commission – Vacancy** – Replacement term would be until March 31, 2030. Can be filled with a D or U.
12. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D or U.

13. **Inland Wetlands & Water Courses Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D or U.
14. **Inland Wetlands & Water Courses Commission – Vacancy – Alternate** – Replacement term would be until January 31, 2029. Can be filled with D or U.
15. **Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would be until June 30, 2027 (2 year term). Can be filled with a D, R or U. There are only two members from Berlin for this board.
16. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
17. **Veterans’ Commission – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with D, R or U (depending on the above appointment).
18. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
19. **VNA – Vacancy** – Replacement term would be until January 31, 2028. Can be filled with a D, R or U.
20. **VNA – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
21. **VNA – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
22. **Water Control Commission – Vacancy – Alternate** - Replacement term would be until January 31, 2029. Can be filled with a D, R or U.
23. **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).
24. **Zoning Board of Appeals – Vacancy – Alternate** - Replacement term would be until January 31, 2031. Can be filled with a D, R or U.
25. **Zoning Board of Appeals – Vacancy – Alternate** - Replacement term would be until January 31, 2031. Can be filled with a D, R or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES:

February 17, 2026

N. ADJOURNMENT

**LEGAL NOTICE  
TOWN OF BERLIN  
SPECIAL TOWN MEETING**

**MARCH 3, 2026**

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, March 3, 2026 at 6:45 p.m. for the following purpose:

To approve a FY26 non-budgeted appropriation of \$80,000 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.

Dated at Berlin, Connecticut this 25th day of February 2026.

BERLIN TOWN COUNCIL

ATTEST: Kate Wall, Berlin Town Clerk

Publish Date: Thursday, February 26, 2026  
New Britain Herald



**ACTION NEEDED:**

Move to accept donations to the Berlin Animal Control Donation Account for \$ 235.00 and supplies/medical care valued at \$ 50.00

**ATTACHMENTS:**

Thank you notes ✓

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

JF



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

Feb 6, 2026

Brandi Durity  
C/O Tighitco  
245 Old Brickyard Lane  
Berlin, CT. 06037

Dear Brandi,

Thank you for the donation of \$65.00 that you collected for the Berlin Animal Control shelter and our animals. I am so impressed that you do this every month. It takes a lot of time & work.

We are very grateful for people like you who care about the welfare of shelter animals in need as much as we do. All proceeds we receive go towards vet bills for vaccines, preventive vet care and spay & neuters.

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



“Burgess”



“Aurora”



“Flint”

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 17, 2026

Thomas Ottman  
53 West View Terrace  
Berlin, CT. 06037

Dear Thomas,

Thank you for the donation of \$70.00 that you gave to Berlin Animal Control's shelter and our animals. Your continued donations are a wonderful gesture and very much appreciated & needed.

We are very grateful for people like you who care about the welfare of shelter animals in need as much as we do. All proceeds we receive go towards vet bills for vaccines, preventive vet care and spay & neuters.

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



"Burgess"



"Aurora"



"Flint"

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 17, 2026

Maryann Dean  
7 Fife Court  
Ivoryton, CT. 06442

Dear Maryann & Michael,

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

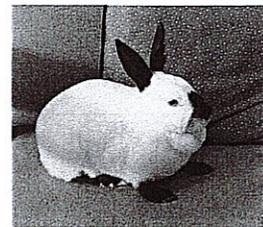
Kate Matson, Assistant Animal Control Officer



“ 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

Feb 20, 2026

Andrew Fal  
41 Primrose Lane  
Berlin, CT. 06037

Dear Andrew,

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 from above in her 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

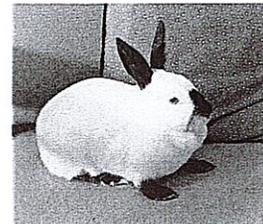
Kate Matson, Assistant Animal Control Officer



“Livy”



“Cricket”



“Bloom”

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

Consent  
Agenda Item No. 2  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** February 18, 2026  
**SUBJECT:** Allowing taxpayers to vote in the Referendum

**Summary of Agenda Item:**

The Town Council should vote to allow any person who is a citizen of the United States, of the age of eighteen (18) years old, and who is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of such town to vote in the budget referendum on April 28, 2026 and May 26, 2026 (if needed).

**Action Needed:**

Move to allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 28 and May 26, 2026 (if needed).

**Attachments:**

None

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

KW

*Consent*  
**Agenda Item No. 2**  
**Request for Town Council Action**

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

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

**DATE:** February 13, 2026

**SUBJECT:** Donations to Fishing Derby

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, February 12, 2026, recommended the acceptance of a \$250 donation from the Kiwanis Club of Berlin and the acceptance of a \$50 donation from the Kensington Garden Club towards the Parks and Recreation Fishing Derby that will be held on April 25<sup>th</sup>, 2026 at Sage Park Pond from 8:00 AM – 10:00 AM.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

**FUNDING:**

No funding needed.

**ACTION NEEDED:**

Move to approve acceptance of the donations to the fishing derby in the amount of a \$250 donation from the Kiwanis Club of Berlin and the acceptance of a \$50 donation from the Kensington Garden Club towards the Parks and Recreation Fishing Derby that will be held on April 25<sup>th</sup>, 2026 at Sage Park Pond from 8:00 AM – 10:00 AM.

**ATTACHMENTS:**

None

**PREPARED BY:**

Debra Dennis, Superintendent of Recreation *DD*

**Agenda Item No. 1**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** February 24, 2026  
**SUBJECT:** Senior Center Parking Lot Improvements – Design Services Funding Appropriation

**SUMMARY:**

See attached previous agenda item for background. Per the Town Meeting to be held Tuesday, March 3, 2025 at 6:45 PM, Staff request approval of 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.

This project was referred to the Public Building Commission (PBC) for more detailed design and to bid and complete the construction project. Staff anticipate the following will be needed to advance this project, subject to input from the PBC:

- 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

**FUNDING:**

General Fund Unassigned Fund Balance, per this request.

**ACTION NEEDED:**

Move 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:**

Previous TC Agenda Item Summary (dated 2/11/26) ✓

**PREPARED BY:**

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

*MSA*

Agenda Item No. \_\_\_  
Request for Town Council Action

Commission

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager  
**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.

For Reference Only - See TC Summary Dated 2/24/2026 for Requested Action

**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*

**Agenda Item No. 2**  
**Request for Town Council Action**

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

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

**DATE:** February 24, 2026

**SUBJECT:** Federal/Local Bridge Replacement Project No. 0007-0266 – Budget Transfer for Construction Engineering & Inspection Contract (Glen Street Bridge No. 06955)

**SUMMARY:**

See attached Agenda Item Summary for background on this project, and previous contractor award and funding approved by Town Council. The Town issued a Request for Qualifications for Construction Engineering & Inspection Services in accordance with the Connecticut Department of Transportation (DOT) requirements. One firm, WMC Consulting Engineers of Newington CT (WMC), responded, and was accepted for this assignment by Town Staff and DOT. Formal approval of the WMC contract will be requested once available from DOT, but Staff did receive the attached fee matrix which will be reflected in the contract. Due to the construction bid amount, previous funding set aside for both construction and inspection services is not sufficient to accommodate the construction engineering and inspection fee of \$395,200.00. (80% will be Federally funded and 20% will be State funded on a reimbursement basis.) In order to provide “seed money” for WMC’s contract, the Finance Department identified the account below which can be used via a budget transfer. Reimbursed funds from DOT will be returned to this account as the project progresses. Staff request the attached budget transfer, which will not interfere with any other planned projects.

**FUNDING:**

- 500.20.2036.0.54000.00506 Recycling Center Improvements

**ACTION NEEDED:**

Move to approve a budget transfer of \$395,200.00 from the Recycling Center Improvements account into the Glen Street Bridge account in order to provide funding for WMC Consulting Engineers of Newington, CT to provide construction engineering and inspection services on the Glen Street Bridge Replacement Project, subject to Board of Finance approval.

**ATTACHMENTS:**

- 1) Previous TC Agenda Item Summary (dated 12/09/2025) ✓
- 2) WMC Fee Matrix (2/18/2026) ✓
- 3) Budget Transfer Form ✓
- 4) Sufficiency of Funds ✓

**PREPARED BY:**

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

*MSA*

**Agenda Item No. \_\_\_**  
**Request for Town Council Action**

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

**FROM:** Ryan Curley, Town Manager

**DATE:** December 9, 2025

**SUBJECT:** Federal/Local Bridge Replacement Project No. 0007-0266 – Construction Contract Award  
(Glen Street Bridge No. 06955)

**SUMMARY:**

The Town was approved by the Connecticut Department of Transportation (DOT) to participate in the Federal Local Bridge Program for Federal and State funding to replace one locally-owned bridge. The project is designated as State Project No. 0007-0266, and Federal-Aid Project No. 6007(015). The work will be performed on the Glen Street Bridge (#06955), which crosses the Mattabassett River just south of Robindale Drive. CHA Consulting Inc. (CHA) and Jacobs Engineering Group Inc. (Jacobs) were assigned by DOT to design this bridge replacement. The project (2026-12) was advertised on October 23, 2025, and nine (9) bids were received on November 19, 2025. One bid did not submit a required document, and the apparent lowest bidder subsequently withdrew its bid due to an omission. Per the attached bid recommendation from Jacobs, the lowest qualified bid of \$3,654,987.00 was from Dayton Construction of Watertown, CT. After the bids were analyzed (with DOT), Jacobs recommended awarding the contract to Dayton Construction. Staff concurs with that recommendation. The total construction cost is \$3,654,987.00; 80% will be Federally funded and 20% will be State funded on a reimbursement basis. Applying a 5% contingency brings the total to approximately \$3,837,740.00.

**FUNDING:**

- 140.20.2037.0.54000.00547                      Glen Street Bridge project:
- 140.20.2037.0.54000.00509                      Grant Road Improvement (GRI)
- 140.20.2037.0.54000.00510                      Road & Bridge Improvement (TAR)

**ACTION NEEDED:**

Move to authorize the Town Manager to enter into contract agreement #2026-12 with Dayton Construction of Watertown, CT to replace the Glen Street Bridge No. 06955 in the amount of \$3,654,987.00, and authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$3,837,740.00.

**ATTACHMENTS:**

- 1) Bid Summary
- 2) Bid Analysis and Recommendation (Jacobs Engineering)
- 3) Sufficiency of Funds

**PREPARED BY:**

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



STATE PROJECT NO.: 0007-0266

FEDERAL PROJECT NO.:

CITY OF: BERLIN

PROJECT: GLENN STREET BRIDGE over the MATTABESSET RIVER (BRIDGE 06955)

FUNDING: FEDERAL LOCAL BRIDGE PROGRAM - DMS

CONSTRUCTION ADMINISTRATION SERVICES MAN-HOURS & FEE - SUMMARY

Date: 02/18/26

CLASSIFICATIONS:	CONSTRUCTION COORDINATOR	CHIEF INSPECTOR	INSPECTOR	LAND SURVEYOR	SURVEY RODMAN	OFFICE ADMINISTRATOR	TOTAL
TASKS:							
Pre-construction Meeting	4	8	--	--	--	--	12
Review Contract Documents	12	40	--	--	--	--	52
Inspection		1400	--	--	--	70	1470
Technical Support	140	--	--	--	--	--	140
Project Close-out	8	160	--	--	--	16	184
Overtime	--	70	--	--	--	--	70
Field Survey	--	--	--	40	40	--	80
As-Built Plans	--	40	--	--	--	--	40
(a) TOTAL HOURS	164	1718		40	40	86	2048
(b) AVERAGE HOURLY RATE	\$78.95	\$70.04	\$61.80	\$66.95	\$53.56	\$51.50	--
(c) DIRECT SALARY COST = (a) x (b)	\$ 12,947.72	\$ 120,328.72	\$ -	\$ 2,678.00	\$ 2,142.40	\$ 4,429.00	\$ 142,525.84
(d) INDIRECT COST = (c) <sub>TOTAL</sub> x FIELD BFO RATE							\$ 159,543.42
(e) PROFIT = 20.45% of (c) <sub>TOTAL</sub>							\$ 29,146.53
(f) DIRECT COST ITEMS							\$ 28,000.00
(g) SUBTOTAL = (c) <sub>TOTAL</sub> + (d) + (e) + (f)							\$ 359,215.79
(h) EXTRA WORK = 10% of (g)							\$ 35,921.58
MAXIMUM FEE = (g) + (h)							\$ 395,137.37
							SAY
							\$ 359,200
							\$ 36,000
							\$ 395,200



STATE PROJECT NO.: 0007-0266  
 FEDERAL PROJECT NO.:

CITY OF: BERLIN

PROJECT: GLENN STREET BRIDGE over the MATTABESSET RIVER (BRIDGE 06955)  
 FUNDING: FEDERAL LOCAL BRIDGE PROGRAM - DMS

CONSTRUCTION ADMINISTRATION SERVICES MAN-HOURS & FEE - SUMMARY

Date: 02/18/26

Construction Duration (Days) n = 244  
 Inspection Time (Hours) X = 1400  
 Field BFO Rate 111.94%

Direct Cost Items		Amount
Item		
1 Mileage		\$ 500.00
2 Mailings		\$ 100.00
3 Reproduction		\$ 400.00
4 Material Testing		\$ 12,000.00
5 Geotechnical Engineer		\$ -
6 Contaminated Material Inspection/Testing		\$ 15,000.00
7		\$ -
8		\$ -
9		\$ -
10		\$ -
<b>Total</b>		<b>\$ 28,000.00</b>



TOWN OF BERLIN
BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department: Public Works, Fiscal Year: FY2026, Date: 2/25/26
To Acct #: 140.20.2037.0.54000.00547, Description: Glen Street Bridge, Amount: \$395,200.00, Requested by: M. Ahern
From Acct #: 500.20.2036.0.54000.00506, Description: Recycling Center Improvements, Amount: \$395,200.00, Approved by: Dec

Contingency Balance (If applicable):

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

The Glen St Bridge construction inspection/engineering contract requires upfront (seed money) funding due to the higher than expected construction bid which was awarded. Previous funding set aside for both the contractor and engineer is not sufficient. As no Recycling Center Projects are planned within the timeframe of the Glen St Bridge Replacement project, and funds will be reimbursed to the recycling account over the course of the bridge project, this account has been selected for this transfer. In addition, there will be sufficient funds left in the recycling account (almost \$90,000) if any modest expenses are needed during this timeframe.

Section 2: To be completed by Town Manager:

Request approved [checked], Disapproved [ ], Partially Approved [ ], Date: 2/25/26

Comments:

Section 3a: Town Council action:

Request approved [ ], Disapproved [ ], Partially Approved [ ], Referred to Town Mtg. [ ], N/A [ ]

Comments:

Section 3b: Board of Finance action:

Request approved [ ], Disapproved [ ], Partially Approved [ ], Referred to Town Mtg. [ ], N/A [ ]

Comments:

Section 4: To be completed by Finance Department:

Budget Change #: , JE#: , Approved by Town Meeting: , Date approved:



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	8-Dec-25
------	----------

Glen Street Bridge Replacement

Requested by: Public Works

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Glen Street Bridge Project	\$395,200.00	\$395,200.00

Account No.	140.20.2037.0.54000.00547- Glen Street Bridge Project	<b>TOTAL</b>	<b>\$395,200.00</b>
-------------	---	--------------	---------------------

Budgeted Amount.....	\$2,858,314.19	Available balance.....	\$0.00
Encumbrances to Date.....	\$2,858,314.19	Amount Needed for This Package.....	\$395,200.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	(\$395,200.00)

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 \$ \_\_\_\_\_ must be processed concurrently with this certification to support this commitment.

*Deanne C. Conway*  
 \_\_\_\_\_  
 Finance Director or Assist. Finance Director

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

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

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

**DATE:** February 24, 2026

**SUBJECT:** Discussion of Sidewalk Segments to be Added and Section 8-24 Referral for Connectivity Grant Funded Sidewalks

**SUMMARY:**

The Town awarded the bid for the 2023 Connectivity Grant funded sidewalk project to Detour Construction (Detour) of Ludlow, MA with a bid of \$477,485.00 plus a 10% contingency for a total of \$525,234. This bid is lower than the total approved funding. Staff talked to the Connecticut Department of Transportation (DOT), and DOT is agreeable to increasing the scope of the project to better align with the available funding and to including the cost of construction inspection services. Detour has confirmed that it is interested in doing additional work and that it will hold its unit prices. Staff retained WMC Engineering to provide additional services to evaluate three sidewalk segments (see attached key map) that could be added and that are contiguous to segments in the base project on Four Rod Road (both north and south of the base project segment), and on Percival Avenue (south of the base project segment). On Percival Avenue, the sidewalks would be extended south of the present terminus at Percival Field to 143 Percival Avenue (the site of Vesta's 70-unit Senior Housing project that will be under construction soon) and on Four Rod Road south of Streamside Lane to connect to a segment already in the project, and south of Norton Road to Wildemere Road. WMC's concept plans are attached for reference.

The purpose of this Town Council item is to allow discussion about the proposed added sidewalk segments and, if the Town Council concurs with the staff recommendation to add these segments, to refer this item to the Planning and Zoning Commission for a review pursuant to Section 8-24 of the Connecticut General Statutes.

**FUNDING:**

This is a discussion item. Additional funding will be needed to prepare construction plans for added segments. This cost will be presented for consideration at a future Town Council meeting after the Section 8-24 review is completed.

**ACTIONS**

Move to make a referral pursuant to Section 8-24 of the Connecticut General Statutes of adding sidewalk segments to the 2023 Connectivity Grant project that would be south of the present terminus at Percival Field to 143 Percival Avenue, and on Four Rod Road north and south of the existing project.

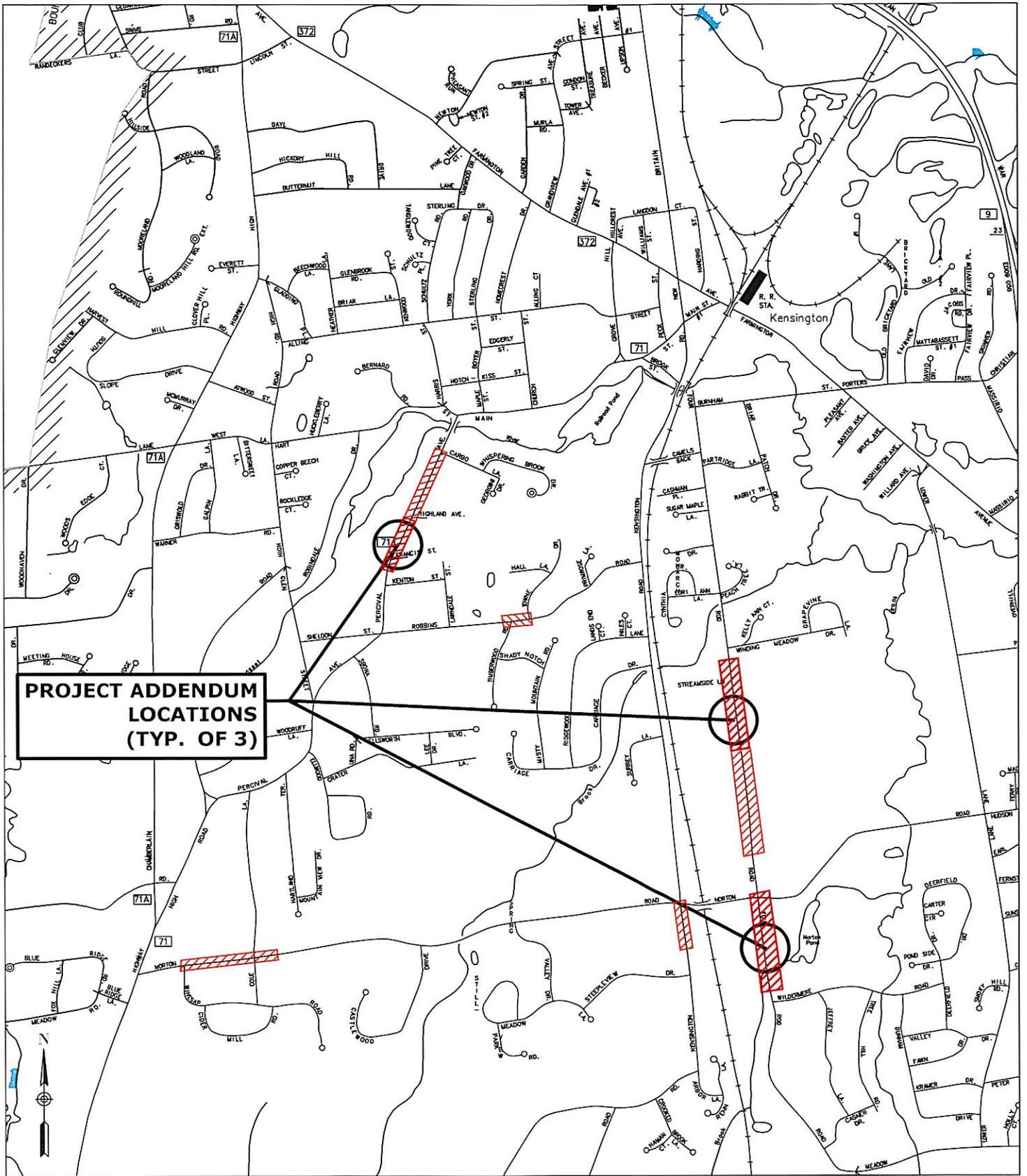
**ATTACHMENTS:**

1. Key Map Showing Sidewalk Sections. ✓
2. WMC concept plans for added segments. ✓

**PREPARED BY:**

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

Handwritten signature of Michael S. Ahern in blue ink.



**PROJECT ADDENDUM  
LOCATIONS  
(TYP. OF 3)**

#2026-02  
ADDENDUM



## LOCATION MAP

SCALE: N.T.S.





NO.	DATE	DESCRIPTION
REVISIONS		

SUPV.	S.R.M.
DESIGN	R.E.B.
DRAWN	R.E.B.
CHECKED	S.R.M.
DATE	02/13/26

**CONCEPTUAL LAYOUT  
FOR REVIEW ONLY**

SCALE  
1" = 20'

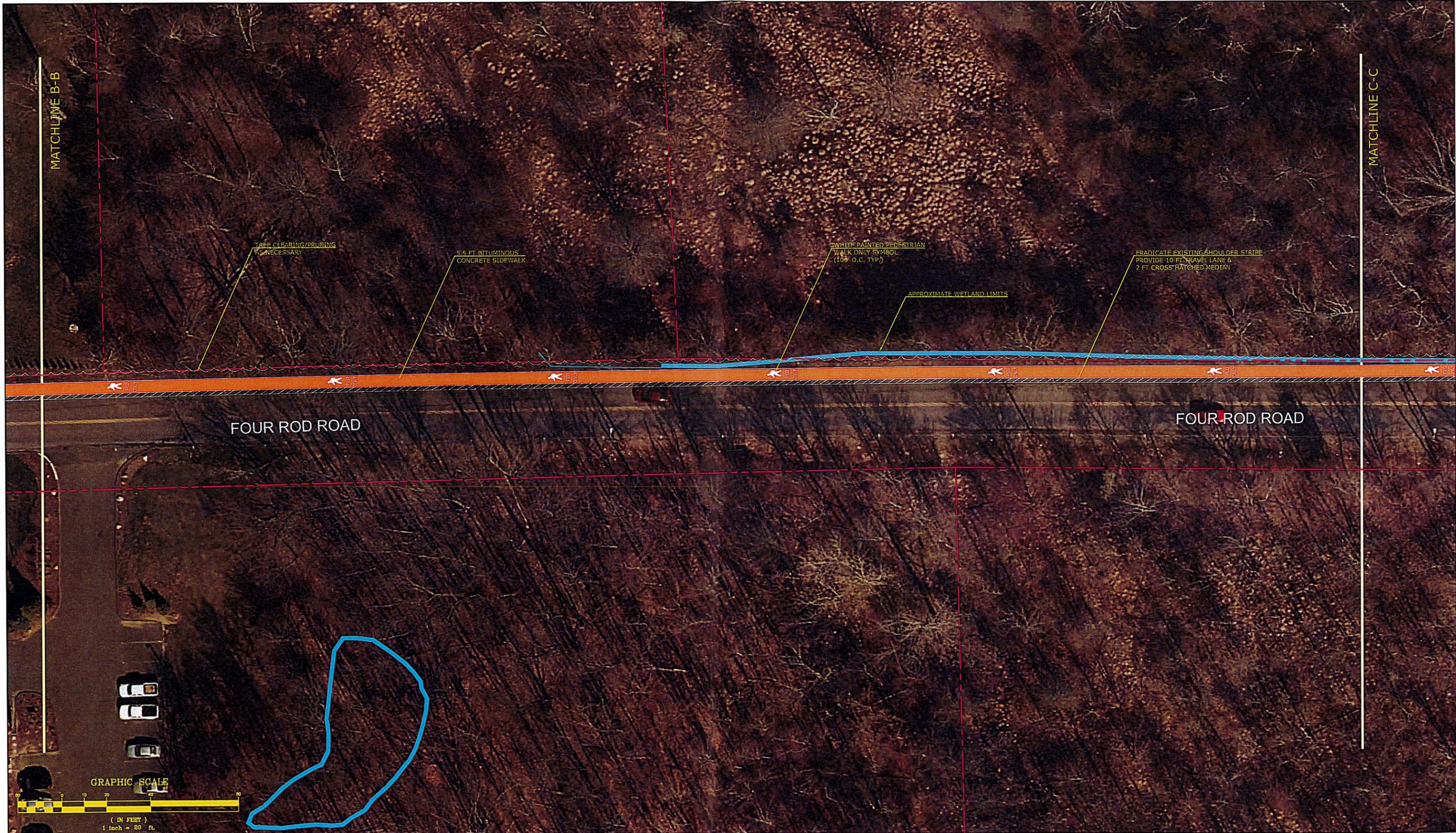
**WMC**  
CONSULTING ENGINEERS

WENGELL, McDONNELL & COSTELLO  
87 HOLMES ROAD  
NEWINGTON, CT 06111  
(860) 667-9624

PREPARED FOR  
TOWN OF BERLIN  
240 KENSINGTON ROAD  
BERLIN, CONNECTICUT 06037

<b>PERCIVAL AVE SIDEWALK IMPROVEMENTS #143 PERCIVAL AVE TO HIGHLAND AVE BERLIN, CONNECTICUT</b>				
D	BERLIN_SIDEWALKS_24044_CONCER	24044	-	SHEET X
SIZE	PROJECT	FILE NAME	NUMBER	REV. OF X





GRAPHIC SCALE



( IN FEET )  
1 inch = 20 ft.

SUPV.	S.R.M.	
DESIGN	R.E.B.	
DRAWN	R.E.B.	
CHECKED	S.R.M.	
DATE	02/13/26	
NO.	DATE	DESCRIPTION
REVISIONS		

CONCEPTUAL LAYOUT  
FOR REVIEW ONLY

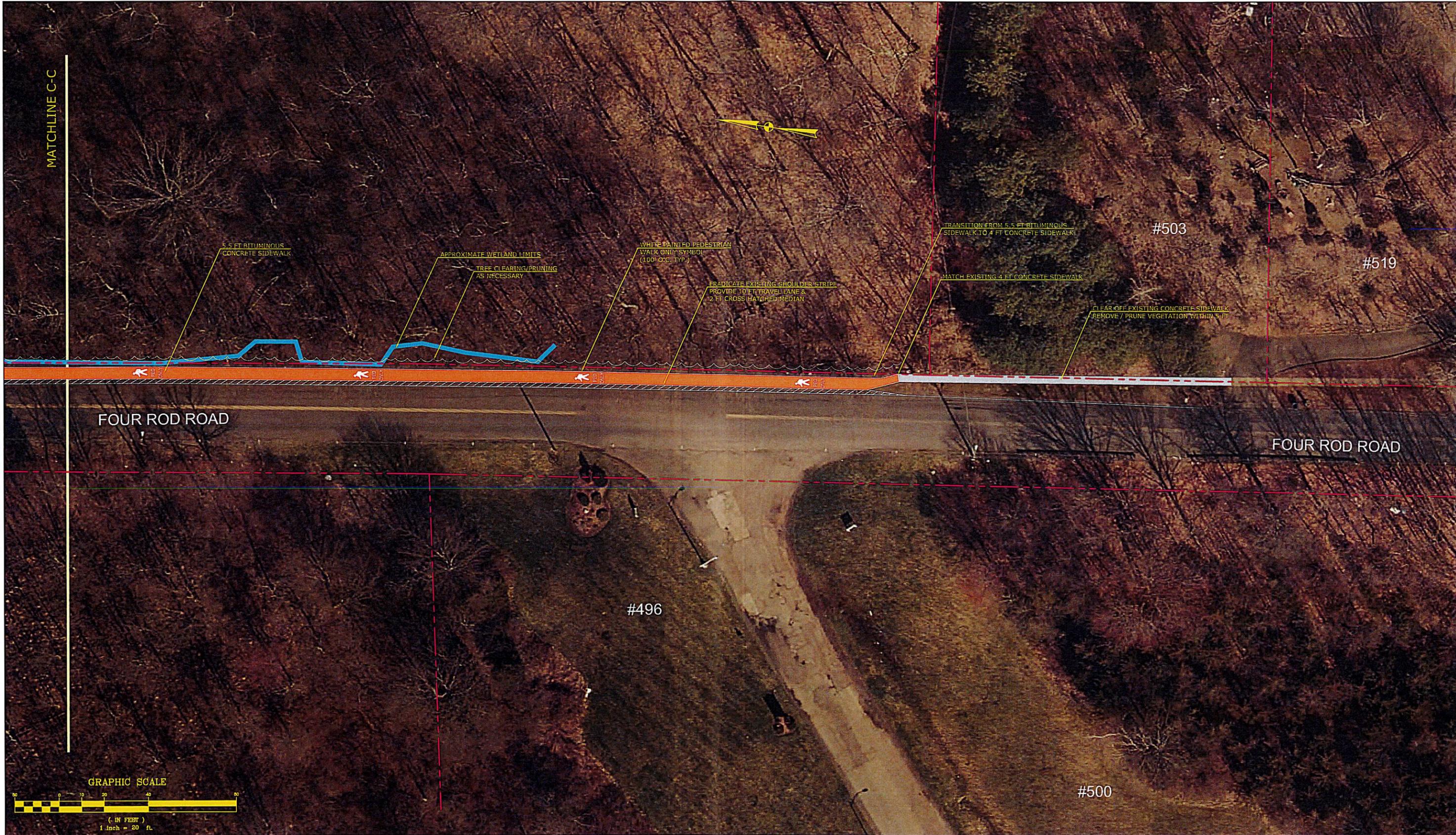
SCALE  
1" = 20'

**WMC**  
CONSULTING ENGINEERS  
WENGELL, McDONNELL & COSTELLO  
87 HOLMES ROAD  
NEWINGTON, CT 06111  
(860) 667-9624

PREPARED FOR  
TOWN OF BERLIN  
240 KENSINGTON ROAD  
BERLIN, CONNECTICUT 06037

FOUR ROD ROAD SIDEWALK IMPROVEMENTS  
STREAMSIDE LANE TO #503 FOUR ROD ROAD  
BERLIN, CONNECTICUT

D	BERLIN_SIDEWALKS_24044_CONCERN	24044	-	SHEET	X
SIZE	PROJECT	FILE NAME	NUMBER	REV.	OF
					X



MATCHLINE C-C

5.5 FT BITUMINOUS  
CONCRETE SIDEWALK

APPROXIMATE WETLAND LIMITS  
TREE CLEARING/PRUNING  
AS NECESSARY

WHITE PAINTED PEDESTRIAN  
WALK ONLY SYMBOL  
(100' O.C. TYP.)

ERADICATE EXISTING SHOULDER STRIPE  
PROVIDE 10 FT TRAVEL LANE &  
2 FT CROSS HATCHED MEDIAN

TRANSITION FROM 5.5 FT BITUMINOUS  
SIDEWALK TO 4 FT CONCRETE SIDEWALK

MATCH EXISTING 4 FT CONCRETE SIDEWALK

CLEAR OFF EXISTING CONCRETE SIDEWALK  
REMOVE / PRUNE VEGETATION WITHIN 5 FT

FOUR ROD ROAD

FOUR ROD ROAD

#496

#500

#503

#519

GRAPHIC SCALE



( IN FEET )  
1 inch = 20 ft.

		SUPV.	S.R.M.
		DESIGN	R.E.B.
		DRAWN	R.E.B.
		CHECKED	S.R.M.
		DATE	02/13/26
NO.	DATE	DESCRIPTION	
REVISIONS			

CONCEPTUAL LAYOUT  
FOR REVIEW ONLY

SCALE  
1" = 20'



WENGELL, McDONNELL & COSTELLO  
87 HOLMES ROAD  
NEWINGTON, CT 06111  
(860) 667-9624

PREPARED FOR  
TOWN OF BERLIN  
240 KENSINGTON ROAD  
BERLIN, CONNECTICUT 06037

FOUR ROD ROAD SIDEWALK IMPROVEMENTS  
STREAMSIDE LANE TO #503 FOUR ROD ROAD  
BERLIN, CONNECTICUT

D	BERLIN_SIDEWALKS_24044_CONCRETE	24044	-	SHEET	X
SIZE	PROJECT	FILE NAME	NUMBER	REV.	OF
					X



FOUR ROD ROAD

NORTON ROAD

NORTON ROAD

GRAPHIC SCALE



NO.	DATE	DESCRIPTION
REVISIONS		

SUPV.	S.R.M.
DESIGN	R.E.B.
DRAWN	R.E.B.
CHECKED	S.R.M.
DATE	02/13/26

CONCEPTUAL LAYOUT  
FOR REVIEW ONLY

SCALE  
1" = 20'

WMC  
CONSULTING ENGINEERS  
WENGELL, McDONNELL & COSTELLO  
87 HOLMES ROAD  
NEWINGTON, CT 06111  
(860) 667-9624

PREPARED FOR  
TOWN OF BERLIN  
240 KENSINGTON ROAD  
BERLIN, CONNECTICUT 06037

FOUR ROD ROAD SIDEWALK IMPROVEMENTS  
NORTON ROAD TO WILDERMERE ROAD  
BERLIN, CONNECTICUT

D	_BERLIN_SIDEWALKS_24044_CONCEPT	24044	-	SHEET	X
SIZE	PROJECT	FILE NAME	NUMBER	REV.	OF
					X



GRAPHIC SCALE



( IN FEET )  
1 inch = 20 ft.

			SUPV.	S.R.M.
			DESIGN	R.E.B.
			DRAWN	R.E.B.
			CHECKED	S.R.M.
NO.	DATE	DESCRIPTION	DATE	02/13/26
REVISIONS				

CONCEPTUAL LAYOUT  
FOR REVIEW ONLY

SCALE  
1" = 20'



• WENGELL, McDONNELL & COSTELLO •  
87 HOLMES ROAD  
NEWINGTON, CT 06111  
(860) 667-9624

PREPARED FOR  
TOWN OF BERLIN  
240 KENSINGTON ROAD  
BERLIN, CONNECTICUT 06037

FOUR ROD ROAD SIDEWALK IMPROVEMENTS  
NORTON ROAD TO WILDERMERE ROAD  
BERLIN, CONNECTICUT

D	BERLIN_SIDEWALKS_24044_CONCEPT	24044			SHEET	X
SIZE	PROJECT	FILE NAME	NUMBER	REV.	OF	X



Agenda Item No. 4  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager RC  
**DATE:** February 23, 2026  
**SUBJECT:** Town Hall Reroofing Contract Amount Increase

**Summary of Agenda Item:**

The Town Hall Reroofing project was completed per plans and specifications by the previously approved low bidder All Seasons Contractor of Windsor Locks, CT. During the project, additional plywood was found to be deteriorated requiring replacement. The amount of plywood replaced exceeded the allowance included in the base bid and the ten percent project contingency requiring an increase to the contract in the amount of \$17,178. Change Order No. 1 has been reviewed and approved by the Project Architect and Public Building Commission.

**Funding:**

500.20.2038.0.54000.00317 - Reroofing

**Action Needed:**

Move to increase the Town Hall Reroofing Contract for All Seasons Contractor of Windsor Locks, CT to an amount not to exceed \$425, 934.00 to cover additional plywood replacement per unit costs identified in Change Order No. 1 as accepted in the base bid award and as reviewed and approved by the Project Architect and Public Building Commission.

**Attachments:**

Change Order No. 1 for Town Hall Reroofing ✓  
Sufficiency of Funds ✓

**Prepared By:**

Douglas Solek, Director of Facilities



# **AIA** Document G701<sup>®</sup> – 2017

## Change Order

<b>PROJECT: (Name and address)</b> Reroofing and Related Work Berlin Town Hall 240 Kensington Road Berlin, CT	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: September 21, 2025	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 01  Date: February 11, 2026
<b>OWNER: (Name and address)</b> Town of Berlin 240 Kensington Road Berlin, CT 06037	<b>ARCHITECT: (Name and address)</b> JH Architects, LLC 15 Massirio Drive, Suite 101 Berlin, CT 06037	<b>CONTRACTOR: (Name and address)</b> All Seasons Contractor 20 Old County Road, Suite 9 Windsor Locks, CT 06096

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Allowance adjustment for plywood replacement per contract Unit Pricing and \$1,500 credit to the Owner	ADD \$54,840.48
Allowance adjustment for wood blocking not utilized during the project	DEDUCT \$600.00
Reimbursement for permit fee charged to the Contractor by the Owner	ADD \$96.46

The original Contract Sum was	\$ 371,597.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 371,597.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 54,336.94
The new Contract Sum including this Change Order will be	\$ 425,933.94

The Contract Time will be increased by Zero (0) days.  
 The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

JH Architects, LLC ARCHITECT (Firm name)  SIGNATURE Brian Humes, AIA, Member PRINTED NAME AND TITLE 2-11-26 DATE	All Seasons Contractor CONTRACTOR (Firm name)  SIGNATURE Steven Arel, President PRINTED NAME AND TITLE 2-11-26 DATE	Town of Berlin OWNER (Firm name)  SIGNATURE Thomas B. Reid, Chairman, PBC PRINTED NAME AND TITLE  DATE
---	--	---



# ALL SEASONS CONTRACTOR

## CHANGE ORDER FORM

20 Old County Rd Suite 9  
Windsor Locks CT 06096  
(860-471-4626)

DATE: 02/11/2026

JOB: 240 Kensington Road, Berlin, CT 06037

TO: Town of Berlin	FOR: Plywood Replacement, Permit, Blocking Credit

WE HEREBY AGREE TO THE FOLLOWING CHANGES TO THE AGREED UPON CONTRACT

We have replaced 272 sheets of plywood because of previous damage. As per the contract 320 sq ft (10 sheets) have been replaced without charge.
262 x 32 sq ft = 8,384 sq ft of plywood replaced
\$6.72 per sq ft of plywood replacement per contract
$\$6.72 * 8,384 = \$56,340.48$ less \$1,500 credit = \$54,840.48
Permit Cost = \$96.46
Credit for Blocking – 120 board feet at \$5.00 per board foot = \$600 credit

WE HEREBY AGREE TO THE ABOVE CHANGES TO THE CONTRACT AT THIS PRICE:	\$54,336.94
---	-------------

DATE:	PREVIOUS CONTRACT AMOUNT:	\$
REVIEWED BY:	REVISED CONTRACT AMOUNT:	\$

Accepted: The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions specified in the original contract unless otherwise stipulated.	Signature: _____
	Date of Acceptance: _____



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE	23-Feb-26
------	-----------

Town Hall Roofing Project

Requested by: Facilities

QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Increase to original contract with All Seasons for additional plywood replacement	\$17,178.00	\$17,178.00

Account No.	500.20.2038.0.54000.00317- Roof Replacement	<b>TOTAL</b>	<b>\$17,178.00</b>
-------------	---	--------------	--------------------

Budgeted Amount.....	\$856,334.56	Available balance.....	\$202,776.56
Encumbrances to Date.....	\$295,740.85	Amount Needed for This Package.....	\$17,178.00
Expenditures to Date.....	\$357,817.15	Available Balance After Purchase.....	\$185,598.56

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:

*Deane C. Conway*  
 \_\_\_\_\_  
 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. 5**  
**Request for Town Council Action**

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

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

**DATE:** February 24, 2026

**SUBJECT:** Request Town Council Approval to Request Bond Counsel to Prepare a Bond Proposal for the Meriden Water Main Connection Project

**SUMMARY:**

The Berlin Water Control Commission (BWCC) has submitted a request for a Drinking Water State Revolving Fund (DWSRF) loan request to the Connecticut Department of Public Health to construct a new 12" diameter, 2,300 linear foot, ductile iron pipe connecting a meter station and a reduced pressure device along the Berlin Turnpike, from Berlin to Meriden. This interconnection will allow a temporary shutdown of the Lamentation Tank to repair its interior corrosion, as the tank must be completely drained. This interconnection will also remain as a back-up source of water to Berlin, if needed in the future.

**ACTION NEEDED:**

Move to authorize the Town Manager to retain the services of Pullman & Comley to prepare bond authorization documents in the amount of \$4,000,000 for the planning, acquisition and construction of a new 12" diameter, 2,300 linear foot, ductile iron water main, and to authorize the Town Manager to schedule and advertise for a Public Hearing to be held Tuesday, March 17, 2026 at 7:00 p.m. on an ordinance entitled: "AN ORDINANCE APPROPRIATING \$4,000,000 FOR WATER LINE INSTALLATION ON THE BERLIN TURNPIKE, AND AUTHORIZING THE ISSUE OF \$4,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF, THE MAKING OF TEMPORARY BORROWING FOR SUCH PURPOSE".

**ATTACHMENTS:**

Preliminary Engineering Report - Drinking Water State Revolving Fund (DWSRF) ✓

**PREPARED BY:**

Ray Jarema, P.E., Water Control Manager



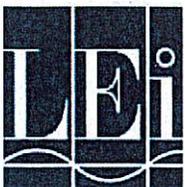
**Preliminary Engineering Report for**  
**Drinking Water State Revolving Fund Project**

**Interconnection with City of Meriden  
Water System**

February 2021

Prepared for:

**Town of Berlin Water Control Commission**  
**Berlin, Connecticut**



**LENARD ENGINEERING INC.**

CIVIL, ENVIRONMENTAL AND HYDROGEOLOGICAL CONSULTANTS

[www.lenard-eng.com](http://www.lenard-eng.com)

PRELIMINARY ENGINEERING REPORT  
PROPOSED INTERCONNECTION WITH MERIDEN  
BERLIN, CONNECTICUT

A. GENERAL

- i. Project Description- The project consists providing an alternate source of supply in South Berlin while the existing Lamentation water storage tank is off-line for recoating. Berlin is also looking for the long-term benefits of having an additional source of supply available, during both normal and emergency conditions, once the Lamentation tank is back on-line. .

As discussed below, after reviewing four options, Berlin selected a water system interconnection with the City of Meriden, near the Berlin / Meriden town line. This interconnection will require the installation of 2400 LF of 12” ductile iron water main along the Berlin Turnpike, and installation of a water metering and a pressure reducing valve vault, either within the Berlin Turnpike right-of-way, or within an easement on a vacant parcel along the route of this interconnection.

- ii. Location Maps- **Figure 1** is a USGS map showing the project location **Figure 2** provides a more detailed mapping showing limits for the proposed project.

- iii. Identify Need for Project- The Town of Berlin’s 2.0 million gallon Lamentation Storage Tank needs to be taken offline to be re-coated. LEI utilized our water distribution system model to determine the system impacts with this tank off-line. With the tank off-line, water system pressures would be lower and a reduction in available fireflows would take place, especially in the southern section of Berlin.

- iv. Evaluate All Feasible Alternatives- LEI evaluated four options:

- a) Do nothing,
- b) An interconnection with the City of Meriden along the Berlin Turnpike,
- c) An interconnection with the City of Middletown along Middle Street, and
- d) Construction of a second tank on Lamentation Mountain.

- a) Do Nothing - The “Do Nothing” option would cause delaying recoating of the Lamentation tank, until a point where a more significant repair, or total replacement would be required. In order to complete that more significant repair or replacement, one of the remaining options would need to be implemented. Therefore, doing nothing is just delaying the cost of necessary improvements. Thus, this option was not considered.

- b) Meriden Interconnection – This option will provide water at adequate flows and pressures both while the Lamentation Tank is off-line for recoating, and be available in the future to provide supplemental flows during normal and emergency conditions. With the addition of pumps (costs attributed to the City of Meriden) , water could also be sold from Berlin to Meriden, to make this a two way interconnection.

Approximately 2400 feet of 12” ductile iron water main will be required to connect the two systems, as shown on **Figure 2**. In addition, as Meriden’s hydraulic grade line is higher than Berlin’s, a pressure reducing valve enclosure is required to match system pressures at the interconnection. This enclosure would have to be located either within the Berlin Turnpike state right-of-way, or within a private easement or parcel acquired for this purpose.

- c) Middletown Interconnection- LEI also modeled an interconnection with Middletown. This interconnection would take place near the intersection of Middle Road and Spruce Brook Road, near the Berlin / Middletown line

This connection would require a booster pumping station. In order to utilize existing Berlin water mains to distribute water to South Berlin, it would also require individual pressure reducing valves being installed in the existing homes served off of the connecting water main.

In addition, this option requires operational and maintenance costs for power, staffing, and maintenance, which are not required with the Meriden interconnection option.

- d) Second Tank Option - We also considered installing a second water storage tank next to the existing tank. Although this would allow Berlin to re-coat the existing tank, it would not provide the second goal of providing a potential additional source of supply. Therefore, this option was not chosen.

- e) Demonstration That the Selected Alternative is Cost Effective

LEI compared the costs of the three options considered, Meriden Interconnection, Middletown Interconnection and Construct a Second Tank Option. We estimated both initial project costs as well as operational and maintenance costs of a 30 year design life, which is typical for water pumping stations.

OPTION	INITIAL PROJECT COST	ESTIMATED O&M COSTS (per year)	ESTIMATED O&M COSTS ( over 30 years)	TOTAL COSTS
Meriden Interconnection	\$ 1,300,000	\$ 3,000	\$ 90,000	\$ 1,390,000
Middletown Interconnection	\$ 600,000	\$ 50,000	\$ 1,500,000	\$ 2,100,000
Second Tank	\$ 2,000,000	Varies	\$ 100,000	\$ 2,100,000

As noted above, the Middletown interconnection is about one-half the cost of the Meriden interconnection. However, due to the high operational cost of manning and operating a pumping station, the total cost over a 30 year design lifetime for a pumping station greatly exceeds the Meriden interconnection option. The cost of a second tank has the highest first cost, and has a similar total cost as the Middletown interconnection.

Based on the cost comparison above, the Meriden interconnection is the most cost-effective short and long-term solution.

#### B. DETAILED EVALUATION OF EXISTING PROBLEMS AND NEEDS IN PROJECT AREA

- i. LEI updated Berlin's water distribution model to include removing the Woodlawn Road Pump Station and Tank, and the activation of the Rowley Street Pump Station.. Utilizing our model, LEI evaluated potential interconnections with the City of Meriden and Middletown, as well as a second tank being installed.
- ii. With the assistance of the City of Meriden, LEI conducted a fireflow test at the proposed interconnection location to determine current available flows and pressures. After completing the flow test, we simulated a Meriden interconnection which determined that the Meriden interconnection would provide ample flow and pressure with Lamination Tank being taken out of service for repairs and would work well as a supplemental supply when the tank is placed back into service. This would also require a metering and pressure reducing valve pit.

#### C. COST-BENEFIT ANALYSIS FOR FEASIBLE ALTERNATIVES

As shown above, based on a 30 year service life for a water pumping station, the Meriden interconnection is the least costly short and long-term alternative to solve Berlin's two goals- to provide adequate flows and pressures with the Lamentation tank off-line for recoating, as well as to provide supplemental source of supply for the future.

D. STATEMENT / ASSESSMENT DEMONSTRATING APPLICANT HAS THE NECESSARY LEGAL, FINANCAL, INSTITUTIONAL AND MANAGERIAL RESOURCES AVAILABLE

The Town of Berlin owns and operates their municipal water system. The Town has the necessary legal, financial, institutional and managerial resources available to utilizing funding from the DWSRF and construct this project.

E. FOR SELECTED ALTERNATIVE, A CONSISE DESCRIPTION OF THE FOLLOWING:

i. Estimated capital construction, and operation and maintenance costs -

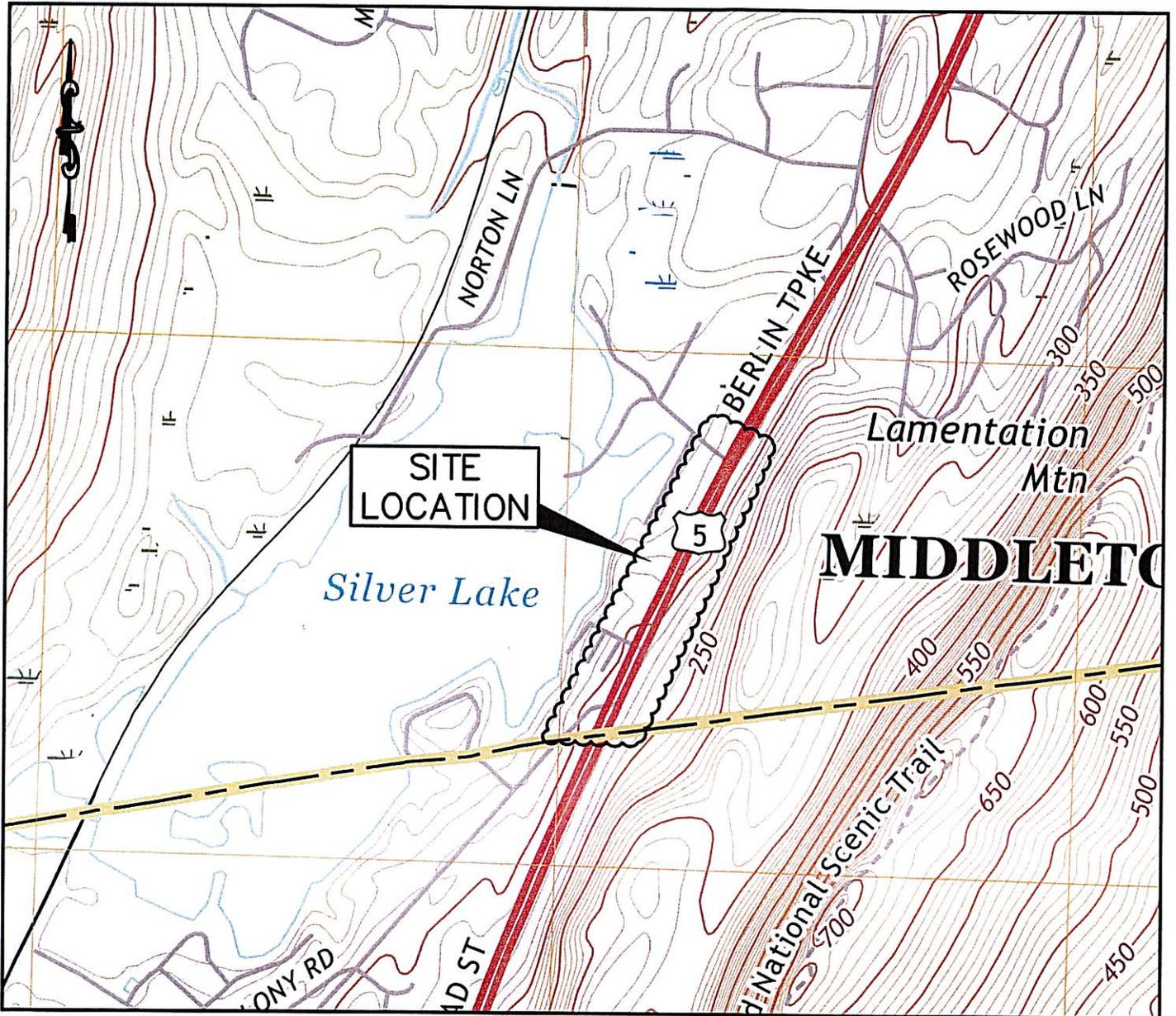
The estimated project costs are approximately \$ 1,300,000. The estimated annual O&M costs are approximately \$ 3,000.

ii. Cost Impacts on Water System Customers- Given an overall project cost of \$ 1,300,000, and using a 2% interest rate and 20 year loan duration, the estimated annual principal and interest payment is \$ 77,000. Spreading this payment across the 2,871 water customers, the estimated annual increase per customer is \$ 29.

iii. Statement Concerning the Availability and Estimated Costs of Project Sites- If a site within the State DOT right-of-way is not available from the State, then property would have to be obtained via acquisition or easement. An allowance of \$ 50,000 is provided for this item.

F. SUMMARY OF PUBLIC PARTICIPATION ACTIVITIES

The Town of Berlin has a Water Control Commission that holds monthly public meetings to discuss water and sewer activities within the Town. The Meriden Interconnection project will be routinely on the agenda throughout the various stages of the project, and the public will have the opportunity to review and comment on the project at any meeting.



SOURCE: USGS QUADRANGLE MAP  
 WESTPORT, CT PHOTO REVISED 1984

SCALE: 1" = 1000'

# FIGURE No. 1

## LOCATION MAP

BERLIN WATER CONTROL COMMISSION  
 BERLIN TURNPIKE  
 BERLIN, CONNECTICUT

CONNECT TO EXISTING 12" PIPE

INSTALL NEW PRV BUILDING

2400 LF EXTENSION OF 12" WATER MAIN

MERIDEN

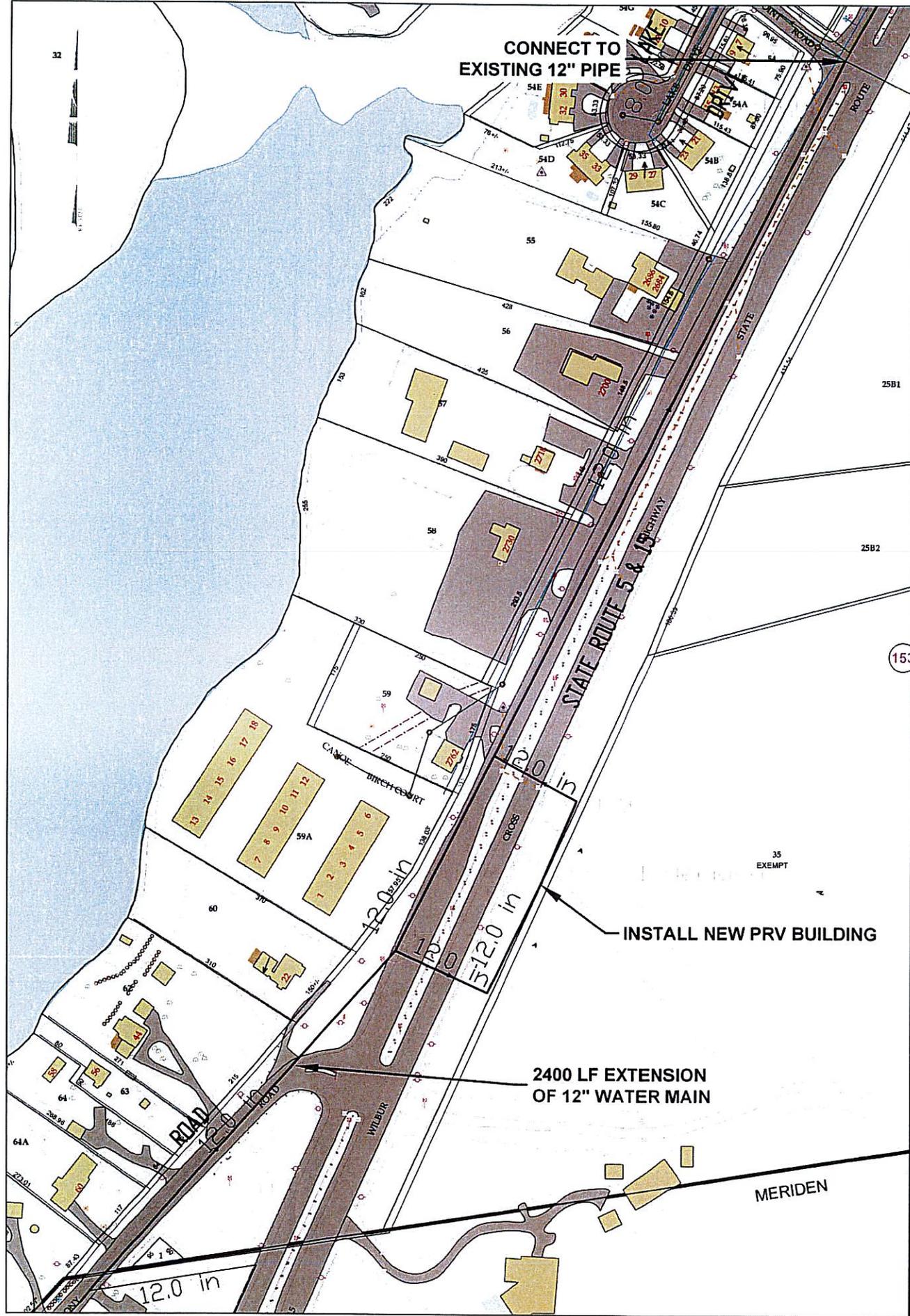
FIGURE 2 - MERIDEN INTERCONNECTION OPTION

TOWN OF BERLIN  
NORTH COLONY ROAD  
Berlin, Connecticut

Lenard Engineering, Inc.  
Civil, Environmental and Hydrogeological Consultants  
140 WILLOW STREET  
GASTONBURY, CT 06033  
(860) 378-6666  
19 MIDSTATE DRIVE  
AUBURN, MA 01501  
(508) 721-7600

Project No.	200
Revision	By: Date
Drawn By	By: Date
Credited By	By: Date
PLC File	By: Date

Drawing #	20
Job #	20-355



<b>Total</b>		Estimated Quantity and Unit Measure	Estimated Unit Price	Extended Price
Item				
1	Mobilization	1 LS	\$100,000.00	\$100,000
2	Water Pollution Control / E & S Control	1 LS	\$40,000.00	\$40,000
3	Maintenance & Protection of Traffic	1 LS	\$50,000.00	\$50,000
4	Trafficperson	1 LS	\$30,000.00	\$30,000
5	Paving Restoration	1 LS	\$100,000.00	\$100,000
6	12" Piping	2400 LF	\$200.00	\$480,000
7	12" Gate Valves	2 EA	\$3,000.00	\$6,000
8	12" Solid Sleeves	2 EA	\$700.00	\$1,400
9	Pressure Reducing Valve Building	1 LS	\$100,000.00	\$100,000
10	Property Purchase Allowance	1 LS	\$50,000.00	\$50,000
11	Grass Surface Restoration	1 LS	\$15,000.00	\$15,000
12	Rock Excavation Allowance	1 LS	\$10,000.00	\$10,000
13	Unsuitable Soil Allowance	1 LS	\$5,000.00	\$5,000
14	Minor Item Allowance	1 LS	\$40,000.00	\$40,000
<b>Estimated Construction Cost</b>				<b>\$1,027,400</b>
<b>5% Contingency</b>				<b>\$51,370</b>
<b>Estimated Construction Cost w/Contingency</b>				<b>\$1,078,770</b>
Engineering Design, Permitting, DWSRF Management (10 %)				\$ 107,877
Engineering Services During Construction (10 %)				\$ 107,877
State Diversion and Sale of Excess Water Permitting				\$ 20,000
<b>ESTIMATED PROJECT COST</b>				<b>\$1,314,524</b>
				Say \$ 1.3 million

## Attachment A - Environmental Review Documents

# Natural Diversity Data Base Areas

BERLIN, CT

June 2020

-  State and Federal Listed Species
-  Critical Habitat
-  Town Boundary

**NOTE:** This map shows general locations of State and Federal Listed Species and Critical Habitats. Information on listed species is collected and compiled by the Natural Diversity Data Base (NDDB) from a variety of data sources. Exact locations of species have been buffered to produce the generalized locations.

This map is intended for use as a preliminary screening tool for conducting a Natural Diversity Data Base Review Request. To use the map, locate the project boundaries and any additional affected areas if the project is within a hatched area there may be a potential conflict with a listed species. For more information, complete a Request for Natural Diversity Data Base State Listed Species Review form (DEP-APP-007), and submit it to the NDDB along with the required maps and information. More detailed instructions are provided with the request form on our website.

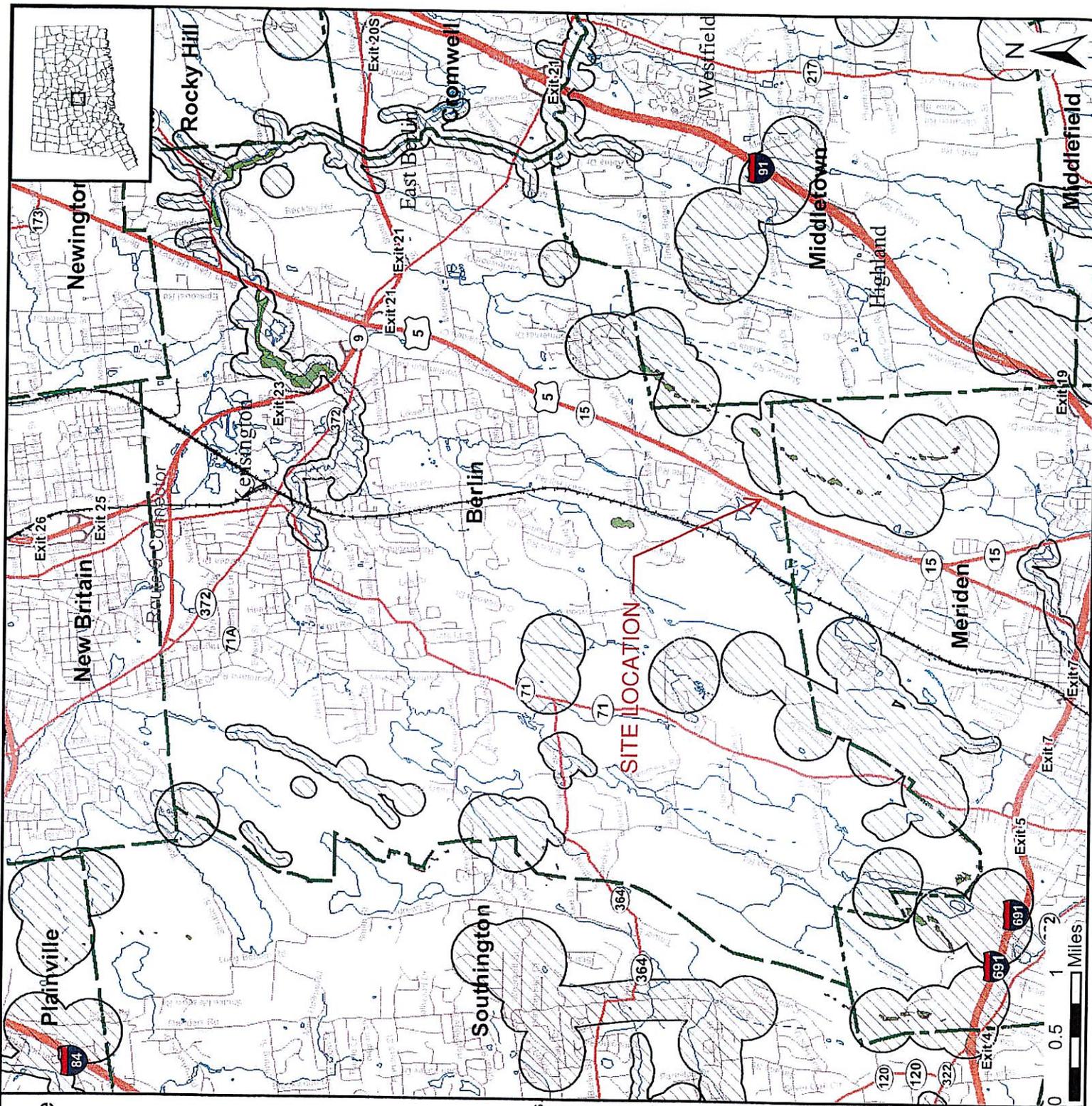
[www.ct.gov/deep/nddbrequest](http://www.ct.gov/deep/nddbrequest)

Use the CTECO Interactive Map Viewers at <http://cteco.uconn.edu> to more precisely search for and locate a site and to view aerial imagery with NDDB Areas.

**QUESTIONS:** Department of Energy and Environmental Protection (DEEP)  
79 Elm St, Hartford, CT 06106  
email: [deep.nddbrequest@ct.gov](mailto:deep.nddbrequest@ct.gov)  
Phone: (860) 424-3011



Connecticut Department of  
Energy & Environmental Protection  
Bureau of Natural Resources  
Wildlife Division





**TO:** The Honorable Mayor and Town Council  
**FROM:** Ryan Curley, Town Manager *RC*  
**DATE:** February 24, 2026  
**SUBJECT:** Award the 2026/27 Diesel Contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments (CRCOG) Bid # 790.

**Summary of Agenda Item:**

The Town of Berlin’s current diesel contract runs through to June 30, 2026. This contract and the successor contract will provide Diesel Fuel for the Town’s Fleet and operations at Timberlin Golf course through June 30, 2027, for a total of 32,500 gallons of diesel fuel.

The Town of Berlin participated in the CRCOG Bid #790 for this commodity. CRCOG provides two options within the bid:

- “*Option A*” the end user pays the “New Haven Harbor Price “on the day the fuel is purchased and a small transportation /administration fee.
- “*Option B*” allows the Town to purchase futures at the market price and pay the bidder for administration and delivery cost; this is how the Town has proceeded in the past.

Jim Simons, Fleet Manager, recommends “Option B” as it provides a stable budget figure over the life of the contract and in his past experience, a positive result with lower overall cost. East River Energy of Guilford CT. was the lowest bidder for both locations in Berlin.

Bid Result:

Bidder	Option B	Option B cost
Dime Oil	\$ 0.2217	\$ 7,205.25
East River Energy	\$ 0.1992	\$ 6,474.00
Tuxsi ohrs	\$ 0.2154	\$ 7,000.50

Jim Simons, Fleet Manager, is recommending that the Town of Berlin award the diesel fuel contract to East River Energy of Guilford CT for a quantity 32,500 gallons of “On-road winter blend” diesel fuel with a contract expiration date of 6/30/2027.

**Funding:**

Funding will be provided out of the 2027 Municipal Garage budget, Account # 001.20.2035.0.53106.00000 Vehicle Fuel.

**Action Needed:**

Move to Award the 2026/27 Diesel contract to East River Energy of Guilford CT utilizing the Capitol Region Council of Governments Bid # 790.

**Attachments:**

None

**Prepared By:**

James C. Simons, Fleet Manager

A handwritten signature in black ink, appearing to read "James C. Simons", written over the printed name.

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

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

**DATE: February 24, 2026**

**SUBJECT: Authorization for the Town Manager to Close on the Sale of the former Knights of Columbus Property at 143 Percival Avenue with Vesta Corporation/O’Riordan Migani Architects for Development for use as Senior Housing**

**Summary of Agenda Item:**

The Town entered into a Purchase and Sale Agreement with Vesta Corporation/O’Riordan Migani Architects (OMA) concerning the sale of the former Knights of Columbus property at 143 Percival Avenue to Vesta/OMA for \$437,500. Vesta/OMA have formed a limited liability company, Vesta Percival LLC, that will own the property and undertake the project. The subject property is being developed with 70 affordable senior housing units, in support of the Town’s Affordable Housing Plan and Plan of Conservation that both identified affordable senior housing as a high priority need. The Purchase and Sale Agreement has contingencies including a financing contingency and a local approvals contingency such that the Town was not obligated to sell the property to Vesta/OMA until the contingencies were met. Vesta Percival LLC has received financing commitment letters from the Connecticut Housing Financing Authority (CHFA) and the Connecticut Department of Housing (DOH). The loan amounts are subject to change prior to closing on the financing for the project, based on interest rate fluctuations and final underwriting. The Commitment Letters indicate funding for the project as follows.

- A CHFA \$15,720,000 construction loan to convert to \$7,500,000 permanent loan (40-year term). The Construction period is a maximum of about 24 months.
- A CHFA additional loan of \$1,000,000.
- A DOH \$8,750,000 loan, 42-year term, with a 1% interest rate, and interest and principal payments deferred till the end of the term.
- Vesta Percival LLC is approved to receive a deferred developers fee \$1,297,400.
- Vesta Percival LLC will deposit \$566,663 into a reserve account at the closing of permanent CHFA loan.

Vesta Percival LLC has received all required local approvals for the project, including that the Planning and Zoning Commission has approved the architectural plans for the project. Key contingencies include the following:

Price: Five Hundred Thousand and 00/100 Dollars (\$500,000.00) or Six Thousand Two Hundred Fifty and 00/100 Dollars (\$6,250.00) per apartment unit contemplated by Purchaser and approved by Seller and Seller's Planning & Zoning Commission to be constructed for the Project, whichever is less (the "Purchase Price"). The current plan is for 70 units so the purchase price would be \$437,500.

Housing for Elderly Persons Use and Affordability Provisions. Seller's obligation to sell Premises to Purchaser is conditioned on Purchaser entering into deed restrictions to limit the use of the Premises to Housing for Elderly Persons as described in section XI. Q. of the Zoning Regulations of the Town of Berlin such that all units in the development should meet the definition of affordable housing as stated in section II B of the Seller of Zoning Regulations of the Town of Berlin. The affordable housing units will be units subject to binding recorded deeds containing covenants or restrictions that require such dwelling units be sold or rented at, or below, prices that will preserve the units as housing for which persons and families pay thirty percent (30%) or less of income, where such income is less than or equal to sixty percent (60%) of the median income or such price restrictions included in the Tax Fixing Agreement. Such covenant or restriction shall be for a duration of at least ninety-nine (99) years after issuance of a certificate of occupancy for the unit, which shall only be issued upon verification that the required deed covenant or restriction has been filed. In addition, such deed restrictions must at the time of filing comply with the income, rental or sale price limits, duration, and other requirements such that the unit satisfies the definition of an affordable housing unit pursuant Section 8-30g of the Connecticut General Statutes effective at the time of filing. Both CHFA and DOH also have affordable deed restriction requirements but the duration of these requirements is 40 years. 99-year affordable deed restrictions will be filed on the Town Land Records at closing.

Future Property Transfers. Seller's obligation to sell the Premises to the Purchaser shall be contingent on a deed restriction that prevents the Purchaser from transferring the Premises to a third party without prior written approval by the Seller for the fifteen (15) year period immediately following the issuance of the certificate of occupancy or such shorter period, to be not less than ten (10) years, if the tax credit investor requires a shorter period. Restrictions on the resale of the property will be filed on the Town Land Records at closing.

Town Approval. The project has secured all necessary Town approvals and a section 8-24 referral was made to the Planning and Zoning Commission. The PZC provided a favorable report.

Financing. As evidenced by the CHFA and DOH commitment letters, Purchaser has applied for and obtained loans, grants and other funding needed to finance the Project.

Environmental Condition. Purchaser has confirmed that it is satisfied that (i) the Property and Seller are in compliance with all Laws relating to Hazardous Materials (as hereinafter defined) and (ii) there are no Environmental Claims (as hereinafter defined) pending, or threatened, with regard to the Property.

Tax Fixing Agreement. The Town and Vesta Percival LLC have entered into a Tax Fixing Agreement for the Property as an incentive for the provision of affordable housing.

Lot Line Revisions. The Parties agreed that lot line revisions would be made to the 143 Percival Avenue property such that access would be provided to the adjacent Percival Park to the north and Lawndale Street to the south and that the baseball field would be entirely on the Percival Park property. A lot line revisions map will be filed before the closing.

**Funding:**

The Town will receive the agreed purchase price of \$437,500, as adjusted, at closing. It is recommended that the proceeds of the sale be deposited into the Sale of Labor, Land, Materials account # 516.00.0000.8.45301.00000 in the Land Acquisition & Development Fund and be appropriated a later date.

**Action Needed:**

Move to authorize the Town Manager enter into such documents as required to close on the sale of 143 Percival Avenue to Vesta Percival LLC, subject to review and approval by Corporation Counsel.

Move that the proceeds of the sale be deposited into the Sale of Labor, Land, Materials account in the Land Acquisition & Development Fund and be appropriated at a later date for a project to be determined.

**Attachments:**

1. CHFA commitment letter. ✓
2. DOH commitment letter. ✓
3. Architectural rendering. ✓
4. Lot line revision map ✓

**Prepared By:**

Chris Edge, Economic Development Director *CE*



February 4, 2026

Vesta Percival LLC  
c/o Vesta Corporation  
175 Powder Forest Drive  
Weatogue, CT 06089  
Attention: Arthur Greenblatt

**Re: *Conditional Commitment for 143 Percival Avenue  
143 Percival Avenue, Berlin, Connecticut  
CHFA Loan Number 25-416M***

Dear Mr. Greenblatt,

The Connecticut Housing Finance Authority, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut (the "Lender"), hereby issues this conditional commitment (this "Commitment") for a construction period mortgage loan (the "Construction Period Loan"), a permanent mortgage loan (the "Permanent Period Loan"), and an Opportunity Fund loan (the "Opportunity Fund Loan"), together with the Construction Period Loan and the Permanent Period Loan, collectively, the "Loan"), to be provided to Vesta Percival LLC, a limited liability company (the "Borrower") pursuant to Lender's Multifamily Financing Rate Lock Program (as offered and amended from time to time by Lender, the "Program"), and subject to the terms and conditions contained herein. The information included herein is based on Lender's most recent underwriting, is subject to change, and includes estimated Loan interest rates, Loan amounts and Loan fees based on Lender's Board of Directors authorizing resolution dated January 22, 2026, and this commitment remains subject to Lender's Program requirements and Lender's multifamily underwriting standards.

In accordance with the terms and conditions of the Program, Lender and Borrower shall establish a thirty (30) day Rate Lock Period (the "Rate Lock Period"). Upon the establishment of the Rate Lock Period, Lender and Borrower shall amend Schedule A, attached hereto and made a part hereof, setting forth the effective Initial Closing Loan interest rates, which shall be set by Lender at its then-prevailing interest rates. Initial Closing Loan amounts and Loan fees shall be determined based upon such effective interest rates. The establishment of the Rate Lock Period remains subject to Lender's Board of Directors authorizing resolution, Lender's Program requirements, and Lender's multifamily underwriting standards. Any fee amounts paid by Borrower prior to the establishment of the Rate Lock Period shall be calculated based on estimated amounts and shall be subject to adjustment, with any outstanding balance due, or any surplus amount credited by Lender on Borrower's account, at Initial Closing.

The terms and conditions of the Loan shall be as follows:

Lender: Connecticut Housing Finance Authority  
999 West Street  
Rocky Hill, CT 06067



**Borrower:** Vesta Percival LLC  
175 Powder Forest Drive  
Weatogue, CT 06089

**Commitment Expiration Date:** October 31, 2026

**Initial Closing:** A date mutually agreeable to Lender and Borrower for the closing of the first priority mortgage lender construction loan and coincident closing (but not funding) of the Loan, *provided, however*, if the Initial Closing has not occurred on or before the Commitment Expiration Date, this Commitment shall expire and Lender shall be relieved of all obligations to make the Loan.

**Construction Period Loan Amount:** Not to exceed \$15,720,000

**Construction Period Loan Interest Rate:** As set forth on **Schedule A**.

**Construction Period Loan Advance:** Subject to completion of the Development and satisfaction of all conditions necessary for general contractor certification of completion and substantial completion of Lender's release of retainage requirements, as determined by Lender, a single advance of up to \$15,720,000: (i) on or following the first (1<sup>st</sup>) day of the sixteenth (16<sup>th</sup>) calendar month following the Initial Closing, and (ii) in no event later than the first (1<sup>st</sup>) day of the twentieth (20<sup>th</sup>) calendar month following the Initial Closing.

**Construction Period Loan Term:** Not less than six (6) months and not greater than ten (10) months; commencing no later than the first (1<sup>st</sup>) day of the sixteenth (16<sup>th</sup>) and maturing not later than the twenty-sixth (26<sup>th</sup>) month following Initial Closing.

**Construction Period Loan Repayment:** Monthly repayments of interest only, in arrears, based upon the Construction Period Loan Advance and computed based on a 365 or 366 day year (as applicable) and the actual number of days per month, *provided, however*, in the event that Construction Period Loan Advance does not occur on or before the first (1<sup>st</sup>) day of the sixteenth (16<sup>th</sup>) calendar month following the Initial Closing, a "*Loan Non-Utilization Fee*" shall be due and payable on a monthly basis in an amount equal to the amount of interest which would have accrued on the Construction Period Loan Advance at the Construction Period Interest Rate had the Borrower obtained the Construction Loan Advance on the first (1<sup>st</sup>) day of the sixteenth (16<sup>th</sup>) calendar month following the Initial Closing.



**Principal Reduction**

**Payment:** On or following the first (1<sup>st</sup>) day of the tenth (10<sup>th</sup>) calendar month of the Construction Period Loan Term (but in no event later than the final day of the tenth (10<sup>th</sup>) calendar month of the Construction Period Loan Term), Borrower shall make a principal reduction payment in an amount sufficient to reduce the outstanding principal balance of the Loan to approximately \$7,500,000, *provided, however*, the Principal Reduction Payment may be made, in whole or in part, at any time on or following the first (1<sup>st</sup>) day of the seventh (7<sup>th</sup>) calendar month of the Construction Period Loan Term (but in no event later than the final day of the tenth (10<sup>th</sup>) calendar month of the Construction Period Loan Term).

**Permanent Period Loan Amount:**

Approximately \$7,500,000

**Permanent Period Loan Interest Rate:**

As set forth on Schedule A.

**Permanent Period Loan Term:**

40 years

**Permanent Period Loan Repayment:**

Monthly repayments of principal and interest fully amortized over a forty (40) year period, which monthly payments shall be determined on the basis of amortization using a 360 day year.

**Permanent Period Loan Maturity:**

40 years

**Permanent Loan Prepayment:**

The Permanent Period Loan may be prepaid: (i) in full after 15 years of the Permanent Period Loan Term by virtue of refinance with a mortgage loan from Lender and subject to the satisfaction of all applicable Lender requirements, including the payment of a fee equal to 1% of the outstanding Loan principal balance, or (ii) in full after 20 years of the term of the Permanent Period Loan term and subject to the satisfaction of all applicable Lender requirements, including the payment of a fee equal to 1% of the outstanding Loan principal balance.

**Additional Loan:**

Lender shall provide an additional mortgage loan in a principal amount which shall not exceed \$1,000,000 (the "Additional Loan"). The Additional Loan shall: (a) be secured by a first or second priority mortgage lien on the Development; (b) accrue interest on all amounts advanced at a rate which shall not be less than 1% per annum; (c) commencing with the Permanent Period, be repaid by virtue of principal and/or interest repayment based on an amortization schedule determined



**Affordability/  
Use Restrictions:**

The Development shall remain as affordable housing until the later of: (i) forty (40) years following the date upon which the Development is placed in service, or (ii) the date of repayment to Lender of the full principal amount of the Loan, together with interest and all other indebtedness related thereto, whichever is later, in accordance with the following:

Area Median Income "AMI"	Totals
Above 30% AMI and at or below 50% of AMI	15
At or below 60% AMI Units*	55
Total	70

\*In compliance with Section 42(g)(1)(C) of the Code and related regulations and requirements for the "average income test" and Lender's applicable Qualified Allocation Plan.

**Recourse:** The Loan shall be non-recourse to Borrower subject to the Standard Closing Requirements.

**Property Management:** Borrower shall have competent on-site property management, approved by Lender and a detailed property management plan shall be in place at the time of the Initial Closing and throughout the term of the Loan.

**Transfer:** The Development, or any interest therein, or any interest in Borrower, may not be transferred, pledged, or assigned, in whole or in part by Borrower, by operation of law, or otherwise, without the prior written consent of Lender.

**Loan Security:** The Loan shall be evidenced by promissory note(s), secured by an open-end mortgage deed granting to Lender a second (2<sup>nd</sup>) priority lien (which shall become a first (1<sup>st</sup>) priority lien upon repayment in full of the senior construction loan) on the Development on all amounts advanced thereunder, and all personal property related thereto, together with appropriate financing statements, and such other documents evidencing and securing the Loan as may be required by Lender.

**Condition and Value:** Immediately following the Initial Closing, Borrower shall commence rehabilitation/construction of the Development and following such rehabilitation/construction and throughout the term of the Loan, all improvements on the Development shall be complete and in good repair and condition thereafter.

**Title:** The Development shall be owned and/or leased by Borrower, whose title shall be good and marketable, fee simple and/or leasehold title, free and clear of all liens,



This Commitment may not be modified, amended, altered or supplanted, except upon the execution and delivery of a written revised commitment executed by Lender and Borrower.

Please indicate Borrower's acceptance of the terms of this Commitment by executing below and initialing each page hereof, and returning to Lender an original of this Commitment along with the non-refundable Commitment Fee. The accepted Commitment along with the Commitment Fee should be sent to the attention of Elizabeth Valigorsky, Senior Loan Workout Officer, Multifamily. A copy of this Commitment signed by Lender shall be returned to Borrower for its records.

If Borrower has any questions with respect to this Commitment, please call Elizabeth Valigorsky, Senior Loan Workout Officer, Multifamily. On behalf of Connecticut Housing Finance Authority, we look forward to working with you in connection with this Loan.

Sincerely,

**CONNECTICUT HOUSING FINANCE AUTHORITY**

By: \_\_\_\_\_  
Nandini Natarajan  
Its Chief Executive Officer-Executive Director  
Duly Authorized

---



COMMITMENT ACCEPTANCE

On behalf of Borrower, the undersigned does hereby accept this Commitment and accepts and acknowledges all of the terms and conditions set forth herein.

VESTA PERCIVAL LLC

By: \_\_\_\_\_

Name: *Arthur Ciaramello*  
Title: *President of Managing Member*  
Duly Authorized

Date: *February 18*, 2026

---



Ned Lamont  
Governor

STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING



Seila Mosquera-Bruno  
Commissioner

01/23/2026

Mr. Arthur Greenblatt  
Vesta Percival LLC  
175 Powder Forest Drive  
Suite 201  
Westogue CT, 06089

Re: 143 Percival Avenue (the "Project")

Dear Mr. Greenblatt

I am pleased to provide you with a summary of the specific terms and conditions under which the State of Connecticut, acting by and through the Department of Housing ("DOH") expects to provide financial assistance for the Project.

This term sheet is not an agreement to provide the financial assistance described herein. DOH shall not be obligated to provide such financial assistance unless and until an assistance agreement between DOH and your organization and all related documents have been fully executed and all other closing requirements have been satisfied.

You may wish to consult your legal counsel regarding the terms, conditions and contracting requirements set forth herein.

If the terms, conditions and contracting requirements set forth herein are acceptable to you, please sign this letter where indicated below and return to your project manager within 14 calendar days.

Your project manager is: Joseph Vazquez. If you have any questions regarding this matter, please contact your project manager at [joseph.vazquez@ct.gov](mailto:joseph.vazquez@ct.gov) or (860) 270-8016.

Sincerely,

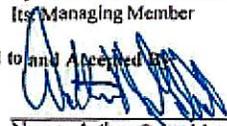
  
Seila Mosquera-Bruno  
Commissioner

cc: Lisa Quach, Development Manager

Agreed to and Accepted By:  
Vesta Percival LLC

By: Vesta Percival MM LLC  
Its Managing Member

Agreed to and Accepted By:

By:   
Name: Arthur Greenblatt  
Its: Agent

1/23/26  
Date

Below is an outline of DOH's offer of an assistance package which may include, but is not limited to the following components:

**1. FUNDING COMMITMENT:** Subject to the terms and conditions set forth herein, the State of Connecticut (the "State"), acting by and through the Department of Housing (the "Agency" or "DOH") or a successor state agency, expects to provide the financial assistance set forth in Section 4 below (the "Financial Assistance") for the 143 Percival (the "Project") to Vesta Percival LLC., existing pursuant to the laws of the State of Connecticut, or an affiliated entity approved by the Agency, at its sole discretion (the "Sponsor").

**2. PROJECT DESCRIPTION:** The Project is located on 143 Percival Avenue in the Town of Berlin (the "Property"). The Project includes the demolition of an existing building and the new construction of two (2) residential buildings comprising a total of Seventy (70) residential units. All residential units (the "Affordable Units") will be subject to the affordability restrictions as described in Section 8 below.

**3. SOURCES AND USES OF ALL FUNDS FOR THE PROGRAM:**

**SOURCES OF FUNDS**

Agency Financial Assistance – FLEX	\$ 8,750,000
4% LIHTC Net Proceeds	\$ 8,760,609
CHFA Tax Exempt Bonds	\$ 7,330,000
CHFA Opportunity Fund	\$ 1,000,000
Deferred Developer Fee	\$1,297,400
<b>TOTAL</b>	<b>\$27,138,009</b>

**USES OF FUNDS**

Architectural and Engineering	\$ 731,550
Construction Hard Costs	\$ 18,133,232
Construction Contingency	\$ 1,443,100
Finance and Interim Costs	\$1,623,383
Soft Costs	\$ 555,000
Capitalized Reserves	\$ 566,663
Developer Allowance	\$ 3,526,209
Site Acquisition	\$ 437,500
Syndication Costs	\$ 121,372
<b>TOTAL</b>	<b>\$27,138,009</b>

**4. FINANCIAL ASSISTANCE:**

(1)

**Sponsor:** Vesta Percival LLC or an affiliated entity approved by the Agency, at its sole discretion

**Statutory Authority:** Affordable Housing (aka "Flex") Program CGS § 8-37pp

**Amount:** \$ 8,750,000

**Type:** Loan

**Term:** 42 years from the loan effective date

**Interest Rate:** 1% interest per annum, simple interest; accrual of interest commences on the first anniversary of the date of the Note.

**Maturity Date:** The date that is 42 years from the loan effective date

**Payments:** All payments of principal and interest to be deferred until Maturity Date

**Balloon Payment:** All outstanding principal and interest, if any, will be due and payable on the Maturity Date.

<b>Construction Hard Costs</b>	<b>\$8,725,000</b>
<b>DOH Legal</b>	<b>\$25,000</b>
<hr/>	
<b>Total:</b>	<b>\$8,750,000</b>

**Use of the Financial Assistance:** The Financial Assistance may be used for any costs eligible under the applicable Statutory Authority and incurred in accordance with a budget to be mutually agreed upon by the Agency and the Sponsor (the "Sponsor Budget"), a preliminary copy of which is attached hereto as Attachment B. Any portion of the Financial Assistance allocated in the Program Budget for Agency Legal Fees that is not needed for such purpose will be available for other allowable costs.

**5. COLLATERAL:** To secure its obligations in connection with its receipt of the Financial Assistance for the Project as contemplated herein, the Sponsor shall grant to the State, acting by and through the Agency, (i) a lease-hold mortgage with no less than a second position on the Property (including all buildings and other improvements located thereon or to be constructed thereon); (ii) a conditional assignment of all rents, issues and profits derived from the Property; (iii) a security interest in all furnishings, building materials, fixtures, equipment and other personal property owned by the Sponsor located at and used in connection with the construction, use and operation of the Property; and (iv) a conditional assignment of and security interest in and to all construction contracts, operating contracts, licenses, permits and other public approvals necessary to construct, occupy and operate the Project for its intended use (collectively, the "Collateral"). All legal matters in connection with the Financial Assistance, including, for example, the Collateral, shall be acceptable to the Agency and its legal counsel.

**6. TIME AND PLACE OF CLOSING:** The closing shall take place at the offices of the Agency, 505 Hudson Street, Hartford CT 06106, or at such other place designated by the Agency's Commissioner (the "Commissioner"), on or before March 13th, 2026 unless such date shall be extended by the Commissioner at her discretion. The Commissioner shall not be obligated to schedule a closing or to close the transaction contemplated herein until she has received all documents required for the closing in form and substance satisfactory to her and the Agency's legal counsel, including any documents required to be executed prior to closing. In the event the closing does not occur by the aforementioned date, the Commissioner, in her sole discretion, may terminate this term sheet.

**7. ENVIRONMENTAL:** The Sponsor shall provide to the Agency true and complete copies of all environmental site assessments undertaken or obtained by the Sponsor with respect to each Property. The Agency may also require the submission of additional environmental reports. The results of all environmental site assessments shall be satisfactory to the Agency, in its sole discretion. All required remediation work, if any is necessary in connection with the Project, shall be properly completed and evidence of proper remediation, satisfactory to the Agency, shall be submitted to the Agency. If required by the Agency, the Sponsor shall provide proof that the Property is insurable against environmental hazards. At the request of the Agency, the Sponsor shall execute an environmental indemnity agreement in form and substance satisfactory to the Agency.

**8. AFFORDABILITY AND OTHER REQUIREMENTS:**

**a. Household Income Limits**

Throughout the Affordability Period (as defined below) the number, unit mix, and maximum household income thresholds for the Affordable Units shall be consistent with the chart below.

Affordable Units		
Unit Type	Income Limit by AMI Band	# of Units
1 Bedroom	50% AMI	11
2 Bedroom	50% AMI	4
1 Bedroom	60% AMI	41
2 Bedroom	60% AMI	14

**b. Rent Limits**

Rent Limits by AMI Band				
	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
50 % AMI	\$1187	\$1425	N/A	N/A
60 % AMI	\$1425	\$1710	N/A	N/A

Throughout the Affordability Period, the base rent limits for the Affordable Units shall

not exceed an amount that, together with the utility allowance for any utilities paid by the tenant of such Affordable Unit, is determined to be affordable for the area median income for the municipality in which the Project is located, adjusted for household size, as such area median income is determined by the Agency, with reference to data made available to the Agency by the U. S. Department of Housing and Urban Development ("AMI").

For reference purposes, the current maximum rent limits for the Affordable Units are set forth in the chart below. Please note, these limits are subject to modification if applicable AMI thresholds change.

When the Agency amends its rent limits, the Agency shall make such information available to the Sponsor. The Sponsor shall not adjust rents except in accordance with the rental limits established by the Agency. The Sponsor shall provide each tenant a minimum of thirty (30) days prior written notice before implementing a rent increase.

The Agency acknowledges that the base rent applicable to the Affordable Units may be established at a lower level to comply with other lenders' requirements.

**9. AFFORDABILITY PERIOD:** The Affordable Units shall be subject to the rent and household income requirements set forth in Section 8 for a period of not less than forty (40) years commencing on the Required Completion Date (as defined below) (the "Affordability Period"). The restrictions typically found in the Declaration of Land Use Restrictive Covenant will be required to be included within the Ground Lease between the parties to the ground lease.

**10. CONSTRUCTION START DATE:** The Sponsor shall take the necessary steps to ensure that project construction starts not later April 30th, 2026. If the Construction Start Date will be missed, the Sponsor shall notify the Agency and inform the Agency of its plans to address the delay.

**11. BUDGET COMPLETION DATE:** All of the Financial Assistance must be expended no later than, twenty-four (24) from the Loan effective date unless such date shall be extended by the Agency.

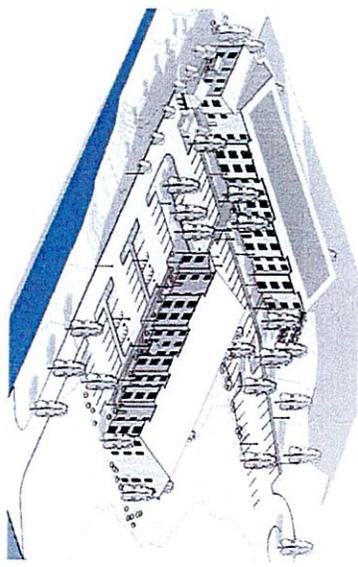
**12. EXPIRATION:** Your countersignature is required no later than FOURTEEN days from the date of this term sheet. If your countersignature is not received by the aforementioned date by the Agency, this term sheet will be considered null and void.

**13. PROCUREMENT:** The Sponsor shall comply and shall cause its general contractor and, if requested by the Agency, all major subcontractors engaged in the Project to comply with the Agency's Procurement Standards, as they may be modified or superseded from time to time, or as otherwise required by the Agency, including, but not limited to, using, at a minimum, a Request for Proposal process in selecting its general contractor and, if requested by the Agency, all major subcontractors. As used herein, "major subcontractors" means the subcontractors performing any of the major trades in connection with the completion of the Project in accordance with Agency policy. In

# Percival Avenue Senior Living

## SITE DEVELOPMENT PLANS - New Construction of 70 Senior Housing Units

Vesta Corporation, Inc.



**Prepared By**

**O'Brien & Gere Engineers, Inc.**  
 22 Bank Street, Seymour, CT 06482  
 P(203) 888-7800

**Hahn & Young Engineers**  
 1355 Sissonville Two Oaks, Norwalk, CT 06412  
 P(203) 442-2129

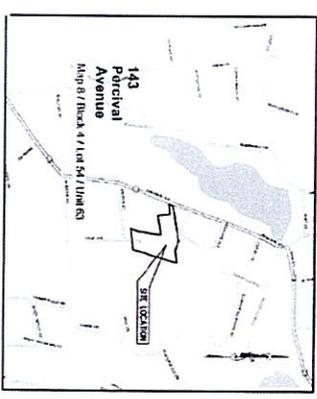
**Innovative Engineering Services LLC**  
 23 North Plains Road, Waterbury, CT 06702  
 P(203) 467-4370

**42 Engineers**  
 488 Broad Street, New London, CT 06320  
 P(860) 437-2259

02/26/25

Received  
 FEB 26 2025  
 Planning & Zoning Department  
 Berlin, Connecticut

Location Map



Drawing Index

- 01 Civil Site
- 02 Survey
- 03 Grading Plan
- 04 Excavation Plan
- 05 Foundation Plan
- 06 Structural Framing Plan
- 07 Mechanical Plan
- 08 Electrical Plan
- 09 Plumbing Plan
- 10 Fire Alarm
- 11 Other

**Certification**

For my knowledge and belief, I certify that the contents of this plan are in accordance with the requirements of the applicable laws and regulations of the State of Connecticut.

**MAFIS & YOUNG ENGINEERS, INC.**  
 1355 Sissonville Two Oaks  
 Norwalk, CT 06412  
 P(203) 442-2129  
 Fax: (203) 442-2143  
 Email: info@mafisandyoung.com

OMA Project # 24271



Agenda Item No. 8  
Request for Town Council Action

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

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

**DATE:** February 18, 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 ✓  
Previous Questions and Election Results ✓

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

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



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

November 2022 State Election

Berlin

November 08, 2022

Amendment 1

Questions on Ballot

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

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

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

## Constitution Question

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

Amendments to the Charter of the TOWN OF BERLIN, CONNECTICUT

Legal Notice: September 22, 2022

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

\*Wording added to the Charter appears underlined

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Section 6-6. Corporation Counsel.

Section 6-7. Department of Public Works.

Section 6-8. Director of Health.

Section 6-9. Fire Department.

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**CHAPTER 8 – APPOINTIVE BOARDS AND COMMISSIONS –  
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~~Section 8-17-1. Berlin VNA. Establishment. Provision of Public Nursing Services.~~

~~Section 8-17-2. Berlin VNA. Appointments and Vacancies.~~

Section 8-17-3. Berlin VNA. Duties.

Section 8-17-4. Berlin VNA. Officers and Meetings.

Section 8-17-5. Berlin VNA. Administrator.

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

Section 11-1-1. Transition Provision Regarding Berlin VNA Provision of Nursing Services.

Section 11-1-2. Berlin VNA. Retention of Services.

Section 11-1-3. Berlin VNA. Appointments and Vacancies.

Section 11-1-4. Berlin VNA. Duties.

Section 11-1-5. Berlin VNA. Officers and Meetings.

Section 11-1-6. Berlin VNA. Administrator.

## **CHAPTER 2 – ELECTIONS**

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

## **CHAPTER 3 – THE TOWN COUNCIL**

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

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

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

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

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

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

**CHAPTER 5 – MANAGER**

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

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

**CHAPTER 6 – APPOINTIVE OFFICERS AND DEPARTMENTS**

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

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

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

**CHAPTER 8 – APPOINTIVE BOARDS AND COMMISSIONS –  
GENERALLY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Kate Wall  
Berlin Town Clerk

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

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

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

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



# Town Of Berlin

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

*Office Of The Town Clerk*

November 21, 2016

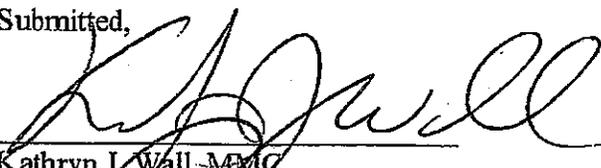
Secretary of the State  
Elections Division  
30 Trinity Street  
Hartford, CT 06106

Dear Secretary:

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

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

Submitted,



Kathryn J. Wall, MMC  
Town Clerk of Berlin

953

**CHARTER REVISION QUESTIONS  
EXPLANATORY TEXT**

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

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

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

**Explanatory Text – Pages 1 – 2**

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

**Explanatory Text – Page 2**

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

**Explanatory Text – Page 2**

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

**Explanatory Text – Page 2**

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

**Explanatory Text – Pages 2 – 8**

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2016 SEP 14 A 11: 59

*Kathryn J. Wall*

BERLIN, CT.

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

## EXPLANATORY TEXT FOR QUESTIONS

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

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

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

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

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

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

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

The questions on the ballot shall be as follows:

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

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

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

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

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

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

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

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

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

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

The Board will need to approve the funds for all project(s).

The Board will need to approve all project appropriation(s).

The Board will also receive all monthly reports.

The Board will need to approve any contract that exceeds the project budget and also approve any transfers of surplus from one project budget item to another.

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

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

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

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

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

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

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

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

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

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

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

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

**Chapter 2 – Elections**

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

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

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

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

**Section 2-10. Terms.**

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

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

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

**Section 2-13. Vacancies.**

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

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

**Chapter 3 – The Town Council**

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

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

**Section 3-9. Initiative.**

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

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

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

**Chapter 4 – Elective Officers and Boards**

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

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

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

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

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

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

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

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

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

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

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

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

**Chapter 5 – Manager**

**Section 5-1. Appointment.**

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

**Section 5-2. Qualifications.**

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

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

Eliminates the requirement for an annual town report.

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

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

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

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

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

**Section 5-6. Interim Manager**

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

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

Additional language to include the suspension of the Town Manager.

**Chapter 6 – Appointive Officers and Departments**

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

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

**Section 6-4. Treasurer.**

**Section 6-5. Assessor.**

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

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

**Section 6-4. Treasurer.**

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

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

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

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

Includes a Division of Purchasing and a Purchasing Agent.

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

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

Renamed section.

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

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

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

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

**Chapter 7 – Budgetary Process**

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

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

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

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

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

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

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

**Chapter 8 – Appointive Board and Commissions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

New section – same as the Planning and Zoning Commission.

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

Increase the terms to five (5) years.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Chapter 9 - Code of Ethics**

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

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

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

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

**Chapter 10 – Miscellaneous Provisions****Section 10-7. Dollar Limits.**

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

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

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

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

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

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

Registered Write-In  
Candidate's Name

Number of  
Write-in  
Votes Cast

Part III - Questions on Ballot

Question  
Number

Designation of Question (from ballot label)

Yes  
Votes

No  
Votes

1.

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

1879

1954

## LEGAL NOTICE

### PROPOSED AMENDMENTS TO BERLIN TOWN CHARTER

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

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

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#### TABLE OF CONTENTS

Section 8-15-1. ~~Purpose: Establishment of a Berlin Historic District.~~ Section is reserved for future use.

Section 8-15-2. ~~Establishment of Berlin Historic District Commission.~~ Section is reserved for future use.

Section 8-15-3. ~~Berlin Historic District Commission. Organization.~~ Section is reserved for future use.

Section 8-15-4. ~~Berlin Historic District Commission. Certificate of Appropriateness.~~ Section is reserved for future use.

Section 8-15-5. ~~Berlin Historic District Commission. Procedure on Receipt of Application for Certificate.~~ Section is reserved for future use.

Section 8-15-6. ~~Berlin Historic District Commission. Exempted Acts.~~ Section is reserved for future use.

Section 8-15-7. ~~Berlin Historic District Commission. Boundaries.~~ Section is reserved for future use.

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

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

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

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

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

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

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

(g) The Council

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

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

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

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

unless the Council approves the specific purchase or contract.

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

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

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

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

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

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

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

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

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

NEW LANGUAGE  amount as established by ordinance from time to time

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

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

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

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

DELETED LANGUAGE  ~~, with Council approval,~~

shall award said purchase or contract to the lowest responsible bidder

DELETED LANGUAGE  ~~thereon.~~

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

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

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

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

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

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

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

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

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

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

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

NEW LANGUAGE fifty thousand (\$50,000.00)

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

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

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

NEW LANGUAGE Section is reserved for future use.

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

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

NEW LANGUAGE Section is reserved for future use.

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

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

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

NEW LANGUAGE Section is reserved for future use.

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

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

NEW LANGUAGE Section is reserved for future use.

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

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

NEW LANGUAGE Section is reserved for future use.

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

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

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

NEW LANGUAGE Section is reserved for future use.

**Section 8-15-7.**

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

NEW LANGUAGE Section is reserved for future use.

**Section 8-15-8.**

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

NEW LANGUAGE Section is reserved for future use.

**Section 8-15-9.**

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

NEW LANGUAGE Section is reserved for future use.

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

~~DELETED LANGUAGE twelve (12)~~

NEW LANGUAGE nine (9)

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

Dated August 17, 2007

Kathryn J. Wall, CMC  
Town Clerk Berlin, CT

Approved by Town Council on August 7, 2007

Publication Date – August 21, 2007

**BERLIN**

**Votes Cast on Local Questions**

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

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

**Sign Here**

List of Votes Certified By

 *Barbara A. Caban*  
Signature of Head Moderator -- Presiding Officer

Status

Name Lisa Jolley
Application Date 2/14/2026
Expiration Date 2/14/2125
Status Received

Table with 3 columns: Board, Vacancies, Status. Row 1: Board of Ethics (Code of Ethics), 1, Pending

Basic Information

Name Lisa Jolley

Contact Information

Address 54 Redwood Lane, East Berlin, CT 06023
Yes, I am a resident Yes
Email ljolley558@gmail.com
Phone 860-770-3810

Occupation

Employer Retired
Job Title Retired

What is your political party affiliation?

Republican

Number of years in Berlin

34

Educational Background (optional)

A.S. legal secretary A.S. Electric Technology

Current and Past Civic/Community Involvement

Member Berlin RTC, Member Wellspring Church, Grassroots Coordinator - Convention of States

Tell us why you feel qualified for this appointment

Joining the RTC has shown me the importance of being involved in my town. I believe I have good judgement to make an informed decision in any situation put before the Board.

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 17 AM 8:37

Katzy Wall

BERLIN, CT.

# Board of Ethics

Mr. Gregory Tenney Prentiss, Jr

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

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2026 FEB 12 AM 9:07  
*Katrina Gleason*  
BERLIN, CT.

## 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 townsmen 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

Robert William Thureson Jr.

Town of Berlin | Generated 2/25/2026 @ 1:48 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Robert William Thureson Jr.  
Application Date 2/24/2026  
Expiration Date 2/24/2125  
Status Received

Board	Vacancies	Status
Commission for Persons with Disabilities	1	Pending

Basic Information

Name Robert William Thureson Jr.  
Resume File Download

Contact Information

Address 76 Gladding Pl  
Kensington, CT 06037  
Yes, I am a resident Yes  
Email bwtjrct@sbcglobal.net  
Phone 8607700167

Occupation

Employer Midstate Arc  
Job Title Program Mgr/Support  
Coordinator/Job Developer

What is your political party affiliation?

Democrat

Number of years in Berlin

30+

Current and Past Civic/Community Involvement

Former member of Commission for Person's with Disabilities

Tell us why you feel qualified for this appointment

I have worked in this field for over 30 years. Have worked as Direct Supprt Professional (DSP), Group Home Manager, Case Manager, Assistant Director Employment services, Director Residential Services, Quality Director and my current position.

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 25 AM 9: 24

*Kathryn Wallace*

BERLIN, CT

Status

Name Rachel Cattanach DeLuca
Application Date 2/23/2026
Expiration Date 2/23/2125
Status Received

Table with 3 columns: Board, Vacancies, Status. Row 1: Conservation Commission, 4, Pending

Basic Information

Name Rachel Cattanach DeLuca
Resume File Download

Contact Information

Address 74 York Road, Berlin, CT 06037
Yes, I am a resident Yes
Email cattanachr@gmail.com
Phone 8609449514

Occupation

Employer Anthem Blue Cross Blue Shield
Job Title Senior Medical Underwriting Consultant

What is your political party affiliation?

Democrat [checkmark]

Number of years in Berlin

9

Educational Background (optional)

Bachelor of Arts

Current and Past Civic/Community Involvement

BDTC, Grassroots Berlin (a community based mission-driven organization)

Tell us why you feel qualified for this appointment

As a Berlin resident of 9 years, I am incredibly passionate about the development of this town and overall wellbeing of the environment and natural resources. My objective is to do what I can to contribute to the success of conservation efforts...

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

Only conflict would be if meetings were moved to Monday or Thursday evenings

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

Yes

RECEIVED FOR RECORD
2026 FEB 24 AM 8:45
Kathryn DeLuca
BERLIN, CT

Ms Susan Sarpa

Town of Berlin | Generated 2/24/2026 @ 1:41 pm by OnBoardGOV - Powered by ClerkBase

**Status**

**Name** Ms Susan Sarpa

**Application Date** 2/23/2026

**Expiration Date** 2/23/2125

**Status** Received

Board	Vacancies	Status
Conservation Commission	4	Pending

**Basic Information**

**Name**  
Ms Susan Sarpa

**Resume File**  
 Download

**Contact Information**

**Address**  
754 Reservoir Road  
Berlin, CT 06037

**Yes, I am a resident**  
Yes

**Email**  
ssarpa@att.net

**Phone**  
4083917637

**Occupation**

**Employer**  
Stack Overflow

**Job Title**  
Sr. Director of Learning and Organizational Development

**What is your political party affiliation?**

Democrat

**Number of years in Berlin**

2 years, 2 months

**Educational Background (optional)**

Bachelors Degree, Organizational Behavior Masters Degree, Instructional Technology

**Current and Past Civic/Community Involvement**

I am currently a member of the BDTC and a member of Grassroots Berlin

**Tell us why you feel qualified for this appointment**

To the Members of the Berlin Town Council and the Conservation Commission, I am writing to formally express my enthusiastic interest in serving on the Berlin Conservation Commission. As a resident who deeply values the character and natural beauty of our town, I am eager to contribute my time, my professional skills, and my lifelong passion for environmental advocacy to ensure Berlin remains a green and sustainable community. A Lifetime of Environmental Commitment My dedication to the environment is rooted in action. While living in California, I was a regular participant in the annual Coastal Cleanup Day, where I saw firsthand the impact that collective community action can have on local ecosystems. Since moving to Connecticut, I have channeled that passion into supporting the World Wildlife Fund and The Nature Conservancy. I purposefully earmark my contributions to the State of Connecticut to ensure that my resources go directly toward protecting the forests, waterways, and wildlife in our own backyard. Stewardship of Berlin's Natural Assets I am a frequent visitor to Berlin's parks and open spaces, and I believe these areas are vital to our town's identity and the well-being of our residents. I view this role not just as an administrative position, but as a passionate steward of our natural resources. Whether it is the preservation of our ridgelines or the management of our wetlands, I am committed to protecting the delicate balance between community growth and ecological preservation. Leveraging Professional Expertise In addition to my environmental values, I bring strong project management and leadership skills to the table. I understand that conservation goals require clear timelines, organized communication, and the ability to work collaboratively across different town departments. I believe my ability to lead projects from conception to completion will allow me to be a highly effective member of the Commission from day one. I am ready to help Berlin maintain its "beautiful open space" legacy while looking forward to the environmental challenges of the future. Thank you for your time and for your dedication to our town. Sincerely, Susan Sarpa

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

No

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

Yes

RECEIVED FOR RECORD  
TOWN OF BERLIN  
2026 FEB 24 AM 8:43  
*Kathy G. Wood*  
BERLIN, CT.

John Wilcox

Town of Berlin | Generated 2/24/2026 @ 6:18 pm by OnBoardGOV - Powered by ClerkBase

Status

Name John Wilcox
Application Date 2/19/2026
Expiration Date 2/19/2125
Status Pending

Table with 3 columns: Board, Vacancies, Status. Row 1: Conservation Commission, 4, Pending

Basic Information

Name John Wilcox

Contact Information

Address 610 Lower Lane Berlin, CT 06037

Yes, I am a resident Yes

Email jnw610@gmail.com

Phone 860-202-3958

Occupation

Employer Hillside landscaping / HLC Organics

Job Title Partner, owner

What is your political party affiliation?

Republican

Number of years in Berlin

58

Educational Background (optional)

Graduated Berlin High School Attended Uconn Ratcliffe Hicks School of Agriculture AAS

Current and Past Civic/Community Involvement

Currant Member BRTC, House and Grounds for Berlin Congregational Church, past member Trustees for BCC.Past assistant coach Berlin Little League, and past assistant leader in Boy Scout Troop 24

Tell us why you feel qualified for this appointment

I feel that I may be qualified for this commission from my experiences from working at Sunny border nursery to the 35 years of growing my business Hillside landscaping. Being a Landscape Designer has given me an eye to see the potential in places. I would like to see Berlin retain as much openness and natural beauty we can. To be a part of the Stewardship of Berlin would be an honor and a pleasure. Respectfully John Wilcox

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

2026 FEB 24 PM 1:20

Kathy G. Wood

BERLIN, CT

Town Clerk of Berlin Ct.

Feb. 24 2026

I can not except the appointment to the Berlin Historic Commission. I was also appointed to The Economic Commission which also meets the same night which would create a conflict.

Regards

Peter Campanelli



RECEIVED FOR RECORD  
TOWN CLERK

2026 FEB 24 PM 1:17

*Katryn Hesse*  
BERLIN, CT.

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/82641646431?pwd=DHZM6egPU4u5fEABiG37QtqiZrDsiq.1>

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:**

Mayor Kaczynski called the Town Council meeting to order at 7:00 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:    Berlin High School Redcoats Football Team**

Mayor Kaczynski presented the following proclamation to the Berlin High School Football Team.

**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 2<sup>nd</sup> 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 17<sup>th</sup> day of February 2026.

State Representative Donna Veach presented the team with a General Assembly Official Citation from Representative Jack Fazzino, Senator Rick Lopes, and herself.

**E. AUDIENCE OF CITIZENS:**

*Cornel Boudria, 115 Skinner Road* – Mr. Boudria thanked the Town Council for taking on the appropriation for the McGee science lab on tonight's agenda. The upgrades to the lab are long overdue and much needed.

**F. MAYOR'S UPDATE:**

Mayor Kaczynski stated that a proclamation was presented to Berlin resident Ruth Hale who turned 100 on February 13<sup>th</sup>. Another Berlin resident, Willie Damato, will be turning 100 and a proclamation will be presented to him in March.

**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**

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: Appoint \_\_\_\_\_ to fill the unexpired term created by George Millerd's resignation from the Board of Finance. – Town Council**

Town Manager Curley stated that Board of Finance member George Millerd recently resigned from the Board.

Mayor Kaczynski stated that David Olinda was selected to fill the unexpired term. Mr. Olinda has a strong foundation in banking management, has been a Berlin resident for a number of years, and is committed to community engagement.

Councilor Paonessa moved to appoint David Olinda to fill the unexpired term created by George Millerd's resignation from 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)

Town Clerk Kate Wall swore in Mr. Olinda as a member of the Board of Finance.

- 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**

Economic Development Director Chris Edge stated that M C Barber LLC is looking to expand their current services for barber training by adding a 3,500 square foot addition to the 1427 Berlin Turnpike property. The Economic Development Commission recommends the Town Council approve this tax abatement.

Councilor Paonessa moved 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.

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: 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**

Economic Development Director Edge stated that Budney Overhaul & Aerospace has been growing steadily on New Park Drive and will now be adding a 4,000 square foot addition to connect two previous expansions. The Economic Development Commission recommends the Town Council approve this tax abatement.

Councilor Paonessa moved 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.

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)

- 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**

Town Manager Curley stated that funding was appropriated to the Board of Education earlier this year for the purchase of student transportation vehicles.

Board of Education Director of Finance and Operations Ashley Dorsey stated that Transportation Coordinator for the Board of Education, Kim Pethigal reviewed availability and pricing for vehicles that will best serve the needs of students with mobility and accessibility issues. Roberts Dodge has four vehicles available, and they are on State contract.

Councilor Paonessa moved 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.

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: 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**

Town Manager Curley introduced this item stating that the McGee Middle School science labs have been in need of updating for a number of years. The Town Council referred the project to the Public Building Commission (PBC), which worked with the Board of Education to develop a plan for the project. The Town went out to bid for architecture and engineering services, and Friar Architecture was the low bidder and was approved by the PBC.

Director of Finance and Operations for the Board of Education Ashley Dorsey stated that the bid was originally opened in February 2025 but due to uncertainties regarding funding it is not being awarded until now. Friar Architecture has agreed to hold their pricing until the end of March 2026.

Councilor Paonessa moved 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.

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)

Councilor Paonessa moved 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.

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: Discussion and Consideration of Fiscal Year 2027 Priority 1 Capital Requests for Departments 38 and 61. – Facilities**

Town Manager Curley stated that with fiscal year 2027 budget season approaching Department Heads were asked to present their Priority 1 (top tier) Capital Requests to the Town Council.

Facilities Director Doug Solek presented information on Department 38 (Town) items which include reroofing, gutters, doors and replacement windows at the Timberlin maintenance building with a \$200,000 allowance, exterior restoration and painting of the Art League Building with a \$150,000 allowance, and the purchase of a replacement Facilities van with a \$60,500 allowance.

Department 61 (Board of Education) items include lavatory upgrades at Griswold and Hubbard Elementary Schools with a \$350,000 allowance, districtwide masonry repointing with a \$50,000 allowance, and districtwide doors and hardware upgrades with a \$50,000 allowance.

NO ACTION NEEDED

**7. Topic re: Presentation on Request FY27 Capital Funds for the McGee Sidewalks. – Parks and Grounds**

Town Manager Curley introduced this item stating that the Town has actively been trying to secure funding for the repair of the sidewalks at McGee Middle School. As obtaining that funding has not been successful so far, the Parks and Grounds department has included it in their fiscal year 2026 capital funds request.

Superintendent of Parks and Grounds Steve Wood stated that the sidewalks at the school are in poor condition with many sections crumbling and falling apart. Granite curbing on the sidewalk in front of the school is separating from the sidewalks which is a safety concern, the sidewalk in the student drop-off area and teachers' parking lot is showing signs of cracking and fatigue.

The plan is to replace the sidewalks in phases as the parking lot is renovated. New sidewalks will be made of reinforced concrete with monolithic curbs. The estimated cost for the sidewalk improvements is \$249,796.

NO ACTION NEEDED

**8. Topic re: Presentation on Request FY27 Capital Funds for Irrigation Pump Sage Park. – Parks and Grounds**

Superintendent of Parks and Grounds Steve Wood explained that 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, water, and pond scum to accumulate on the pump house floor.

Parts needed for the repair are no longer available. A quote for a new irrigation pump was obtained from DAF of Windsor Locks for \$41,739.75 and an RFP is being put together to obtain prices from other vendors. Mr. Wood added that he would like to see the new pump installed in the fall.

NO ACTION NEEDED

**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**

Town Manager Curley introduced this item stating that a member of Berlin Youth Soccer approached him regarding availability of soccer fields in town. The Town Manager met with Steve Wood and Jen Ochoa to determine possible locations for additional soccer fields. The old Mooreland School property, which is currently operated by Prism LLC, was considered.

Berlin Youth Soccer (BYS), Prism Academy, and the Town met to discuss the feasibility of using this proposed location. BYS quickly negotiated an agreement with Prism Academy.

Superintendent of Parks and Grounds Steve Wood stated that this request is for the Town to assist with minor grounds maintenance such as field lining and occasional mowing, as well as assisting with the seasonal set up and breakdown of both new and existing goals and benches.

Mr. Wood added that the need for this additional soccer field is due to the growth of BYS as well as Berlin Youth Lacrosse, and as lacrosse is a spring sport it can bump BYS from Sage Auxiliary field.

Councilor Paonessa moved 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.

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: 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**

Town Manager Curley introduced this item stating that as the Police Department has switched to the State-operated radio system, responsibility for the microwave system has shifted to the Fire Department. Funding for the system was secured through the allocation of the BHS Construction funds earlier this year.

Councilor Paonessa moved 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.

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)

**11. Topic re: Review and Consideration for Inclusion of Priority One C.I.P. Items in the Proposed FY27 Budget – Municipal Garage**

Fleet Manager Jim Simons presented information on Priority One Capital Improvement items proposed for fiscal year 2027 which include a Highway Department backhoe at a cost of \$140,000 which would replace the current backhoe which has substantial maintenance issues, and a Facilities Department tradesman work van at a cost of \$60,500 which would replace the current van with high mileage, rust, and deterioration.

Also included in the request for the Parks Department is a pickup truck with plow at a cost of \$75,000 which would replace the current vehicle with significant rust and deterioration requiring a complete cab replacement, pickup bed, and frame support repairs; and a large mower at a cost of \$178,000 which would replace the current 36 year old mower which no longer meets the needs of the current work environment and employee safety standards.

NO ACTION NEEDED

**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**

Town Manager Curley introduced this item stating that this request is for a bid waiver for two pumps as the Orchard Road pump has currently failed and as there is a significant lead time for pumps the Town does not want to be without a backup pump. Therefore, the Town Manager supports this request for a bid waiver.

Water Control Manager Ray Jarema stated that one of the sewer pumps at the Orchard Road station failed and the replacement pump is beginning to fail. Currently eight out of the ten pump stations use pumps sold exclusively by Fleet Pump and Service. They are the primary provider for the Northeast and the lead time for the pumps is eight to ten weeks.

Berlin Water Control is requesting to purchase a new pump with variable frequency drives for the Orchard Road station at a cost of \$30,255 and replace a pump at the Toll Gate Road station at a cost of \$17,150 and provide for additional unexpected pump repairs as needed.

Councilor Paonessa moved 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.

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)

**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**

Town Manager Curley explained that the Town Council previously authorized a bid waiver for S.B. Church to redevelop Well 1B and purchase and install a new pump for Well 2A. After S.B. Church started the redevelopment of the wells they required three extra days in order to improve the yields, which resulted in an additional \$7,500 cost.

Councilor Paonessa moved 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.

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)

**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**

Director of Public Works Mike Ahern stated that the Commission for the Aging had made a request to the former Town Manager to evaluate improving the Senior Center parking area by providing ADA-compliant parking spaces closer to the entrance as well as adding additional parking spaces while maintaining the Housing Authority's 21 reserved spaces.

The Engineering Department conducted an initial review and as it appeared feasible to shift parking the Town retained Yantic River Consultants to prepare a conceptual parking plan and cost estimate. The plan was reviewed by the Housing Authority and shared with the Commission for the Aging.

Staff received budget estimates of approximately \$80,000 for a design firm to complete appropriate surveys, prepare design documents and cost estimates, obtain regulatory permits, prepare construction documents and bid package, and construction administration services and as-built survey.

Town Manager Curley added that the Housing Authority owns the property, but they have an agreement with the Town to maintain the parking lot.

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

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)

Councilor Paonessa moved to schedule a Town Meeting for Tuesday, March 3, 2026 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.

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)

**15. Topic re: Receive the blighted properties list from the Town Manager for consideration. – Town Manager**

Town Manager Curley stated that per Article 2 of the Ordinances of the Town of Berlin the blighted properties list is brought to the Town Council on a yearly basis for approval. Once approved, letters will be sent to property owners impacted by the list. The Town Council has 75 days to approve, disapprove, or modify the blighted properties list.

No properties were removed from last year's list; however, the Town did have success with the property at 983 Worthington Ridge with some work being performed. There is the possibility that the 77 Elton Road property may go to a tax sale.

Councilor Paonessa moved to receive the blighted properties list from the Town Manager for consideration

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)

**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**

The Town Council discussed the number of members to have on the Charter Revision Commission and agreed that they would like to keep any changes related to budget referendum questions and correcting any important typos within the Charter.

Corporation Counsel Donofrio stated that the first step for the Town Council is to establish the Commission and then the Council has 30 days to populate it and give them the Commission their charge. He added that the Commission can not have fewer than five members or more than 15.

Town Clerk Kate Wall will add this item to the March 3<sup>rd</sup> Town Council meeting for further discussion.

NO ACTION TAKEN

**J. APPOINTMENTS:**

- 1. Berlin-Peck Memorial Library Board – Vacancy** – Replacement term would be until January 31, 2029. Can be filled with R or U.

Councilor Paonessa placed in nomination the name of Danielle Wind (U) of 265 Percival Avenue 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 Danielle Wind (U) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2029.

- 2. Board of Ethics – Vacancy – Alternate** – Replacement term would be until January 31, 2029. Can be filled with R or U.

Councilor Paonessa placed in nomination the name of Lisa Jolley (R) for appointment to the Board of Ethics – Alternate.

Mayor Kaczynski asked if there were any further nominations.

Councilor Pruzin placed in nomination the name of Gregory Prentiss (U) for appointment to the Board of Ethics – Alternate.

Mr. Prentiss stated that at this time he has no interest in other boards and he would like to offer his time to the Board of Ethics. Councilor Paonessa stated that he is grateful that Mr. Prentiss is offering to volunteer his time to the Town. Councilor Veach stated that she would like to reach out to Lisa to see if she has any interest in other boards.

The Town Council will make this appointment at the next meeting.

Councilor Paonessa withdrew his nomination of Lisa Jolley and Councilor Pruzin withdrew his nomination of Gregory Prentiss for appointment to the Board of Ethics – Alternate.

- 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).

Councilor Paonessa placed in nomination the name of David Lerro (D) of 141 Four Rod Road for appointment as 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 David Lerro (D) to serve as Constable. Term ending December 2027.

10. **Historic District Commission – Vacancy – Alternate** – Amy Prescher has resigned. Replacement term would be until ~~March 31, 2027~~ *January 31, 2027*. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Leonard Welch (D) of 123 Westview Terrace for appointment to the Historic District 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 Leonard Welch (D) to serve on the Historic District Commission – Alternate. Term ending January 31, 2027.

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.

Councilor Paonessa placed in nomination the name of Anthony Letizio (R) of 512 Lower Lane for appointment to the Housing Authority 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 Anthony Letizio (R) to serve on the Housing Authority Commission. Term ending March 31, 2026.

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.

Councilor Paonessa placed in nomination the name of Lucas Van Zandt (R) of 52 Skyview Drive for appointment to the Parks and Recreation 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 Lucas Van Zandt (R) to serve on the Parks and Recreation Commission. Term ending January 31, 2029.

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.

Councilor Paonessa placed in nomination the name of George Millerd (R) of 1231 Orchard Road for appointment to the Planning and Zoning 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 George Millerd (R) to serve on the Planning and Zoning Commission – Alternate. Term ending January 31, 2031.

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:**

- Fleet Manager Jim Simons celebrates 45 years with the Town of Berlin today; however, he has submitted his letter of resignation effective September 2, 2026. Mr. Simons will continue with his duties within the Fire Department.
- The architectural plan review for Vesta's development of senior housing will be held at Thursday's Planning and Zoning meeting. Vesta has notified neighboring property owners about the upcoming demolition of the old Knights of Columbus building.
- The Town is currently negotiating an Exclusive Negotiating agreement with the YMCA regarding the Patterson Way property, as well as continuing to discuss the pass-through agreement allowing the YMCA to use the Town's grant funds to explore a Senior/Community Center. More information will be provided to the Town Council in March.
- The Town's Water and Sewer Study will be on the next Town Council agenda.
- The Joint Town Council/Board of Finance/Board of Education meeting will be held on Monday March 2<sup>nd</sup>. Following this meeting the Town Manager will present the Town budget to the Board of Finance at their 7:00 p.m. meeting in Council Chambers.
- New tile will be purchased and installed in the Senior Center bathroom.
- The Town Manager met with Algonquin Gas regarding the installation of fiber optic "smart pipe" on their gas line which shows real time pressure on the pipe and any leaks. The project could be disruptive to impacted residents, but Algonquin will be sending out letters to those affected. Tree work will begin in April and early May. During the month of June they will be working seven days a week to complete the project. 982 Four Rod Road will be the staging area.
- The applicant for the Project Manager position accepted the appointment today. They have recently been discharged from the military and are currently living in California.
- Town Clerk Kate Wall stated that Berlin 250 will not be able to go through with the play they were planning as Chris Cody has some health issues. The committee also did not receive any grant funding from the Marjorie Moore Foundation. Ms. Wall added that as the Town is no longer allowed to use the America 250 trademark, they have changed it to Berlin 250.

The Berlin 250 Committee is still looking for donations for the events they have planned. The Yankee Peddler Day plans are coming together however the committee is still looking for someone to head that up.

**L. SPECIAL COMMITTEE REPORTS:**

None

**M. COUNCILORS' COMMUNICATION:**

Councilor Rosso stated that Berlin's own Ryan Preece won his first Nascar cup race.

Councilor Pruzin stated that he will be attending the next two Town Council meetings via Zoom.

**N. ACCEPTANCE OF MINUTES:**

**February 3, 2026**

Councilor Paonessa moved to accept the Town Council Meeting minutes of February 3, 2026 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)

**O. ADJOURNMENT:**

Councilor Paonessa moved to adjourn the meeting at 9:34 p.m.

Seconded by Councilor Rosso.

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