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Join meeting

More ways to join:

Join from the meeting link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m642e228acc92bf101b38bba16c226566>

Join by meeting number

Meeting number (access code): 132 853 4423

Meeting password: Council (2686245 from phones and video systems)

Tap to join from a mobile device (attendees only)

+1-408-418-9388,1328534423#2686245# United States Toll

Some mobile devices may ask attendees to enter a numeric meeting password.

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**TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, January 5, 2021  
Town Council Chambers  
7:00 P.M.**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS
- E. MEETING AGENDA – Immediately Following the Audience of Citizens
- F. NEW BUSINESS:
  - 1. Topic re: Discussion on strategies to eliminate car thefts in Berlin. – Mayor/Police Commission/Chief of Police

2. Topic re: Accept the donation of \$125.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department
3. Topic re: Waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide services related to environmental consulting for 889 Farmington Avenue in 2021 including closing monitoring wells, installing new monitoring wells, groundwater testing and reports, oversight of the vapor mitigation project in the basement of 861 Farmington Avenue and general project consulting services, for a fee not to exceed \$49,600, as this is in the best interest of the Town. – Economic Development
4. Topic re: Approve a tax abatement for Newport 903-913 Farmington Ave LLC for their mixed-use project. The residential portion will be for 5 years of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The commercial portion will be for 10 years on the commercial of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy. – Economic Development
5. Topic re: Authorize the Town Manager to sign a \$2,774,254.05 grant agreement with the State Department of Energy and Environmental Protection for improvements to Boscaglio Field and various improvement at Sage Park, pending review by Corporation Counsel and appropriate a \$2,774,254.05 State Department of Energy and Environmental Protection grant for improvements to Boscaglio Field and various improvements at Sage Park to the DEEP Athletic Facilities Improvements Grant account, pending approval by the Board of Finance. – Recreation/Grounds

G. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board – Vacancy** - Kathleen Murray (R) resigned on 11/1/2020. Replacement term would be until January 31, 2022. Can be filled with a D, R or U.
2. **Berlin-Peck Memorial Library Board** – Lilian C. Ulan (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
3. **Berlin-Peck Memorial Library Board** – Chris Fasciano (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
4. **Berlin-Peck Memorial Library Board** – Donna Moore (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
5. **Berlin Cemetery Committee** – Charles H. Colaresi (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2027. Can be filled with a D, R or U.

6. **Berlin Cemetery Committee** – Edward W. Hornkohl, Jr. (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2027. Can be filled with a D, R or U.
7. **Berlin Cemetery Committee – Alternate** – Barbara Cesanek (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2027. Can be filled with a D, R or U.
8. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with an R or U.
9. **Central Regional Tourism District Inc.** – Kate Wall’s term expires on December 31, 2020. Reappointment or replacement term would be until December 31, 2023.
10. **Commission for Persons with Disabilities** – Robert Dombrowski (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
11. **Commission for Persons with Disabilities** – Marlo Matassa (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with a D or U if the above appointment is filled with an R.
12. **Conservation Commission – Alternate** - Mary Kathryn LaRose (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
13. **Conservation Commission – Alternate** – Karen Pagliaro (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with a D or U if the above appointment is filled with an R.
14. **Economic Development** -Peter Campanelli (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
15. **Economic Development** – Christopher Coppola III (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
16. **Golf Commission** – Peter J. DeFazio (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
17. **Golf Commission** -James J. Bugella, Jr. (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.

18. **Golf Commission** – Jeffrey Arute (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with a D or U if both appointments above are filled with an R.
19. **Historic District Commission** - Amy Prescher (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
20. **Historic District Commission – Alternate** – Richard Bennett (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with an R or U.
21. **Historian** – Kathleen Murray (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
22. **Inland Wetlands & Water Courses Commission** – Michael Cassetta (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
23. **Inland Wetlands & Water Courses Commission** – Peter Nieman (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be only filled with a D or U if above appointment is an R.
24. **Inland Wetlands & Water Courses Commission** – John F. Zarotney (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with a D or U if either of the above appointments is filled with an R.
25. **Inland Wetlands & Water Courses Commission – Alternate** – Vacancy – New term would be until January 31, 2023. Can be filled with a D, R or U.
26. **Parks and Recreation Commission** – Donna Bovee (U) terms expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
27. **Parks and Recreation Commission** – Joseph S. Hinchliffe (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
28. **Parks and Recreation Commission** – Andrew Legnani (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can only be filled with an R or U if both of the above appointments are filled with a D.
29. **Plainville Area Cable Television Advisory Council (PACTAC)** – Vacancy – New term would expire on June 30, 2021. Can be filled with a D, R or U.

- 30. Plainville Area Cable Television Advisory Council (PACTAC) – Vacancy** – New term would expire on June 30, 2021. Can be filled with depends on the above appointment. There are only two members from Berlin for this board.
- 31. Planning & Zoning Commission** – Curtis S. Holtman (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
- 32. Planning & Zoning Commission** – Joan Veley (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
- 33. Planning & Zoning Commission – Alternate** – Peter Zarabozo (U) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
- 34. Public Building Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.
- 35. Veterans' Commission** – Joseph P. Casso (U) resigned November 30, 2020. Replacement term would be until January 31, 2022. Can be filled with a D, R or U.
- 36. Veterans' Commission** – Richard A. Rampone (R) resigned December 5, 2020. Replacement term would be until January 31, 2022. Can be filled with a D, R or U.
- 37. Veterans' Commission** – Charles H. Colaresi (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with depends on above appointments.
- 38. Veterans' Commission** – Thomas Uznanski (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with depends on the above app
- 39. Veterans' Commission** – Robert W. Smith (R) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with depends on the above appointments.
- 40. VNA – Vacancy** - Replacement term would be until January 31, 2022. Can be filled with a D, R or U.
- 41. VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
- 42. VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

43. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
44. **VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
45. **VNA – Brenda Chyra (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
46. **VNA – Frances Geschimsky (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
47. **VNA – Laurie Wilhelm (U)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
48. **VNA – Leanne Carlson (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
49. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2023. Can only be filled with a D, R or U.
50. **Water Control Commission – Alternate – Bill Philippon (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with a D or U if above appointment is filled with an R.
51. **Youth Services Advisory Board – Vacancy - Service Consumer** – New term would be until January 31, 2023.
52. **Youth Services Advisory Board – Service Consumer-** Donald Geschimsky term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024.
53. **Zoning Board of Appeals – Sandra Coppola (R)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
54. **Zoning Board of Appeals – Alternate – Ryan Zelek (D)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
55. **Zoning Board of Appeals – Alternate – Hunter Mathena (U)** term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2026. Can only be filled with a D or U if above appointment is filled with an R.

H. TOWN MANAGER’S REPORT:

I. SPECIAL COMMITTEE REPORTS:

J. COUNCILORS' COMMUNICATION:

K. ACCEPTANCE OF MINUTES:

December 15, 2020

L. ADJOURNMENT

Agenda Item No. 1  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** December 30, 2020  
**SUBJECT:** Recent spike in car thefts in Berlin and the neighboring towns

**Summary of Agenda Item:**

Berlin and the neighboring towns have recently experienced an increase in car thefts. The Mayor has invited the Berlin Police Commission and the Chief of Police to the Council meeting to discuss various strategies that could be explored to eliminate car thefts in Town.

**Action Needed:**

No action needed.

**Attachments:**

None.

**Prepared by:** Arosha Jayawickrema, Town Manager

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

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: December 21, 2020**

**SUBJECT: Donation for supplies.**

**Summary of Agenda Item:**

The Police Department has received \$125.00 in donations for supplies.

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

**Action Needed:**

Move to accept the donation of \$125.00 and appropriate the funds to the Supplies Expenditure Account.

**Attachments:**

None

**Prepared By:**   
Deputy Chief Chris Ciuci

Agenda Item No. 3  
Request for Town Council Action

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

**FROM:** Aroscha Jayawickrema, Town Manager

**DATE:** December 28, 2020

**SUBJECT:** Authorization for the Town Manager to enter into a Contract Amendment with Loureiro Engineering for 2021 Services Related to 889 Farmington Avenue

**Summary of Agenda Item:**

The Town's environmental consultant for the 889 Farmington Avenue Project is Loureiro Engineering. Loureiro has submitted a proposal for services in 2021 including closing monitoring wells, installing new monitoring wells, groundwater testing and reports, oversight of the vapor mitigation project in the basement of 861 Farmington Avenue as well as general project consulting services. Chubb Insurance has agreed to pay \$12,500 of these costs for services related to off-site testing and reports, the inspection of vapor mitigation work at 861 Farmington Avenue and \$2,500 in general consulting services. Staff proposes that the Town Manager be authorized to enter into an amendment to its contract with Loureiro Engineering to provide services including closing monitoring wells, installing new monitoring wells, groundwater testing and reports, oversight of the vapor mitigation project in the basement of 861 Farmington Avenue and general project consulting services for a fee not to exceed \$49,600, \$37,100 of which will be paid from the Demolition & Environmental Remediation account number 540.10.1017.0.53957.00000 and \$12,500 which will be paid from the Contractual Services account number 450.10.1017.0.53814.00000.

**Actions**

Move to waive the bidding process and authorize the Town Manager to enter into a contract with Loureiro Engineering to provide services related to environmental consulting for 889 Farmington Avenue in 2021 including closing monitoring wells, installing new monitoring wells, groundwater testing and reports, oversight of the vapor mitigation project in the basement of 861 Farmington Avenue and general project consulting services, for a fee not to exceed \$49,600, as this is in the best interest of the Town.

**Attachments:**

1. Sufficiency of funds.
2. Loureiro proposal.

**Prepared By:**

Chris Edge, Economic Development Director   
Jim Mahoney, Economic Development Coordinator



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 23-Dec-20

Purchase Item or Contract: Contract amend. 889 Farmington Ave.		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Contract amendment for services related to 889 Farmington Ave.	\$37,100.00	\$37,100.00
			-
			-
			-
			-
TOTAL			\$37,100.00


Account No. 540.10.1017.0.53957.00000 Demolition & Envir. Remed.

Budgeted Amount.....	\$229,826.02	Available balance.....	\$141,533.43
Encumbrances to Date.....	\$58,704.89	Amount Needed for This Package.....	\$37,100.00
Expenditures to Date.....	\$29,587.70	Available Balance After Purchase.....	\$104,433.43

Is a budget change needed? ☐ Yes ☒ No

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

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

  
Finance Director or Assist.Finance Director

☐ 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



November 11, 2020

**Town of Berlin**  
Town Manager's Office, Room 1  
240 Kensington Road  
Berlin, Connecticut 06037

Attn: Mr. Jim Mahoney

**RE: Proposal for 2021 Groundwater Monitoring and General Consulting Services**  
Former Pioneer Precision Products - 889 Farmington Avenue

Dear Mr. Mahoney:

Loureiro Engineering Associates, Inc. ("Loureiro") is pleased to submit this proposal to the Town of Berlin for 2021 groundwater monitoring, reporting, and general consulting tasks associated with the Former Pioneer Precision Products facility at 889 Farmington Avenue, Berlin, Connecticut (herein after referred to as the "the Site").

#### **1.0 Scope of Services**

Our proposed scope of services reflects anticipated construction of the engineered control at the Site during the third or fourth quarter of 2021 and includes the following:

- Preparation and submittal of an engineered control groundwater monitoring plan for DEEP approval;
- Installation of up to six replacement monitoring wells at 889 Farmington Avenue for post-remediation groundwater monitoring;
- Completion of two semi-annual groundwater monitoring events;
- Preparation and submittal of technical memoranda summarizing the groundwater monitoring events, findings, and conclusions;
- Disposal of investigation derived wastes;
- Inspections and reporting associated with vapor mitigation controls at 861 Farmington Avenue; and
- General technical support, including preparation of correspondence, participation on conference calls, data transmittals, or responding to requests for documents.

#### **1.1 Preparation of Engineering Control Monitoring Plan**

In accordance with Section 22a-133k-2(f)(2)(B)(ii) of the Regulations of Connecticut State Agencies (RCSA), an inspection, maintenance, and monitoring program will be implemented for the Site to verify the long term effectiveness of the engineered control. An inspection and monitoring plan will be prepared by Loureiro for DEEP approval and will include semi-annual sampling of approximately six monitoring wells located on the Site and three downgradient wells located on the abutting properties at 861 and 873 Farmington Avenue. The proposed monitoring



well network and frequency of future sampling events after 2021 will be subject to DEEP approval.

## **1.2 Installation, Development and Survey of Replacement Monitoring Wells**

A majority of the monitoring wells on the 889 Avenue Site are currently missing, damaged, or anticipated to be destroyed during construction activities. Installation of up to six replacement monitoring wells will be completed after the Site grading and construction of underground utilities, and prior to placement of the impermeable liner system for the engineered control. The proposed replacement monitoring well locations are shown on the attached Drawing entitled *Engineered Control Groundwater Monitoring Plan*. Where possible, existing monitoring wells located within the approximate areas shown on the attached drawing will be utilized to reduce well replacement costs.

Each new monitoring well will be installed using a Geoprobe® drive-point sampling rig and constructed using 10 feet of 1.5-inch internal diameter, polyvinyl chloride (PVC), pre-packed well screen, and appropriate length of PVC riser. A 4-inch diameter steel protective road box will be installed at the ground surface. The top of casing and surface elevation for each new monitoring well will be established by a Loureiro licensed land surveyor relative to mean sea level datum.

Monitoring wells will be developed upon completion to remove fine-grained sediments from the well screen and gravel pack. Development will be performed using surge and pump techniques. Groundwater removed during the well development process will be containerized and stored onsite in 55-gallon drums.

## **1.3 Monitoring Well Abandonment**

At the request of the Town of Berlin, Loureiro will abandon the two groundwater monitoring wells at 883 Farmington Avenue (PZ-10S and PZ-10D) that were used to investigate offsite groundwater impacts. In addition, Loureiro will complete the abandonment of wells on the 889 Farmington Avenue Site that have become damaged or will not be used for long term monitoring of groundwater quality under the engineered control monitoring plan. Each well will be abandoned in accordance with the Loureiro SOP entitled *Standard Operating Procedure for Monitoring Well and Piezometer Abandonment* and State of Connecticut Well Drilling Board Regulations (Section 25-128-56 and 25-128-57). The process of monitoring well abandonment includes chlorination, sealing, removal of the casing to 4 feet below ground surface, and completed with material consistent with the surrounding aquifer material. The proposed scope of services includes costs two days for monitoring well abandonment.

Please note that costs for abandonment of offsite monitoring wells installed within the Department of Transportation right-of-way along Farmington Avenue were included in proposals previously authorized by the Town of Berlin and/or the Chubb Insurance company. It is anticipated that the Farmington Avenue wells will all remain in place until after construction of the engineered control and DEEP approval of a long term monitoring plan.



#### **1.4 Monitoring Well Gauging and Sampling**

In accordance with Section 22a-133k-3(g)(2) of the Regulations of Connecticut State Agencies (RCSA), four groundwater monitoring events reflective of seasonal variability are required within two years after final soil remediation activities to demonstrate compliance applicable groundwater criteria of the RSRs. Long term monitoring pursuant to Section 22a-133k-2(f)(2)(B)(ii) of the RCSA will be required to verify the continued effectiveness of the engineered control in future years. Groundwater sampling will be performed using modified low-flow sampling techniques. The proposed scope of groundwater monitoring activities for 2021 is described in the subsections below.

##### **1.4.1 Onsite Monitoring Wells**

For budgetary purposes, it is assumed that one semi-annual groundwater event will be completed in 2021 following installation of the engineered control impermeable liner. Groundwater samples will be collected from the six replacement monitoring wells (or commensurate number of existing wells) and analyzed for the constituents of concern for the engineered control area. The list of analytical parameters will include volatile organic compounds (VOCs), Connecticut Extractable total petroleum hydrocarbons (ETPH), polynuclear aromatic hydrocarbons (PAHs), and RCRA 8 metals plus copper, nickel and zinc. It is anticipated that the first engineered control groundwater monitoring event will be completed in late 2021.

##### **1.4.2 Offsite Monitoring Wells**

Two semi-annual groundwater sampling events will be completed for three offsite monitoring wells (MW-13, MW-14 and MW-16) to justify a "no remedial action" approach for the VOC plume. Data obtained during recent monitoring events has shown overall improvements in downgradient groundwater quality. Assuming this trend continues, it is expected that DEEP will agree to a final plan that includes attenuation monitoring and recording of a "no-build" ELUR for the downgradient properties at 861 and 873 Farmington Avenue. The first sampling event will be completed in the spring of 2021 and the second event will be completed in late 2021, concurrently with sampling of monitoring wells on the 889 Farmington Avenue Site.

Long term monitoring of the three downgradient monitoring wells is anticipated under the engineered groundwater monitoring plan to ensure that the VOC plume continues to exhibit signs of overall stability and is decreasing in extent. Loureiro will propose that the list of analytical parameters for offsite monitoring wells be limited to VOCs; however, DEEP may request that analyses include an expanded list of analytical parameters for a period of time (e.g. the first two years of semi-annual monitoring conducted after installation of the engineered control liner). For purposes of this proposal, it has been assumed that semi-annual samples collected from the three offsite monitoring wells in 2021 will be analyzed for VOC only.



#### **1.4.2.1 Optional PFAS Analyses**

Semi-annual samples from the offsite wells for the Connecticut list of five Per- and Polyfluoroalkyl Substances (PFAS) is proposed as an optional task in response to comments received from the Department of Economic and Community Development (DECD). PFAS is an emerging contaminant and has been linked to a variety of products and applications, such as metal coating and finishing. Based on the historical operations known to have been conducted at the Site (primary metal products assembly), there appears to be low potential for prior PFAS use. However, the only way to determine the presence or absence of PFAS would be through laboratory analysis of samples. When released to the environment, PFAS is readily mobile in soil and groundwater, more so than the primary contaminant of concern detected in groundwater at the Site (e.g. chlorinated VOCs). If present, it is expected that PFAS would be observed in the downgradient monitoring wells MW-13, MW-14 and MW-16 where chlorinated VOCs have also been detected.

#### **1.5 Groundwater Monitoring Memoranda**

Loureiro will provide technical memoranda summarizing results of the semi-annual groundwater monitoring event. Each memorandum will include copies of sampling logs, laboratory reports, and data summary tables referencing applicable RSRs criteria.

#### **1.6 Management of Investigation Derived Wastes**

Soil cuttings and purge water from prior offsite investigation activities will be transferred to existing storage drums on the Site. The drums have been used for containerization of wastes from prior investigation and monitoring activities and are stored within protective over packs. It is expected that the soil cuttings will be reused onsite beneath the engineered control. Water from well development and sampling activities will be disposed of offsite. A time and materials allowance for disposal of two drums of liquid wastes in 2021 has been included in our proposed cost estimates.

#### **1.7 861 Farmington Vapor Mitigation Inspections and Technical Memorandum**

It is our understanding that the owner of 861 Farmington Avenue plans to proceed with substantial renovations to the building that will include elimination of the basement due to frequent flooding. A vapor barrier with passive venting will be installed by the owner during filling of the basement. Loureiro will conduct periodic inspections during the renovation process to document the vapor control measures. A technical memorandum and photographic log will be prepared by Loureiro at completion of the project for future reporting under the Brownfield Revitalization and Remediation Program for the 889 Farmington Avenue Site. A time and materials allowance has been included in our cost estimates to cover the costs of the inspections and reporting.



## 1.8 General Consulting Services

We anticipate that additional services will be required during the course of the project by way of interim status updates, conference calls, electronic correspondence, supplemental information requests, and data transmittals. A time and materials allowance has been included our cost estimates to cover the costs of these services.

## 2.0 Fees

We propose to provide the services described herein for a total fee not exceed \$47,500 without prior written authorization from the Town of Berlin. Analysis of semi-annual samples from offsite monitoring wells MW-13, MW-14, and MW-16 has been included as an optional task at an additional cost of \$2,100. A breakdown of our proposed fees is presented in the table below.

Task No.	Description	Cost
1.1	Engineered Control Groundwater Monitoring Plan (lump sum)	\$2,500
1.2	Installation and Development of Engineered Control Groundwater Monitoring Wells 6 at \$2,750 per well	\$16,500
1.3	Monitoring Well Abandonment (Site and 883 Farmington Avenue) – 2 days at \$3,500 per day inclusive of labor, supplies, and equipment at @ \$3,500 per day	\$7,000
1.4.1	Groundwater Sampling of Six Onsite Monitoring Wells – 1 @ \$3,800	\$3,800
1.4.2	Groundwater Sampling of Offsite Monitoring Wells (MW-13, MW-14, MW-16) 2 at \$1,500 per sampling event	\$3,000
1.5	Groundwater Monitoring Technical Memorandum – 2 at \$2,500 each	\$5,000
1.6	IDW Transportation and Disposal – 2 drums of groundwater at \$350 per drum (T&M Allowance)	\$700
1.7	861 Farmington Vapor Mitigation Inspections and Technical Memorandum (T&M Allowance)	\$4,000
1.8	General Consulting Services (T&M Allowance)	\$5,000
	Total Estimate	\$47,500
	Optional Costs	
1.4.2	Optional PFAS Analysis of Semi-Annual Samples from Three Offsite Monitoring Wells – 6 at \$350 per sample	\$2,100
	Total Estimate With Optional PFAS Analyses	\$49,600

Should you have any questions concerning this proposal, please feel free to contact me at (860) 410-2904.

Sincerely,

LOUREIRO ENGINEERING ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Kevin J. Bitjeman".

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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** December 22, 2020  
**SUBJECT:** Tax Abatement for Newport 903-913 Farmington Ave LLC  
(Steele Center @ Farmington Ave)

**Summary of Agenda Item:**

Newport 903-913 Farmington Ave LLC was approved for the construction of a mixed-use project at 889, 903 and 913 Farmington Avenue in late 2019 which will include 76 market rate apartments and 19,000 square feet of commercial and medical office space. They have requested a tax abatement on both the residential and commercial portions of the project. Based upon our Tax Abatement policy, with a planned investment of over \$17,000,000, Newport 903-913 Farmington Ave LLC is requesting a tax abatement of 10 years on the commercial of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10. For the residential, they have requested a 5-year tax abatement of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5.

The Economic Development Commission recommends that the Town Council approve the tax abatement for Newport 903-913 Farmington Ave LLC.

**Actions Needed:**

Move to approve a tax abatement for Newport 903-913 Farmington Ave LLC for their mixed-use project. The residential portion will be for 5 years of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The commercial portion will be for 10 years on the commercial of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy.

**Attachments:**

- 1) Tax Abatement Application
- 2) Estimated taxes and abated taxes on the residential portion of the project
- 3) Estimated taxes and abated taxes on the commercial portion of the project
- 4) A copy of the letter to abutters

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

C E

November 23, 2020

Mr. Chris Edge, Director Economic Development  
Town of Berlin  
240 Kensington Road  
Berlin, CT 06237

**RE: Revised and Amended - Tax Abatement Application - Steele Center @ Farmington Ave., Berlin, CT - Transit Oriented Development.**

Dear Chris:

We are pleased that the Steele Center boulevard is completed, and we remain excited to commence vertical construction of Building B within the next thirty days. Building B shall be the first new building as part of the Steele Center @ Farmington Avenue Transit Oriented Development (TOD). However, we continue our renovation of the existing building and site located at 861 Farmington Avenue. As we have stated many times, Mark and I remain proud and anxious to proceed and diligently work toward the phasing and eventual completion of this development.

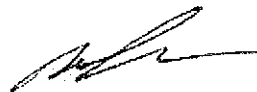
As we prepare to launch construction of the mixed-use building located at 903 Farmington Avenue, and continued renovation of 861 Farmington Avenue, Newport is interested in pursuing a tax abatement for the Steele Center at Farmington Avenue development. If granted, this abatement will help us off-set a portion of the increase in construction related building products we are experiencing and cushion the time horizon necessary to stabilize occupancy of the multi-family and commercial spaces.

As you will find on the Tax Abatement Application and Addendum, we thought it would be helpful to provide you a brief recap of each building component of the Steele Center development. This Addendum describes key information necessary for you and your team's evaluation and consideration.

Please do not hesitate to contact us should you have questions or need any additional information from us.



Tony Valenti  
Newport Report Group, LLC



Mark Lovley  
Newport Realty Group, LLC

# Town of Berlin

Department of Economic Development

## Tax Abatement Application

Name of Operating Company: Newport Realty Group, LLC

Name of Parent Company (If applicable): N/A

Name of Entity that will own the real estate: \_\_\_\_\_

Mailing Address: 710 Main Street, Suite 11, Plainville, CT 06069

Project Address (If applicable): See Addendum

Company Number: 85-1600458

Phone Number: (860) 276-8068 Email: TownofBerlinDevelopment.com

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

Five buildings included in the Steele Center Farmington Avenue  
Transit Oriented Development

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

See Addendum

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

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

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# Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: See Addendum

Estimated Value of Additional Personal Property: N/A

Number of Jobs to be Retained in Berlin: N/A

Number of Jobs to be Created: Approximately 50 Construction related jobs

Additional Details (If needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

Anthony M. Valenti  
Signature of Company Representative

**Steele Center @ Farmington Avenue**  
**Tax Abatement Application - Addendum**  
**Submission Date: November 23, 2020**

<u>Location</u>	<u>Building Description</u>	<u>Square Feet</u>	<u>Cost Per Square Foot</u>	<u>Estimated Costs / Value</u>
<b>Building A - New Construction</b> #10 Steele Boulevard	Office / Medical Office	13,300	\$160.00	\$ 2,128,000
<b>Building B - New Construction</b> #9 Steele Boulevard	Mixed-Use - Commercial and Multi-Family	22,000	\$216.00	\$ 4,750,000
<b>Building C - New Construction</b> #29 Steele Boulevard	Retail	1,600	\$200.00	\$ 320,000
<b>Building D/E - New Construction</b> # 35 Steele Boulevard	Multi-Family	60,000	\$165.00	\$ 9,900,000
<b>861 Farmington Avenue - Renovation</b>	Mixed-Use - Commercial and Multi-Family	2,500	\$100.00	\$ 250,000
<b>Total:</b>		<b>99,400</b>		<b>\$ 17,348,000</b>

**PRO FORMA - 5 YEAR TAX ABATEMENT FOR APARTMENTS ONLY**

Year	Annual Year	Estimated Assessment Increase <sup>1</sup>	Net Rate	Tax Abatement	Abatement Percentage	Real Estate Taxes	Added Vehicle <sup>2</sup>	Real Estate Taxes (Post-Abatement)	Net Taxes
1	2022	\$0.00	33.93	\$118,509	30.00%	\$ 27,315	\$7,191	\$54,657	\$ 14,616
2	2023	\$0.00	34.18	\$192,630	30.00%	273,165	\$7,364	\$82,536	\$ 160,320
3	2024	\$0.00	34.44	\$166,349	60.00%	277,249	\$80,330	\$110,800	\$ 194,230
4	2025	\$0.00	34.70	\$139,664	50.00%	279,328	\$79,334	\$139,664	\$ 216,198
5	2026	\$0.00	34.96	\$112,569	40.00%	281,423	\$80,335	\$168,534	\$ 240,198
6	2027	\$0.00	35.22			283,534	\$81,127	\$205,534	\$ 264,680
7	2028	\$0.00	35.49			285,660	\$81,946	\$255,660	\$ 367,606
8	2029	\$0.00	35.75			287,803	\$82,765	\$287,803	\$ 370,567
9	2030	\$0.00	36.02			289,961	\$83,584	\$289,961	\$ 373,543
10	2031	\$0.00	36.29			292,136	\$84,425	\$292,136	\$ 376,561
11	2032	\$0.00	36.56			294,327	\$85,267	\$294,327	\$ 379,594
12	2033	\$0.00	36.84			296,535	\$86,109	\$296,535	\$ 382,643
13	2034	\$0.00	37.11			298,759	\$86,973	\$298,759	\$ 385,702
14	2035	\$0.00	37.39			300,999	\$87,861	\$300,999	\$ 388,860
15	2036	\$0.00	37.67			303,257	\$88,725	\$303,257	\$ 391,982
16	2037	\$0.00	37.95			305,531	\$89,612	\$305,531	\$ 395,143
17	2038	\$0.00	38.24			307,823	\$90,522	\$307,823	\$ 398,343
18	2039	\$0.00	38.53			310,131	\$91,410	\$310,131	\$ 401,541
19	2040	\$0.00	38.81			312,457	\$92,342	\$312,457	\$ 404,800
20	2041	\$0.00	39.11			314,801	\$93,252	\$314,801	\$ 408,053
		<b>Total</b>		<b>\$ 929,721</b>		<b>\$ 5,879,036</b>	<b>\$ 1,701,272</b>	<b>\$ 5,040,315</b>	<b>\$ 6,741,587</b>

PRO FORMA - 10 YEAR TAX ABATEMENT - COMMERCIAL ONLY

Year	Actual Year	Estimated Assessment Increase *	Mill Rate	Tax Abatement	Abatement Percentage	Real Estate Taxes	Personal Property Taxes	Real Estate Taxes (Post-Abatement)	Net Taxes
1	2022	3,990,000	33.93	\$94,766	70.0%	\$ 133,351	\$ 20,307	\$ 40,614	\$ 60,821
2	2023	3,990,000	34.18	\$95,477	70.0%	\$ 136,396	\$ 20,310	\$ 40,619	\$ 61,429
3	2024	3,990,000	34.44	\$96,193	70.0%	\$ 137,419	\$ 20,313	\$ 41,228	\$ 61,841
4	2025	3,990,000	34.70	\$96,079	60.0%	\$ 138,450	\$ 20,927	\$ 53,390	\$ 76,302
5	2026	3,990,000	34.96	\$93,693	60.0%	\$ 139,468	\$ 21,132	\$ 53,795	\$ 76,827
6	2027	3,990,000	35.22	\$94,321	60.0%	\$ 140,534	\$ 21,343	\$ 56,214	\$ 77,557
7	2028	3,990,000	35.49	\$94,953	60.0%	\$ 141,588	\$ 21,598	\$ 56,035	\$ 78,192
8	2029	3,990,000	35.75	\$93,590	60.0%	\$ 142,650	\$ 21,772	\$ 57,060	\$ 78,632
9	2030	3,990,000	36.02	\$71,860	50.0%	\$ 143,720	\$ 21,990	\$ 71,860	\$ 93,630
10	2031	3,990,000	36.29	\$71,399	50.0%	\$ 144,798	\$ 22,110	\$ 72,399	\$ 94,498
11	2032	3,990,000	36.56			\$ 145,884	\$ 22,432	\$ 145,884	\$ 168,316
12	2033	3,990,000	36.84			\$ 146,978	\$ 22,656	\$ 146,978	\$ 169,634
13	2034	3,990,000	37.11			\$ 148,080	\$ 22,883	\$ 148,080	\$ 170,953
14	2035	3,990,000	37.39			\$ 148,192	\$ 23,111	\$ 148,192	\$ 172,302
15	2036	3,990,000	37.67			\$ 150,310	\$ 23,342	\$ 150,310	\$ 173,652
16	2037	3,990,000	37.95			\$ 151,437	\$ 23,576	\$ 151,437	\$ 175,015
17	2038	3,990,000	38.24			\$ 152,573	\$ 23,812	\$ 152,573	\$ 176,395
18	2039	3,990,000	38.53			\$ 153,717	\$ 24,050	\$ 153,717	\$ 177,97
19	2040	3,990,000	38.81			\$ 154,870	\$ 24,290	\$ 154,870	\$ 179,160
20	2041	3,990,000	39.11			\$ 156,032	\$ 24,533	\$ 156,032	\$ 180,565
	Total			\$ 653,722		\$ 2,909,496	\$ 447,142	\$ 2,037,174	\$ 2,504,316

December 23, 2020

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the development of 4 new buildings at 889, 903 and 913 Farmington Avenue. The applicant, Newport 903-913 Farmington Ave LLC will be constructing a mixed-use project including 76 high-end market rate apartments and 19,000 square feet of retail. Newport 903-913 Farmington Ave LLC has requested a tax abatement on the new development. This will not affect the taxes on your property, but will help a developer to build a new and exciting project by our Train Station in Berlin.

This matter is **scheduled** to be considered at the Town Council meeting on **Tuesday January 5th by Webex at 7:00 PM**. I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the meeting on January 5, 2021.

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

Sincerely,

Chris Edge  
Economic Development Director

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

**FROM:** Aroscha Jayawickrema, Town Manager

**DATE:** December 22, 2020

**SUBJECT:** Authorize Town Manager to sign State DEEP grant for Sage Park & Berlin High School Athletic Field/Facility Improvements and Appropriate Funds to the DEEP Athletic Facilities Improvements Grant account.

**Summary of Agenda Item:**

At the December 18, 2020, State Bond Commission meeting, a \$2,774,254.05 State grant requested by Speaker Aresimowicz was approved. This grant will be administered by the State Department of Energy and Environmental Protection. The grant was requested to cover four projects:

- Berlin High School Biscoglio Field – Synthetic Turf Field Conversion: \$1,700,000
- Scoreboard Replacement at Sage Park: \$214,254.05
- Construction of Restrooms and Storage Facilities at Sage Park: \$510,000, and
- Sage Park Road Relocation: \$350,000.

This motion is to authorize the Town Manager to sign the grant with DEEP, pending review of Corporation Counsel, and to appropriate the grant funds to the DEEP Athletic Facilities Improvements Grant account (500.25.2545.0.54000.00772). This will enable Town staff to begin design and bid work consistent with Town purchasing requirements.

**Action Needed:**

Move to authorize the Town Manager to sign a \$2,774,254.05 grant agreement with the State Department of Energy and Environmental Protection for improvements to Boscaglio Field and various improvement at Sage Park, pending review by Corporation Counsel.

Move to appropriate a \$2,774,254.05 State Department of Energy and Environmental Protection grant for improvements to Boscaglio Field and various improvements at Sage Park to the DEEP Athletic Facilities Improvements Grant account, pending approval by the Board of Finance.

**Attachments:**

None

**Prepared By:**

Jennifer Ochoa, Director of Community, Recreation and Park Services  
Steven Wood, Superintendent of Parks and Grounds Department  
Doug Solek, Facilities Director



Board of Ethics Attendance

2020

YTD

	J	F	M	A	M	J	J	A	S	O	N	Dec. 2	Dec. 16	Attendance
Bordonaro	*	*	*	*	*	*	*	*	*	X	X	X	X	100%
DiDominick	*	*	*	*	*	*	*	*	*	X	X	X	X	100%
Hines	*	*	*	*	*	*	*	*	*	X	X	X	X	100%
Moraida (A)	*	*	*	*	*	*	*	*	*	X	X	X	X	100%
Totals:											4	4	4	

 - Not a Commission member for this period

NQ - No quorum

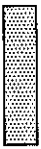
\* - Meeting Canceled

Reason for absence


ⓐ	Afterhours business meeting
ⓑ	Business travel outside ConUS
ⓒ	Vacation
ⓓ	Medical

# Cemetery Committee Attendance 2020

	J	F	M	A	M	J	J	A	S	O	N	D
Benson	✓	✓									✓	
Biella	✓											✓
Brown											✓	✓
Colaresi	✓	✓										✓
Hornkohl	✓	✓										✓
Pastuszek	✓	✓										
Cesaneck (A)		✓										
	5	5									NA	4

 - Not a Commission member for this period

 NA - No quorum

 - Meeting Canceled

RECEIVED FOR RECORD  
NEW HAVEN CT

2020 DEC 22 AM 11:00

*Kerry Plouffe*  
DEPUTY CL

YTD

Attendance Reason for absence

75%

50%	①	Afterhours business meeting
100%	②	Business travel outside ConUS
75%	③	Vacation
75%		
25%	④	Medical
		No reason given (blank)

2020 ECONOMIC DEVELOPMENT COMMISSION MEETING ATTENDANCE																
Member	January	February	March	April	May	May Special	June	July	August	September	October	November	December	Attendance		
Dave Gyr		X			X	X	X	X		X	X	X	X	9 of 11		
Ed Egeazarian	X	X	X		X		X	X		X	X	X	X	X	10 of 11	
Pete Campanelli	X		X			X		X		X		X	X		7 of 11	
Chris Coppola	X	X	X		X	X	X	X		X		X	X	X	X	10 of 11
Bob Sisti	X	X	X			X				X		X	X	X		8 of 11
Keith Bostrom		X	X	No meeting	X	X	X	X	No meeting	X	X	X	X	10 of 11		
	NOT YET A MEMBER															
Richard Chasse			X	No meeting	X	X	X	X	No meeting		X	X	X	8 of 10		

# Golf Commission Attendance

	2020																YTD	Reason for absence
	J	F1	F2	M1	M2	A	M	J	J	A	S	O	N1	N2	D	Attendance		
Arute	✓	✓	✓	①			✓		✓	✓	✓	✓		✓	✓	83%	① Afterhours business meeting	
Berger	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	100%	② Business travel outside ConUS	
Bugella	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	83%	③ Vacation	
DeFazio	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	100%	④ Medical	
Lemieux	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	100%	No reason given (blank)	
Nappi	③	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	50%		
Norton	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	100%	Death in family	
Senia	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓	100%		
	7	8	7	7			7	7	7	7	7	8		7	7			

- Not a Commission member for this period

NO - No quorum

- Meeting Canceled

2/10/20 Special Meeting  
 2/20/20 Regular meeting  
 3/12/20 Special Meeting  
 3/19/20 Regular Meeting (canceled)  
 11/12/20 Rates Meeting  
 11/19/20 Regular Meeting

# Inland Wetlands & Water Courses Commission Attendance Sheet 2020

Date	Notes:	Mike Cassetta	William Jackson	Dave Rogan	Peter Nieman	Gary Pavano	John Zarotney	Rick White
01/07/20		E	E	P	P	P	P	P
02/04/20		P	P	P	P	P	P	E
03/03/20		P	P	P	P	P	P	P
03/11/20	special	P	P	P	P	P	P	P
04/07/20	cancelled							
05/05/20	+phone	A	P	P	P	P	P	P
06/02/20		A	P	P	P	P	A	P
07/07/20		E	P	P	P	P	E	E
08/04/20		P	P	A	P	P	P	P
09/01/20	cancelled							
10/06/20		P	E	P	P	P	A	P
11/03/20	cancelled							
11/10/20	special +phone	P	P	P	P	P	A	P
12/01/20	+phone	P	P	P	P	P	A	P

P=Present  
A=Absent  
E=Excused

# Parks & Recreation Commission Attendance 2020

	J	F	M	A	M	J	J	A	S	O	N	D	YTD Attendance
Boye	✓	✓	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	91%
Butrimas													100%
Dellaquila	✓	✓	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	100%
Hinchliffe	✓	✓	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	91%
Legnani	✓	✓		*		✓	✓		✓	✓	✓	✓	73%
Patel	✓	✓	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	100%
Pulcini	④												64%
	5	6	4		6	7	6	5	5	7	7	7	

- Not a Commission member for this period

NQ - No quorum

\* Meeting Canceled

## Reason for absence

①	Afterhours business meeting
②	Business travel outside ConUS
③	Vacation
④	Medical
	No reason given (blank)

To: Kate Wall, Town Clerk

From: Frances Semnoski, Recording Secretary  
Planning and Zoning Commission

Subject: 2020 Commissioners Attendance Record

Date: December 21, 2020

The Planning and Zoning Commission held 20 Regular Meetings and one Special Meeting in 2020. Five Regular Meetings were cancelled.

---

Chairwoman Veley:	Absent from two meetings
Vice-Chairwoman Jorsey:	Absent from one meeting
Secretary Brian Rogan:	Absent from one meeting
Commissioner Holtman:	Absent from four meetings
Commissioner O'Brien:	Absent from twelve meetings
Commissioner Wollman:	Absent from seven meetings
Commissioner Zigmont:	Absent from one meeting
Alternate Commissioner Biella, Jr.:	Absent from five meetings

RECEIVED FOR RECORD  
BETHLEHEM, PA

2020 DEC 22 PM 1:27

Kate Wall  
BETHLEHEM, PA

Newly Appointed Alternate Commissioners Millerd and Zarabozo attended all three meetings: (November 5, November 19, and December 3)

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Acting Town Planner Giusti attended all meetings.

Zoning Enforcement Officer Levitus attended (in person or via remotely) all nine meetings which were held after his employment in June, 2020.

# Public Building Commission Attendance Sheet 2020

Date	Notes:	James	Donald	Thomas	Mick	Thomas	Bart
		Ouellette	Lombardo	Salimeno	Tarsi	Reid	Bovee
01/23/20		P	P	P	P	P	P
02/13/20	cancelled						
03/12/20		E	P	E	P	P	P
04/09/20		P	P	P	P	P	P
05/14/20	cancelled						
06/11/20		P	P	P	P	P	P
07/09/20		P	P	P	P	P	P
08/13/20		P	P	P	P	E	P
09/10/20		P	P	P	P	P	P
10/08/20		P	P	P	E	P	P
11/12/20		P	P	P	P	P	P
12/10/20		P	P	P	E	P	P
01/14/21							

P= present  
 A=absent  
 E= excused



# Veterans Commission

TOWN OF BERLIN  
240 Kensington Road  
Kensington, CT 06037

## Berlin Veterans Commission 2020 Attendance Sheet

December 1, 2020

### Meeting Dates

- 1) January 7, 2020 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Bruce Trevethan, Robert Smith, Paul Eschoo, and Joe Casso **were present.** Richard Rampone was excused.
- 2) February 4, 2020 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Bruce Trevethan, Robert Smith, Paul Eschoo, and Joe Casso **were present.** Richard Rampone was excused.
- 3) March 3, 2020 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Bruce Trevethan, Paul Eschoo, and Joe Casso **were present.** Robert Smith and Richard Rampone were excused.
- 4) April 21, 2020 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Bruce Trevethan, Robert Smith, Paul Eschoo, and Joe Casso **were present.** Richard Rampone was excused.
- 5) October 6, 2020 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Robert Smith, Paul Eschoo, and Joe Casso **were present.** Bruce Trevethan and Richard Rampone were excused.
- 6) December 1, 2020 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Bruce Trevethan, Robert Smith, Paul Eschoo, and Joe Casso **were present.** Richard Rampone were excused.

Respectfully submitted,

Peter Galgano Jr., Secretary

BERLIN VNA 2020  
BOARD ATTENDANCE[illegible]

# Town of Berlin – Water Control Commission

## 2020 Attendance

P=Present / A=Absent / E=Excused C=Cancelled

[illegible]



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

TOWN OF BERLIN  
20 DEC 22 AM 10:28

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

Please list your Board/Commission preference below:

1. Berlin Peak Library

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

Name: LILIAN ULAN

Telephone No.: 860 836 9873

Home Address: 117 Sunmeadow Dr, East Berlin  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 14

Email Address: lilianculan@comcast.net

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

Party Affiliation: Unaffiliated

Bachelor of Science Industrial Engineering  
Educational Background (optional)

Slalom / Solution Architect  
Present Employment (company/position)

165 Asylum St. 3201, Hartford, CT 06103  
Business Address

Current and Past Civic/Community Involvement: Berlin Peak Library Board member,  
Raising Barbs Member

Tell us why you feel qualified for this appointment: I have a passion for keeping the  
library as a center for great resources for our town

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

Signature: Ac Cullen

Date: 12/16/2020

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



Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

# TOWN OF BERLIN Application for Appointment to Boards and Commissions

TOWN OF BERLIN  
20 DEC 18 PM 12:00

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

Please list your Board/Commission preference below:

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

Name: Danna J Moore Telephone No.: 860-729-1636

Home Address: 215 Rosewood Lane Number of years in Berlin: 33 years  
(Note: To apply, you must be a resident of Berlin)

Email Address: moore.dannaj@yahoo.com

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

Educational Background (optional)

Craig Kiper, M.A. Outside Sales  
Present Employment (company/position)

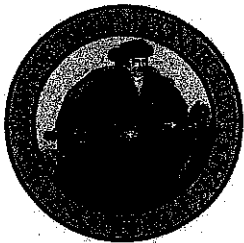
410 New Britain Rd Berlin  
Business Address

Current and Past Civic/Community Involvement: Library Board, Junior Women's Club of Berlin,

Tell us why you feel qualified for this appointment: As an avid user of the library & having served on the library board I hope to continue on the board to serve the library & our community  
Can you think of any reason that a conflict of interest could arise if you were appointed? none *in this difficult times when library is more important than ever.*

Signature: Danna J Moore Date: 12/15/20

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3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



**Please return application to:**  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

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

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

Please list your Board/Commission preference below:

20 DEC 15 AM 11:54  
TOWN OF BERLIN

1. Cemetery Commission

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

Name: Charles Colaresi

Telephone No.: 8602249494

Home Address: 269 Newton St

Number of years in Berlin: 48

(Note: To apply, you must be a resident of Berlin)

Email Address: charles.colaresi@snet.net

Are you a Registered Voter? Yes

Party Affiliation: Democrat

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

Educational Background (optional)

Retired

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Cemetery Commission 2019

Tell us why you feel qualified for this appointment: Previous Experience

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

Signature: Charles H. Colaresi

Date: 15 December 2020

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Cemetery Commission 2. \_\_\_\_\_

Name: Edward Hornkohl, Jr. Telephone No.: 860 223-3786

Home Address: 282 Newton ST. Number of years in Berlin: 51  
(Note: To apply, you must be a resident of Berlin)

Email Address: edwardjoyceh@comcast.NET

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

H.S.  
Educational Background (optional)

Retired  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Past member of cemetery Comm.

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

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

Signature: Edward W. Hornkohl Jr. Date: 12-14-20

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TOWN OF BERLIN  
20 DEC 16 PM 12:38



**Please return application to:**

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Central Regional Tourism District

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

Name: Kathryn (Kate) Wall

Telephone No.: 860.828.7075

Home Address: 34 Legius Road, Wallingford

Number of years in Berlin: 18 yers in Clerk's Office

(Note: To apply, you must be a resident of Berlin)

Email Address: kwall@town.berlin.ct.us

Are you a Registered Voter? n/a

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

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

Bachelor's - Public Administration; Certified Municipal Clerk

Educational Background (optional)

Town of Berlin - Town Clerk

Present Employment (company/position)

240 Kensington Road, Berlin, CT 06037

Business Address

Current and Past Civic/Community Involvement: 2nd VP for Connecticut Town Clerks Association ;

Treasurer of New England Association of City and Town Clerks

Tell us why you feel qualified for this appointment: Familiar with the attractions of the Town. I enjoy the

tourism of Connecticut and would love to be involved in promoting Berlin.

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

\*The District requires the Representative to either live or work in the Town they would represent.

Signature: \_\_\_\_\_

Date: January 27, 2020

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 15 AM 10:18

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Commission for Persons w/ Disabilities

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

Name: Robert R. Dombrowski

Telephone No.: 860/512/0815

Home Address: 102 Ellsworth Blvd.

Number of years in Berlin: 19

(Note: To apply, you must be a resident of Berlin)

Email Address: rrd@pavdom.com

Are you a Registered Voter? yes

Party Affiliation: D

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

Educational Background (optional)

Pavano Dombrowski LLC / owner

Present Employment (company/position)

360 Bloomfield Ave, Windsor, CT

Business Address

Current and Past Civic/Community Involvement: Comm for Persons w/ Disabilities,

Boy Scout Leader

Tell us why you feel qualified for this appointment: 20+ years of service

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

Signature: Robert R. Dombrowski

Date: 12/15/2020

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

2020 DEC 16 PM 12:41  
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. Conservation 2. Parks and Recreation

Name: Mary Kathryn LaRose Telephone No.: 860 828 1012

Home Address: 26 Woodruff Lane Number of years in Berlin: 44 years  
(Note: To apply, you must be a resident of Berlin)

Email Address: mklarose@aol.com

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

Masters Degree plus in Education  
Educational Background (optional)

retired from New Britain Public Schools  
Present Employment (company/position)

N/A  
Business Address

Current and Past Civic/Community Involvement: Conservation Commission - alternate member - Berlin Repub. Town Committee - Election Moderator - 2020

Tell us why you feel qualified for this appointment: long time Berlin resident, frequent user of public lands in Berlin. Interest in Environment and access to public lands by all citizens  
Can you think of any reason that a conflict of interest could arise if you were appointed?

No

Signature: Mary Kathryn LaRose Date: 12/16/2020

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 18 PM 12:00

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Conservation Commissioner 2. \_\_\_\_\_

Name: Karen A. Pagliaro

Telephone No.: 860 878 5708 cell

Home Address: 221 Stillmeadow Ln  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 34 years

Email Address: Kpagliaro8@gmail.com

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

Party Affiliation: Democrat

RN BSN UConn  
Educational Background (optional)

Hartford HealthCare  
Present Employment (company/position)

181 Patricia Genova Dr., Ngtm CT 06111  
Business Address

Current and Past Civic/Community Involvement: presently an alternative on  
Conservation Commission. Previously served 7 years on  
Commission

Tell us why you feel qualified for this appointment: see above

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

Signature: K Pagliaro

Date: 12/14/2020

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TOWN OF BERLIN  
20 DEC 30 PM 2:57



Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

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

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

Please list your Board/Commission preference below:

1. Economic Development 2. \_\_\_\_\_

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

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

Email Address: Pete@Cambridgespecialty.com

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

Educational Background (optional)

President + CEO CambridgeSpecialty Co.  
Present Employment (company/position)

588 Four Rod Rd  
Business Address

Current and Past Civic/Community Involvement: EDC

Tell us why you feel qualified for this appointment: I've Been on EDC For

Several 5yr Terms + Would like To Continue To Work on EDC

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

Signature: [Signature] Date: 12-28-20

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 28 PM 12:03

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. E.D.C. 2. \_\_\_\_\_

Name: Chris Coppola Telephone No.: 860 505 8711

Home Address: 66 Heritage Dr Number of years in Berlin: 9  
(Note: To apply, you must be a resident of Berlin)

Email Address: chiscoppo1@gmail.com

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

Educational Background (optional)

Americrise Financial - V.P.  
Present Employment (company/position)

250 State St Unit E-2 No Haven Ct 06473  
Business Address

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

Tell us why you feel qualified for this appointment: This is what my team does.

Develop businesses, brand them, and guide them as they grow

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

Signature: [Signature] Date: 12-23-20

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 14 PM 2:58

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

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

Please list your Board/Commission preference below:

1. GOLF

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

Name: Peter DeFazio

Telephone No.: 860-883-7680

Home Address: 92 WILDERMERE RD  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 26 yrs

Email Address: PDEFAZIO@ICOMHLLC.COM

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

Party Affiliation: I

Educational Background (optional) \_\_\_\_\_

SELF EMPLOYED INNOVATIVE COMMUNICATIONS, LLC  
Present Employment (company/position)

92 WILDERMERE RD.  
Business Address

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

CURRENTLY ON GOLF COMMISSION  
SERVED ON PARK & REC FOR SEVERAL YEARS

Tell us why you feel qualified for this appointment: EXPERIENCE IN GOLF BUSINESS  
& TOWN DEALING

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

NO  
Signature: [Signature] Date: DEC 14, 2020

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

20 DEC 28 AM 11:39  
TOWN OF BERLIN

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

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

Name: James J Bugella Telephone No.: 860 798 9650

Home Address: 136 Elton Rd / P.O. Box 84 Number of years in Berlin: Grew up here -  
(Note: To apply, you must be a resident of Berlin) owned my own home here  
Email Address: jamesbu2@comcast.net 20 years.

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

Party Affiliation: R. U

College.  
Educational Background (optional)

Self Employed / Advertising Agency  
Present Employment (company/position)

136 Elton Rd / P.O. Box 84 Berlin.  
Business Address

Current and Past Civic/Community Involvement: Golf Commission = 3 yrs.

Tell us why you feel qualified for this appointment:

past experience - avid golfer.

Ran several businesses.

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

None

Signature:

J. Bugella

Date:

12/21/2020

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Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

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

JOHN OF BERLIN  
20 DEC 18 AM 11:59

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

Please list your Board/Commission preference below:

1. Historical Commission

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

Name: Richard Bennett

Telephone No.: 860 796 6747

Home Address: 1167 Worthington Ridge  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 20

Email Address: CTVALLEYBUILDERS@COMCAST.NET

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

Party Affiliation: Republican

Educational Background (optional)

OWNER CT Valley Builders LLC  
Present Employment (company/position)

1167 Worthington Ridge Berlin CT 06037  
Business Address

Current and Past Civic/Community Involvement: Historic commission

Tell us why you feel qualified for this appointment: SELF Employed in construction business for 45 years

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

Signature: Richard Bennett Date: 12/15/20

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Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

NOV 26 2017

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. BERLIN TOWN HISTORIAN

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

Name: KATHLEEN L. MURRAY

Telephone No.: 860-828-4217

Home Address: 36 KENTON ST.  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 85

Email Address: KMURRAY09@SNET.NET

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

Party Affiliation: R

B.S. - CENTRAL CONN  
Educational Background (optional)

RET  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: BOARD - VNA, COMMISSIONER - AGING: TOWN  
10 YRS. HISTORIAN, VOLUNTEER PECK MEMORIAL LIBRARY, VOLUNTEER LIBRARY -  
SR. CENTER,

Tell us why you feel qualified for this appointment: CONTINUE ONGOING PROJECTS IN  
LOCAL HISTORY @ PECK,

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

Signature: Kathleen L. Murray

Date: 12-10-2020

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

55:11:11 82 530 02  
TOWN OF BERLIN

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Inland Wetlands

2. Park & Rec

Name: Peter Nieman

Telephone No.: 860-820-5576

Home Address: 1230 WORTHINGTON RD YC

Number of years in Berlin: 66

(Note: To apply, you must be a resident of Berlin)

Email Address: PETER.NIEMAN@COMCAST.NET

Are you a Registered Voter? YES

Party Affiliation: DEM.

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

College Major - Phy Ed MINOR REL. SERVICE

Educational Background (optional)

Retired

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: 75-81 - TEEN CENTER SUPERVISOR/DIRECTOR

8yr Public Building Commission

last 10 years on Inland Wetland

Commission one year as deputy chairman last 3 as chairman

Tell us why you feel qualified for this appointment: have been on for 10yr

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

Signature: Pm

Date: 12/22/2020

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TOWN OF BERLIN  
*Office of The Town Manager*

TOWN OF BERLIN  
20 DEC 28 AM 11:40

December 10, 2020

Joseph Hinchliffe, Jr.  
176 Burgundy Drive  
Kensington, CT 06037

Dear Joseph:

Your term on the Parks and Recreation Commission expires on January 31, 2021. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

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

X\_\_\_\_\_

No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Wednesday, December 30<sup>th</sup> or we will assume you are not interested in serving another term. Please mail this letter and the completed application to the Town Manager's Office, Town Hall, 240 Kensington Road, Berlin, CT 06037 or email to [csullivan@town.berlin.ct.us](mailto:csullivan@town.berlin.ct.us). Due to COVID-19, the Town Hall is open by appointment only. If you would prefer to drop off the letter and application, please call my office at 860-828-7003 to set up a convenient time.

Sincerely,

*Arosha Jayawickrema*

Arosha Jayawickrema  
Town Manager

AJ:cms

Enclosure



Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

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

TOWN OF BERLIN  
20 DEC 18 AM 11:59

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

Please list your Board/Commission preference below:

1. Parks & Recreation

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

Name: Donna Bovee

Telephone No.: 203-482-6139

Home Address: 85 Steep View Dr  
Berlin, CT 06037  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 30

Email Address: donnastapletonbovee@gmail.com

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

Party Affiliation: Unaffiliated

BS Accountancy - CCSU, Masters Finance Rensselaer Hartford, CPA  
Educational Background (optional)

Retired  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Parks & Recreation Commission for a  
number of years, currently chair; various Berlin Athletic HoF Treasurer,  
past involvement with other groups

Tell us why you feel qualified for this appointment: Served as commissioner for a number  
of years

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

Signature: Donna M Bovee

Date: 12/15/20

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4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

20 DEC 28 AM 11:35  
TOWN OF BERLIN

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Inland Wetlands

2. Park & Rec

Name: Peter Nieman

Telephone No.: 860-828-5576

Home Address: 1230 WORTHINGTON RD YL

Number of years in Berlin: 66

(Note: To apply, you must be a resident of Berlin)

Email Address: PETER.NIEMAN@COMCAST.NET

Are you a Registered Voter? YES

Party Affiliation: DEM.

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

College Major - Phy Ed Minor Rec. Services

Educational Background (optional)

Retired

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: 75-81 - TEEN CENTER SUPERVISOR/DIRECTOR

BYE Public Building Commission

1954 10 YEAR ON INLAND WETLAND

COMMISSION

ONE YEAR AS DEPUTY CHAIRMAN

LAST 3 AS CHAIRMAN

Tell us why you feel qualified for this appointment: HAVE BEEN ON FOR 10 YR

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

Signature: P M N

Date: 12/22/2020

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
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Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 30 PM 3:00

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Parks & Recreation

2. Planning & Zoning

Name: ANDREW LEGNANI

Telephone No.: 860-559-7256

Home Address: 32 Overhill Dr.

Number of years in Berlin: 31

(Note: To apply, you must be a resident of Berlin)

Email Address: Andrew.Legnani@Gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Democratic

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

Bachelors Degree  
Educational Background (optional)

Insurance Self employed/Sales  
Present Employment (company/position)

Same as Home  
Business Address

Current and Past Civic/Community Involvement: Democratic town committee 3 yrs,  
Parks and rec. current, Ran for office in 2019 local

Tell us why you feel qualified for this appointment: my major was in Urban/  
Suburban Planning focusing on open spaces aka Parks

Can you think of any reason that a conflict of interest could arise if you were appointed? Possible  
Run for office other than that NO.

Signature: Andrew Legnani Date: 12/30/2020

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 NOV 30 AM 9:06

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning & Zoning

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

Name: Joan Veley

Telephone No.: 860-828-9717

Home Address: 1424 Orchard Road  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: lifetime

Email Address: jdveley@gmail.com

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

Party Affiliation: Republican

Educational Background (optional)

Town of Berlin Registrar of Voters

Present Employment (company/position)

240 Kensington Road Berlin, CT  
Business Address

Also → Current and Past Civic/Community Involvement: Current Chairperson for the Planning and Zoning Commission. In the past, I have served on the Planning Commission as an Alternate; Full seated member, Secretary and Chairperson.

Tell us why you feel qualified for this appointment: As I was raised in Berlin, my family had deep roots and I have a genuine concern for the overall direction in its growth.

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

Berlin  
(over)

Signature: Joan Veley

Date: 11-30-2020

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Zarabozo, Peter



Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 23 AM 9:27

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning and Zoning 2. \_\_\_\_\_

Name: Peter Zarabozo Telephone No.: 203-715-1732

Home Address: 158 Ellwood Rd Berlin, CT 06037 Number of years in Berlin: .5  
(Note: To apply, you must be a resident of Berlin)

Email Address: Petezar33@gmail.com

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

Master's of Nursing Science  
Educational Background (optional)

UConn Health - Registered Nurse  
Present Employment (company/position)

263 Farmington Ave Farmington, CT 06030  
Business Address

Current and Past Civic/Community Involvement: Currently serving on Planning + Zoning  
as alternate Member/Volunteer for CT Forest + Park -  
assist in clearing/maintaining trails in town + area

Tell us why you feel qualified for this appointment: I have knowledge/understanding of  
town issues/codes/ordinances, am a good listener, and am a good  
Public Speaker.

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

Signature: [Signature] Date: 12/14/2020

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

TOWN OF BERLIN  
20 DEC 30 PM 3:00

Please list your Board/Commission preference below:

1. Parks & Recreation

2. Planning & Zoning

Name: ANDREW LEGNANI

Telephone No.: 860-559-7256

Home Address: 32 Overhill Dr.

Number of years in Berlin: 31

(Note: To apply, you must be a resident of Berlin)

Email Address: Andrew.Legnani@6mail.com

Are you a Registered Voter? Yes

Party Affiliation: Democratic

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

Bachelors Degree  
Educational Background (optional)

Insurance Self employed / Sales  
Present Employment (company/position)

Same as Home  
Business Address

Current and Past Civic/Community Involvement: Democratic town committee 3 yrs,  
Parks and rec. Current, Ran for office in 2019 local

Tell us why you feel qualified for this appointment: my minor was in Urban/  
Suburban Planning focusing on open spaces aka Parks

Can you think of any reason that a conflict of interest could arise if you were appointed? Possible  
Run for office other than that NO.

Signature: Andrew Legnani

Date: 12/30/2020

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Veterans

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

Name: Paul N. Eshoo

Telephone No.: (860) 828-3829

Home Address: 218 Brooke Meadow Rd  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 49+

Email Address: paulus218@comcast.net

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

Party Affiliation: Republican

BS/MS/6th  
Educational Background (optional)

Retired  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Veterans Commission, Bd of Tax Review  
Constable, Berlin Lions, American Legion Post 68, Berlin VFW Post 10732  
Berlin Lions 40yrs, Justice of Peace, Jaycees, Police Commission, Selective  
Berlin UpBeat Service 20y  
Tell us why you feel qualified for this appointment: Served it for many years

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

NO  
Signature: Paul N. Eshoo

Date: 12/10/20

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

TOWN OF BERLIN  
20 DEC 23 AM 9:27

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

Please list your Board/Commission preference below:

1. Veterans Commission

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

Name: Dean Revoir

Telephone No.: 203-213-9977

Home Address: 167 Percival Ave

Number of years in Berlin: 35

(Note: To apply, you must be a resident of Berlin)

Email Address: revoirusmc@yahoo.com

Are you a Registered Voter? Yes

Party Affiliation: Republican

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

Bachelor's Degree from CCSU

Educational Background (optional)

Safety Manager / Sikorsky Aircraft

Present Employment (company/position)

6900 Main Street Stamford CT 06614

Business Address

Current and Past Civic/Community Involvement: IPIC Member

Tell us why you feel qualified for this appointment: I would like to help veterans.

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

Signature: \_\_\_\_\_

Date: 12/21/2020

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**Please return application to:**

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

20 DEC 15 AM 11:54  
TOWN OF BERLIN

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Veterans Commission

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

Name: Charles Colaresi

Telephone No.: 8602249494

Home Address: 269 Newton St

Number of years in Berlin: 48

(Note: To apply, you must be a resident of Berlin)

Email Address: charles.colaresi@snet.net

Are you a Registered Voter? Yes

Party Affiliation: Democrat

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

Educational Background (optional)

Retired

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Veterans Commission since 2006

Tell us why you feel qualified for this appointment: Previous Experience

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

Signature: Charles Colaresi

Date: 15 December 2020

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 21 PM 3:22

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Veterans Commission

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

Name: Thomas Uznanski

Telephone No.: 860 828 3044

Home Address: 48 Peter Parley Row  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 40+

Email Address: atomz@comcast.net

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

Party Affiliation: Republican

Educational Background (optional)

Retired

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Veterans Commission

Tell us why you feel qualified for this appointment: U.S. Army Veteran Member VFW,  
American Legion, Disabled American Veterans

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

None

Signature: Tom

Date: 12/14/20

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Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 28 PM 1:17

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. VETERANS 2. \_\_\_\_\_

Name: ROBERT W. SMITH Telephone No.: \_\_\_\_\_

Home Address: 348 CHAMBERLAIN HWY KENS Number of years in Berlin: 37  
(Note: To apply, you must be a resident of Berlin)

Email Address: \_\_\_\_\_ CTDANCEMAN@AOL.COM

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

BATCHERS  
Educational Background (optional)

RETIRED  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: VETERANS COMM. -

AMERICAN LEGION - MARINE CORPS LEAGUE -

KOREAN WAR VETERAN - HAVING SERVED ON THIS

Tell us why you feel qualified for this appointment: COMMISSION FOR MANY  
YEARS

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

- NO -  
Signature: Robert W. Smith Date: 12-27-20

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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## **Christi Sullivan**

---

**From:** lwwilhelm@comcast.net  
**Sent:** Monday, December 14, 2020 6:26 PM  
**To:** Christi Sullivan  
**Subject:** VNA Board  
**Attachments:** IMG01.jpg

Dear Town Manager:

With regret I will not be renewing my participation on the VNA Board. I am finding this conflicts too often with my volunteer work with my son at the high school. I also think this board is best served with nurses who best understand the challenges unique to this profession. I have enjoyed my time with the VNA and wish everyone the best! My letter of decline is attached. Thank you.

Sincerely,

Laurie Wilhelm

Sent from XFINITY Connect Mobile App



TOWN OF BERLIN  
*Office of The Town Manager*

TOWN OF BERLIN  
20 DEC 14 PM 3:04

December 10, 2020

Leanne Carlson  
561 High Road  
Berlin, CT 06037

Dear Leanne:

Your term on the Visiting Nursing Association Board expires on January 31, 2021. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

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

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

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Wednesday, December 30<sup>th</sup> or we will assume you are not interested in serving another term. Please mail this letter and the completed application to the Town Manager's Office, Town Hall, 240 Kensington Road, Berlin, CT 06037 or email to [csullivan@town.berlin.ct.us](mailto:csullivan@town.berlin.ct.us). Due to COVID-19, the Town Hall is open by appointment only. If you would prefer to drop off the letter and application, please call my office at 860-828-7003 to set up a convenient time.

Sincerely,

*Arosha Jayawickrema*

Arosha Jayawickrema  
Town Manager

AJ:cms

Enclosure

240 KENSINGTON ROAD • BERLIN, CT 06037  
TELEPHONE (860) 828-7002  
FAX (860) 828-7068  
E-MAIL: [jhealy@town.berlin.ct.us](mailto:jhealy@town.berlin.ct.us)



Please return application to:  
Town Manager's Office • 240 Kensington Road • Berlin, CT 06037

TOWN OF BERLIN  
20 DEC 18 PM 12:01

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Water Control Commission - Renewal

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

Name: Bill Philippon

Telephone No.: 860-965-8072

Home Address: 22 Cobblestone Road  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 30

Email Address: BILL 22 PHILE GMAIL.COM

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

Party Affiliation: Republican

Educational Background (optional)

OTIS- IT Program Manager  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Water Control Commission

Tell us why you feel qualified for this appointment: current Board Member

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

Signature: Bill Philippon

Date: 12/15/2020

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The Town Council will meet remotely. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no one will be allowed to attend in person at this meeting. The Town Council invites the public to join the meeting by clicking on the following link or by phone. Please see the following information:

Meeting number (access code): 132 074 1415

Meeting password: Council (2686245 from phones and video systems)

[Join meeting](#)

Tap to join from a mobile device (attendees only)

+1-408-418-9388,,1320741415#2686245# United States Toll

Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone

+1-408-418-9388 United States Toll

Global call-in numbers

**TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, December 15, 2020  
Remote  
7:00 P.M.**

**A. CALL TO ORDER**

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

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Those in attendance were:

Councilor JoAnn Angelico-Stetson  
Mayor Mark Kaczynski  
Councilor Brenden Luddy  
Councilor Charles Paonessa  
Councilor Peter Rosso  
Councilor Mike Urrunaga  
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema  
Corporation Counsel Jeffrey Donofrio

**D. AUDIENCE OF CITIZENS**

*Kristen Campanelli, 30 Sawmill Drive* – Ms. Campanelli, Democratic Town Committee Chair, thanked the Council for taking up the Board of Finance appointment tonight. They are excited about the candidate and looked forward to the nomination.

*Dave Francalangia, 232 Butternut Lane* – Mr. Francalangia, Berlin High School Athletic Director, wished to address the Council regarding the possibility of a dog park being located at Pistol Creek. Both the middle school and high school cross country teams race predominantly on the right-hand side of the course. He asked that the Council be mindful of the racers using the park when considering the dog park.

Mayor Kaczynski stated that no decision has been made yet regarding the dog park and Pistol Creek is an alternative to Bicentennial Park due to Conservation Commission and neighborhood/parking issues at Bicentennial. The area of Pistol Creek being considered is near pole number one near the handicapped parking lot. Mr. Francalangia stated that the handicapped parking area is where the runners come through. He added that that park is also used by town residents for various reasons throughout the year. Mayor Kaczynski explained that the Town is trying to compromise the best they can with everyone involved and additional Ordinance Committee meetings will be held before a decision is made about the dog park. He also suggested getting people together at Pistol Creek after the beginning of the year to view the area in question.

**E. MEETING AGENDA – Immediately Following the Audience of Citizens**

**F. CONSENT AGENDA:**

- 1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$300.00 and items valued at \$100.00.- Animal Control**
- 2. Topic re: accept monetary donations totaling \$1,938.38 for the Berlin Peck Memorial Library and deposit \$1,000.00 into the library agency account for the purchase of books and/or programs in memory of Guy P. Lombardi and deposit \$805.00 into the friends of the library miscellaneous account for the purchase of programs, supplies and museum pass renewals and deposit \$133.38 into the friends of the library credit card account for credit card charges and move to accept the donation of a CD with an estimated value of \$20.00 to be added to the appropriate department collection. – Berlin Peck Memorial Library**

Councilor Luddy moved to approve the Consent Agenda as presented.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

**G. NEW BUSINESS:**

**1. Topic re: Update from Central Connecticut Health District on COVID-19. – Health District**

Director of the Central Connecticut Health District (CCHD) Charles Brown stated that Berlin currently has had 660 Covid-19 cases from March until now with 21 related deaths. We are finally entering the offensive phase of the pandemic with the Pfizer vaccine approval and today's approval of the Moderna vaccine.

The Pfizer vaccine has a number of requirements for storage at ultra-cold temperatures and the strategy being employed is to utilize acute care facilities for handling this type of vaccine. It is being deployed to hospitals and long-term care facilities as a good number of deaths occurred at those facilities therefore, it is a major priority to provide protection to that vulnerable population.

The Moderna vaccine is more cold stable requiring regular vaccine refrigeration for up to 30 days. The plan is to use this vaccine to vaccinate first responders and critical infrastructure within a January timeframe. CCHD staff is currently training for the vaccine administration system. Both vaccines require two doses a few weeks apart so it will be a little more complicated than their flu vaccine clinics, but the vaccine administration management system will assist in managing the process.

There has been an upsurge in Berlin in the last eight days with 99 confirmed Covid-19 cases. That is a result of social gathering over the Thanksgiving holiday. The CCHD is very concerned about the upcoming Christmas holiday, and encourages everyone to remember the prevention methods in place; wash your hands, wear a mask, and watch your distance. Keep your holidays as small as possible.

Currently in the Capitol region, ICU beds are hovering around 80% full on any given day. They have not seen a lot of flu cases this season as the precautions taken for Covid-19 are good for keeping the flu cases down as well. If the State were to have flu cases on top of Covid cases, ICU beds will be pushed to the brink.

Mayor Kaczynski thanked Mr. Brown for providing this information to the Council and asked for clarification of case numbers. Mr. Brown stated that from March to November 15th Berlin had 365 cases and by the middle of December that number grew to 660 cases, almost doubling the numbers in just four weeks. He attributes the increase to the Thanksgiving holiday, people becoming lax with prevention methods, and a change in the demographics of those getting sick to the younger more social age groups. Luckily there hasn't been an increase in fatalities as was seen in the Spring, but more spreading of the virus. The lack of universal, across the board shutdowns has also contributed to the spread.

Mr. Brown added that as of mid-November there had been 17 deaths in Berlin, which had held steady since July. There have now been four additional deaths since that time.

Councilor Veach inquired about how the Berlin numbers compare to other towns in the health district. Mr. Brown stated that for the four towns in our district the numbers are very similar, with

about 36 to 48 cases per 1000. Newington and Rocky Hill had nursing homes that were hit hard with cases at the beginning.

Councilor Luddy asked if there is a better way to rule out false positive tests to scale back the panic and get back to our normal lives. Mr. Brown has seen strides toward better testing to support decision making and identify those who are infected. From the public health perspective testing is an important fact, and he agrees that the more tests that are done the more people you will find that are positive. But this allows the CCHD to contact those people and stop the chain of transmission at that point. The tests are getting better and in combination with contact tracing and quarantining, and now with the availability of the vaccine we have the ability to go on the offensive.

Councilor Luddy inquired about the length of time it took to approve a vaccine. Mr. Brown explained that this was a record setting vaccine from the time it was started until final approval. For example, the mumps vaccine took four years to development from start to finish. A lot of the work the government pays for with the mRNA type of vaccines came from the technology and science from cancer research, and they leveraged that to make this vaccine available so quickly. For a vaccine to be ready in less than a year is a miracle.

Councilor Angelico-Stetson stated that she has personally had family members recently infected with the virus, including her brother-in-law who is currently hospitalized. She added that it's ok that we are still in a little bit of a panic mode because that makes people understand the severity of this virus.

Mr. Brown added that as the vaccine becomes available for first responders and those most vulnerable, they are ready to work with the Town and asks that the Town provide them with any information they request in a timely manner.

NO ACTION REQUIRED

**2. Topic re: Authorize the Town Manager to extend the option agreement between the Town and the Berlin Housing Authority from an end date of November 30, 2020 to a new date of March 31, 2021. – Economic Development**

Town Manager Jayawickrema reminded the Council that Housing Authority Director Joe Bajorski spoke at the November 24, 2020 Council meeting regarding the option agreement to secure funding for the Senior Housing project. This request is to extend the option agreement to March 31, 2021.

Councilor Luddy moved to authorize the Town Manager to extend the option agreement between the Town and the Berlin Housing Authority from an end date of November 30, 2020 to a new date of March 31, 2021.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

**3. Topic re: Appointment to fill vacancy on the Board of Finance. – Town Council**

Town Manager Jayawickrema explained that this vacancy is to fill the position held by Mr. Richards, who recently resigned.

Mayor Kaczynski stated that the original candidate to fill the position did not work out due to Town Charter restrictions. Councilor Angelico-Stetson stated that the new candidate, Raul Fernandes, has lived in Berlin for about three years. His application stated that he handles seven-figure budgets, has had leadership roles, and can bring a different cultural perspective to the Board.

Mayor Kaczynski thanked Mr. Fernandes for volunteering to help the Town.

Councilor Luddy moved to appoint Raul Fernandes to fill the vacancy on the Board of Finance for a term ending November 21, 2023.

Seconded by Councilor Urrunaga.

Vote being 7-0 (MOTION CARRIED)

**At this time Mary Katherine LaRose stated that she had been unable to speak during the Audience of Citizens as she had been muted. Mayor Kaczynski asked her to speak at this time.**

*Mary Katherine LaRose, 26 Woodruff Lane* – Ms. LaRose stated that she would be like to address the Council regarding Bicentennial Park and said that there have been fifteen years of neighbor complaints. The Town put up no parking signs in front of houses nearest the park, but the neighbors were not happy. She feels the neighbors nearest the park on Winesap Road will not be happy until they have forced restrictions on use of the park to such extremes that they will have the beautiful area all to themselves. The residents don't want dog owners parked on the cul-de-sac and the dog owners would prefer a parking area within the park.

In 2005, 17 residents of Winesap Road submitted a petition against a parking lot in the park and pushed for the establishment of a leash law. In 2019, Ms. LaRose gathered 29 signatures on a petition in one day at the Berlin Fair. The petition asked residents, "Do you agree that dog owners should continue to be allowed to walk with their dogs off-leash at Bicentennial Park as they have done for 30 years?"

Ms. LaRose then stated that it is not safe for park users to park their cars on the cul-de-sac. Park users need a safe area within the confines of the park gate to safely exit their cars, especially with small children and dogs.

Regarding the conservation easement within the park, Ms. LaRose feels that if the Town placed the easement on the property, they have the ability to modify that easement to allow for a small parking area.

Her final point is regarding the Ordinance Committee's consideration to modify the existing leash ordinance. Ms. LaRose researched surrounding towns and gave her findings to the Ordinance Committee in January of 2020. Rocky Hill, Newington, Plainville and Meriden have leash ordinances similar to what Berlin is considering. What these towns do not have is an area that has been enjoyed for 30 years as an off-leash area for dog owners from Berlin and surrounding towns. She feels that after 15 years of controversy it's time for the Town to do the right thing and build the parking lot.

Regarding Pistol Creek, she feels it is not at all acceptable especially when compared to Bicentennial Park.

Ms. LaRose thanked the Council for allowing her to speak at this time.

**4. Topic re: Adopt the attached non-discrimination resolution to affirm that the Town will follow the non-discrimination provisions of sections 4a-60 and 4a-60a of the Connecticut General Statutes related to the grant for the planning and design of a senior/community center. – Economic Development**

Town Manager Jayawickrema stated this is an affirmation of the affirmative action policy related to the senior/community center grant from the State of Connecticut Department of Mental Health and Addiction.

Economic Development Director Chris Edge added that this had been done in a previous year and this is a reaffirmation which is required.

Councilor Luddy moved to adopt the attached non-discrimination resolution to affirm that the Town will follow the non-discrimination provisions of sections 4a-60 and 4a-60a of the Connecticut General Statutes related to the grant for the planning and design of a senior/community center.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**5. Topic re: Appropriate \$2,000,000 of General Fund Unassigned Fund Balance to the Pension/Actuarial Funding account within the General Fund to fund projected pension payouts, pending approval by the Board of Finance. – Finance**

Finance Director Kevin Delaney explained that over the last few years the Town has seen an increase in retirements in the closed defined benefit plan. The plan doesn't have a strong fund balance and the Town has been implementing a pay-as-you-go strategy which is using the strong unassigned fund balance within the General Fund. The Town is looking at two additional retirements within early 2021 and with those retirements the Town will have paid out nine of the 17 members who were active participants.

As interest rates have hit historic lows, the liability of the pension plan operates opposite to that. As interest rates go down, the Town's liability goes up. As a result, the payouts happening now are considerably higher than those the Town paid out even a year to a year and a half ago. So tonight,

he is asking the Council to approve a non-budgeted appropriation of \$2 million that will fund two additional payouts. Eight active members will then remain after these payouts.

Councilor Rosso asked where the money would be coming from. Mr. Delaney explained that it would be coming from unassigned fund balance in the General Fund which is money that is not committed to anything or encumbered in any way. This balance has been building over the last few years, to the extent that the Town does not utilize a surplus at the end of any year it goes to the unassigned fund balance. The appropriation of these funds is open to Council's discretion.

Councilor Luddy moved to appropriate \$2,000,000 of General Fund Unassigned Fund Balance to the Pension/Actuarial Funding account within the General Fund to fund projected pension payouts, pending approval by the Board of Finance.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**6. Topic re: Approve the purchase of fourteen (14) Dell laptops from Winslow Technology Group of Waltham, Mass. for a total not to exceed \$22,000.00 using State contract #18PSX0264AG. – Information Technology**

Town Manager Jayawickrema introduced this item by explaining that these laptops are being purchased as part of the business continuity plan and they will allow additional staff to work remotely. They are not in addition to current desktop computers but in place of aging equipment, with any current equipment with some life left going to less critical areas.

The Town Manager then introduced the new Information Technology Director, Brian Freeman, to the Council. Mr. Freeman reiterated what Mr. Jayawickrema stated and added that the laptops were being purchased at a good price with the State contract and that lower priced units were being purchased for those with less demanding work needs.

Councilor Luddy moved to approve the purchase of fourteen (14) Dell laptops from Winslow Technology Group of Waltham, Mass. for a total not to exceed \$22,000.00 using State contract #18PSX0264AG.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**7. Topic re: Waive the Town of Berlin bidding requirements and award the purchase of one Fire Apparatus (Engine Tanker 12) from Pierce Manufacturing, for an amount not to exceed \$815,000 as this is in the best interest of the town. – Fire Administrator**

Fire Administrator Jim Simons first wanted to recognize that members of the South Kensington Fire Department that sat on the Apparatus Committee were online tonight. He then introduced Chief Andrew Hrubiec, Assistant Chief Matthew Pepe, Captain Tyler St. Jarre, and Lt. Robert Michalak.

When the Apparatus Committee was given the ok to look at fire apparatus, they looked at what they had purchased in the past, including what they had done wrong and what they had done right. With some of the previous apparatus some manufacturers had different points of view and other manufacturers have gone out of business making it difficult to get parts. The four current Pierce products have served the town well. The Board of Fire Chiefs supported moving forward with Pierce products.

The South Kensington Fire Department suggested the purchase of a Pierce Ultimate Configuration apparatus (PUC) which would benefit the South Kensington Fire Department and the entire town. South Kensington Fire Department is small firehouse built out an old school. The bays are short. The PUC configuration allows the apparatus to be shortened to fit into this firehouse.

The Municipal Garage looked at the apparatus from a maintenance point of view and found that unlike previous pumpers where you crawl into the equipment the valves are easily accessible on this product.

The apparatus combines two pieces into one piece. In non-hydrants areas and throughout the town it would be more manpower friendly. The firefighters will be able to do what they do using one piece of apparatus instead of two pieces.

Currently, the town has Engine 10, Tower Ladder 3, Engine 2 and Truck 9, the new apparatus will be easy to train any firefighter operator out there since the configuration is similar.

The reason they are coming forth now is there will probably be a three percent price increase as of January 1, 2021.

Mayor Kaczynski stated that the equipment is necessary to protect the town and the volunteer firefighters. The plan is to downsize the number of apparatus and the safety of our firefighters is number one. The committee has done a lot of homework and have provided great information.

Mr. Simons stated this apparatus will downsize the fleet, remove the American Lafrance apparatus and make the fire department more efficient.

Councilor Veach thanked everyone for everything they are doing and stated that there will be savings combining two for the price of one and savings with manpower, insurance and the cost of running another vehicle.

Mr. Simons agreed that there would be savings in these areas.

Councilor Luddy moved to waive the Town of Berlin bidding requirements and award the purchase of one Fire Apparatus (Engine Tanker 12) from Pierce Manufacturing, for an amount not to exceed \$815,000 as this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 8. Topic re: Waive the bidding procedure and purchase chemicals from Harrell's and Winfield in the amount not to exceed \$86,369 as this is in the best interest of the Town of Berlin. The chemical purchases are through the Early Order Programs of BASF, Syngenta, SePRO and Bayer Chemical Companies. – Golf Course**

Acting Director of Golf Gerry Salvio stated that purchasing these agency early-order chemicals prior to next fiscal year will save the Town about \$13,200. Agency products are products where manufacturers set the price.

Councilor Luddy moved to waive the bidding procedure and purchase chemicals from Harrell's and Winfield in the amount not to exceed \$86,369 as this is in the best interest of the Town of Berlin. The chemical purchases are through the Early Order Programs of BASF, Syngenta, SePRO and Bayer Chemical Companies.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 9. Topic re: Waive the town's bidding procedure for Turf Products to supply parts and equipment as they are the sole provider for Toro equipment in an amount not to exceed \$16,000 as this is in the best interest of the town. – Golf Course**

Acting Director of Golf, Mr. Salvio, explained that the majority of the golf course's equipment is Toro and Turf Products is the sole source provider for Toro parts and equipment. Due to the age of the equipment and the inability to lease new equipment they are spending more money to maintain and repair their fleet. The \$10,000 spending threshold with Turf Products has been met therefore an increase is requested.

Councilor Luddy moved to waive the town's bidding procedure for Turf Products to supply parts and equipment as they are the sole provider for Toro equipment in an amount not to exceed \$16,000 as this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 10. Topic re: Authorize the Town Manager to enter into Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias in the amount of \$29,700.00. – Public Works**

Public Works Director Mike Ahern explained that after tropical storm Isaias hit the area in August the Town collected almost 7500 cubic yards of brush. A bid opening was conducted on December 3, 2020 for the grinding and disposal of that debris, with a total of nine responses and eight submitted bids. Staxx Construction submitted the lowest bid, and they have worked with the Town before. Staff therefore recommends awarding Bid #2021-07 to Staxx Construction in the amount of \$27,000 plus a 10% contingency for a total of \$29,700. The contingency will allow the Town to also remove storm debris from Timberlin Golf Course.

Mayor Kaczynski asked if any State aid was available to cover this project. Mr. Ahern said he had not heard either yes or no from FEMA or the State, but if funding does become available these fees will be submitted.

Councilor Luddy moved to authorize the Town Manager to enter into Contract Agreement #2021-07 with Staxx Construction of Berlin, CT to perform brush grinding and disposal services related to Storm Isaias in the amount of \$29,700.00.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 11. Topic re: Refer the matter of replacing the Kensington Road Bridge (No. 03657) to the Planning and Zoning Commission for a Section 8-24 Review, as per the Connecticut General Statutes, and to authorize the Town Manager to sign and return the Connecticut Department of Transportation's Commitment to Fund dated November 23, 2020. – Public Works**

Public Works Director Ahern stated that this bridge is located near Brook Street and the DOT has deemed it functionally obsolete. DOT is committed to fund approximately \$1.96 million for the construction, the Town will fund the design, permitting and bid process to select a contractor. As part of the process an 8-24 review from P&Z is required because it is a total replacement of the bridge. This motion is also requesting authorization from the Council for the Town Manager to sign the DOT's Commitment to Fund.

Councilor Luddy moved to refer the matter of replacing the Kensington Road Bridge (No. 03657) to the Planning and Zoning Commission for a Section 8-24 Review, as per the Connecticut General Statutes, and to authorize the Town Manager to sign and return the Connecticut Department of Transportation's Commitment to Fund dated November 23, 2020.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 12. Topic re: Authorize the Town Manager to waive the bidding requirements and increase the purchase order to Pasquariello Electric Corporation by \$55,000 for Town streetlight maintenance, as this is in the best interest of the Town. – Public Works**

Public Works Director Ahern stated that the Public Works department terminated its contract for streetlight maintenance with Siemens Mobility, Inc in June 2020 due to problems with response time and overall management. Research was done and it was found that Pasquariello Electric Corporation was less expensive than Siemens Mobility and the Town's previous streetlight contractor. A short-term PO was done for Pasquariello and they have worked out well, being responsive and performing their work. They are currently at the end of their short-term PO, and in the meantime, Mr. Ahern would like to get the current streetlight backlog reduced and is asking for an increase to Pasquariello Electric Corporation's purchase order.

Councilor Luddy inquired about the backlog. Mr. Ahern stated that two poles were replaced yesterday and there are a few poles that have come down due to accidents or rot. There is also a list from Eversource of Town-owned poles that were inspected and found to be rotted and a number of outages reported to the Public Works department.

Councilor Rosso questioned if these were the LED lights, to which Mr. Ahern responded that they were. The Councilor then requested that after the streetlights are done, that the lights in Town parks be addressed. Mr. Ahern stated that those lights had been discussed with either Doug Solek or Steve Wood, so they are aware.

Councilor Luddy moved to authorize the Town Manager to waive the bidding requirements and increase the purchase order to Pasquariello Electric Corporation by \$55,000 for Town streetlight maintenance, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**13. Topic re: Approve the adoption of the Town Council Meetings Calendar for 2021 and January of 2022. – Town Clerk**

Mayor Kaczynski thanked Councilor Luddy for putting the calendar together.

There was a question on the calendar from Kate Wall as to when the Council would want to meet following the swearing-in ceremony for the newly election Town Council on November 16, 2021. Ms. Wall asked if the Mayor thought they should have a meeting on November 30, 2021 as well as on December 14, 2021. The Mayor stated they should have both.

Councilor Luddy moved to approve the adoption of the Town Council Meetings Calendar for 2021 and January of 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**H. TOWN MANAGER'S REPORT:**

- The Town has partnered with CGI Communications, who does the videos for the Town website, for three years. The time has come to renew their contract, there is no cost for their service. Mr. Jayawickrema asked the Council members to look at the different videos that have been posted and see if there is anything that can be done better to advertise the Town to attract businesses and residents.
- Innovative Construction & Design Solutions was hired in October to review the duct work issue at Berlin High School and their draft report is due around January 8, 2021. In order for the project to be closed it had been agreed between the Town and the Board of Education that

an independent consultant would be hired, and their recommendations would determine how the duct work issue would be handled.

- There is a Request for Proposal out for the Town to hire a consultant to review the Visiting Nurse Association (VNA) and provide recommendations to improve their operations and financial performance. The closing date is January 4, 2021 and the Town Manager will provide more information on any RFPs received at the next Town Council meeting.
- Last year the Ordinance Committee provided Timberlin Golf Course with a one-year waiver. The Town Manager has been working with the Gerry Salvio, the Acting Director of Golf, and will soon be speaking with the Golf Commission regarding reducing expenses for the coming fiscal year and increasing revenues. They hope to come up with a plan to comply with the ordinance which requires more revenue than expenses.
- In February 2021 Matt Odishoo, Director of Emergency Management and Deputy Fire Marshal, will be retiring. The job has been posted with hope to fill his position by February.
- Town Clerk Kate Wall has been appointed President of the Connecticut Town Clerk's Association. This is a great opportunity for her to grow and engage with the organization. The Town Manager is proud of her accomplishment and the Council offered congratulations to Ms. Wall.

At this time Mayor Kaczynski thanked the Town Manager and Town staff for working together to keep everyone safe and moving forward this year despite Covid-19. The Town continues on, people are abiding by requirements that have been put in place to keep everyone safe, and businesses have continued to open in town during this difficult time.

**I. SPECIAL COMMITTEE REPORTS:**

None

**J. COUNCILORS' COMMUNICATION:**

Councilor Angelico-Stetson stated that history was made tonight as the appointment of Raul Fernandes to the Board of Finance is the first time a person of color and Hispanic descent was appointed to the Board. Moving forward, it is extremely important to diversify the Town's Boards and Commissions.

Councilor Rosso stated that it's been a difficult year and we've lost loved ones to Covid-19, but he feels there is a light at the end of the tunnel. We need to stay the course and hope that 2021 is better.

**K. ACCEPTANCE OF MINUTES:**

**November 24, 2020**

Councilor Luddy moved to accept the minutes of the November 24, 2020 Town Council Meeting.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**L. ADJOURNMENT**

Councilor Luddy moved to adjourn at 8:43 p.m.

Seconded by Councilor Rosso

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Town Clerk