

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:

Tuesday, January 26, 2021

7:00 pm | (UTC-05:00) Eastern Time (US & Canada) | 2 hrs

[Join meeting](#)

Join from the meeting link

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=mb49f54563f519df7cb119784b9ed51f8>

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 132 404 1079

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

TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, January 26, 2021
Remote Meeting
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. CONSENT AGENDA:
 - 1. Topic re: Accept monetary donations totaling \$2,758.15 for the Berlin Peck Memorial Library and deposit \$1,190.00 into the library agency account for the libraries greatest need, programs and also a book in memory of Carolyn Malinka and deposit \$1,568.15 into the friends of the library miscellaneous account for the purchase of programs, supplies and museum pass renewals and move

to accept the donation of a DVD with a value of \$22.99 to be added to the appropriate department collection. – Berlin-Peck Memorial Library

2. Topic re: Approve a Gift Certificate in the amount of one thousand three hundred dollars (\$1,300.00) be issued to Mr. Tom Marino. It is understood this Gift Certificate is for golf only. – Timberlin Golf Course
3. Topic re: Confirmation of the Town Manager's appointment of Jon Paul Demko, 63 Old Wood Rd. Berlin to serve a two-year term as the Town's Citation Hearing Officer from February 1, 2021 to January 31, 2023. – Town Manager

G. NEW BUSINESS:

1. Topic re: Approve the contract between the Town of Berlin and CALU, Local #911 (Emergency Dispatcher Employees) for the period of July 1, 2020 through June 30, 2023. – Human Resources
2. Topic re: Adopt the proposed amendments suggested by the Board of Ethics to the Ethics Policy. – Board of Ethics
3. Topic re: Authorize the Town Manager to waive the bidding requirements, and award Lenard Engineering the contract to prepare two reports to meet the American Water Infrastructure Act (AWIA), for an amount not to exceed \$12,000, as this is in the best interest of the Town. – Water Control
4. Topic re: Award RFP 2021-10 and authorize the Town Manager to enter into a contract with Kaestle Boos Associates, Inc. as the most qualified bidder for an amount not to exceed \$74,500. Funds are available in the DEEP Athletic Facilities Improvements Grant. - Parks and Recreation
5. Topic re: Recognize January 2021 as Human Trafficking Awareness Month in the Town of Berlin and call this observance to the attention of all our citizens. – Town Manager

H. 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. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can only be filled with an R or U.
6. **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.
7. **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.
8. **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.
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 all above appointments above are filled with an R.
19. **Historic District Commission** – Andra Lou Millerd resigned on January 8, 2021. Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
20. **Historic District Commission** - Amy Prescher (D) 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 if above appointment is filled with a D.
21. **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.
22. **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.
23. **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.
24. **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.
25. **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.
26. **Inland Wetlands & Water Courses Commission – Alternate – Vacancy** – New term would be until January 31, 2023. Can be filled with a D, R or U.
27. **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.
28. **Parks and Recreation Commission** – Andrew Legnani (D) term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024. Reappointment or replacement term would be until January 31, 2024. Can be filled with a D, R or U.
29. **Parks and Recreation Commission** – Joseph S. Hinchliffe (U) term expires on January 31, 2021. Can only be filled with an R or U if both above appointments are filled with a D.

- 30. 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.
- 31. 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.
- 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 – 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.
- 34. 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.
- 35. Public Building Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.
- 36. 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.
- 37. 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.
- 38. 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.
- 39. 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 appointments.
- 40. 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.
- 41. VNA – Vacancy** - Replacement term would be until January 31, 2022. 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 – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.
46. **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.
47. **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.
48. **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.
49. **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.
50. **Water Control Commission – Alternate – Vacancy** -New term would be until January 31, 2023. Can only be filled with a D, R or U.
51. **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.
52. **Youth Services Advisory Board – Vacancy - Service Consumer** – New term would be until January 31, 2023.
53. **Youth Services Advisory Board – Service Consumer-** Donald Geschimsky term expires on January 31, 2021. Reappointment or replacement term would be until January 31, 2024.
54. **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.
55. **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.
56. **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.

- I. TOWN MANAGER'S REPORT:
- J. SPECIAL COMMITTEE REPORTS:
- K. COUNCILORS' COMMUNICATION:
- L. ACCEPTANCE OF MINUTES: January 5, 2021
- M. ADJOURNMENT

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 11, 2021

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	25.00	Lib. Agency Acct.	general donation - greatest need	Sheila Fox
	1,000.00	Lib. Agency Acct.	programs	Beverly Harris
	100.00	Lib. Agency Acct.	general donation - greatest need	Angela Pirog
	50.00	Lib. Agency Acct.	general donation - greatest need	Harry and Janice Mazadoorian
	15.00	Lib. Agency Acct.	in memory of Carolyn Malinka	The Library Board
	1,568.15	FOL Misc. Acct	programs, supplies, and museum pass renewals	Friends of the Library
	2,758.15			
Equip/Merch	22.99	DVD	add to collection	Various
	22.99			

*Unless a name is mentioned, donors have requested anonymity.

ACTION NEEDED:

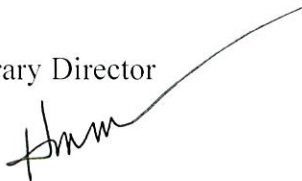
Move to accept monetary donations totaling \$2,758.15 for the Berlin Peck Memorial Library and deposit \$1,190.00 into the library agency account for the libraries greatest need, programs and also a book in memory of Carolyn Malinka and deposit \$1,568.15 into the friends of the library miscellaneous account for the purchase of programs, supplies and museum pass renewals and move to accept the donation of a DVD with a value of \$22.99 to be added to the appropriate department collection.

ATTACHMENTS:

None

PREPARED BY:

Helen Malinka, Library Director



Consent
#2

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 4, 2021

SUBJECT: Gift Certificate (Mr. Tom Marino)

Summary of Agenda Item:

The Timberlin Golf Commission requests a Gift Certificate be issued to Mr. Tom Marino in the amount of one thousand three hundred dollars (\$1,300.00). This request satisfies the issue of Mr. Marino's inability to secure a tee time, as promised when his Season Pass was purchased. It is understood that this Gift Certificate is for golf only and cannot be used for or in combination with to purchase merchandise, carts, food or CIP Fees.

Mr. Marino spoke with the Town Manager in December 2020 and has accepted the Town's offer of a Gift Certificate in the amount of one thousand three hundred dollars (\$1,300.00).

The Timberlin Golf Commission approved this request at the meeting held August 20, 2020 and the Timberlin Golf Commission is requesting Berlin Town Council's approval.

Action Needed:

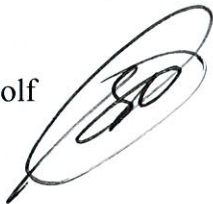
Move to approve a Gift Certificate in the amount of one thousand three hundred dollars (\$1,300.00) be issued to Mr. Tom Marino. It is understood this Gift Certificate is for golf only.

Attachments:

None

Prepared By:

Jerry Salvio, Acting Director of Golf



Consent

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 5, 2021

SUBJECT: Appointment of a Citation Hearing Officer pursuant to Town Ordinance

Summary of Agenda Item:

Town Ordinance #19-23 allows the zoning enforcement officer to serve a citation to anyone deemed in violation of the Town's zoning regulations. Anyone served such a citation may contest his liability before a Citation Hearing Officer. The Ordinance provides that "The Town Manager shall appoint, subject to the confirmation by the Town Council, a Citation Hearing Officer to conduct hearings authorized by this article." Jon Paul Demko has served as the Citation Hearing Officer since 2009 (six terms) and his recent two-year term expires on January 31, 2021. He has indicated a willingness to continue to serve and I would like to appoint him, subject to the Council's confirmation.

Action Needed:

Confirmation of the Town Manager's appointment of Jon Paul Demko, 63 Old Wood Rd. Berlin to serve a two-year term as the Town's Citation Hearing Officer from February 1, 2021 to January 31, 2023.

Attachments:

Application
Ordinance

Prepared By: Arosha Jayawickrema, Town Manager



Please return application to:

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

92:6PM 4 NOV 12
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. ~~PASSENGER POSITION~~ Citation Officer

Name: JON PAUL DEMKO

Home Address: 63020 WOOD ROAD
(Note: To apply, you must be a resident of Berlin)

Email Address: jdemko@spectransport.com

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

4 YRS COLLEGE
Educational Background (optional)

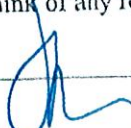
SELF
Present Employment (company/position)

63020 WOOD ROAD
Business Address

Current and Past Civic/Community Involvement: LIONS CLUB OFFICER 40 YEARS, YOUTH SERVICES BOARD, PRESENT POSITION 8 YEARS

Tell us why you feel qualified for this appointment: HAVE EXPERIENCE SERVING IN AIRCRAFT
HELPING THE ADMINISTRATION

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

Signature: 

Date: 12/31/2020

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.

CHAPTER XIX – ZONING AND LAND USE

Article 1. - General

Secs. 19-1—19-20. Reserved.

Article 2. - Zoning Violations

Sec. 19-21. Definitions.

- A) “Person” means any individual, firm, partnership, corporation, limited liability company, association or any other entity.
- B) “Citation” shall be a written statement of the relevant conditions and facts giving rise to the zoning violation, including a reference to the specific section(s) of the zoning regulations which have been violated.

(Ord. No. 5-96, 12-03-1996)

Sec. 19-22. Fine for zoning violation.

Pursuant to § 8-12(a) of the state statutes, rev. 1958, as amended, and in addition to remedies provided in state statute § 8-12 thereof, on and after October 1, 1996, the zoning enforcement officer is hereby authorized to issue citations for violations of the zoning regulations of the town in accordance with this article. The fine for each such zoning violation shall be listed in the town’s fee schedule.

(Ord. No. 5-96, 12-03-1996)

Sec. 19-23. Service of citation.

Any citation issued hereunder shall be served upon the person named in such citation by either:

- (1) in hand service made by the zoning enforcement officer or his designated agents, an indifferent person, or any sheriff or constable having authority to serve civil process in the state, or
- (2) by mailing such citation to the person named therein at his last known home address or other address provided by him to the zoning enforcement officer, by certified mail, return receipt requested, postage prepaid. If the citation is refused, it may be sent by regular mail to such address. The zoning enforcement officer shall retain a true and attested duplicate original of such citation.

(Ord. No. 5-96, 12-03-1996)

Sec. 19-24. Hearing procedure for citation.

- A) The town manager shall appoint, subject to the confirmation by the town council, a citation hearing officer to conduct the hearings authorized by this article. The citation hearing officer may not be an employee of the town and shall serve without compensation but may be reimbursed for actual expenses incurred in performing the duties of this office to the extent that funds have been made available by the town council. The citation hearing officer shall serve for a term of two (2) years, unless removed for cause.

- B) Any person served such a citation may make payment of the fine within thirty (30) days of such service. Such payment shall be delivered to the zoning enforcement officer and shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of such person making the payment.
 - C) If the person cited fails to pay the fine within said thirty (30) day period, the zoning enforcement officer, pursuant to general statute § 7-152c, as amended, is authorized, at any time with twelve (12) months from the expiration of said thirty (30) day period to enforce said citation by sending said person a notice informing him of: (i) of the allegations against him and the amount of the fine(s) due; (ii) that he may contest his liability before the citation hearing officer by delivering in person or by mail written notice within ten (10) days of the date thereof; (iii) that if he does not demand a hearing, an assessment of fine and judgment shall be entered against him; and (iv) that such judgment may issue without further notice.
 - D) If the person sent the notice required by § c above, does not make full payment of the fine(s) and does not make written demand for a hearing before the citation hearing office within ten (10) days of the notice provided for in § c above, he shall be deemed to have admitted liability, and the zoning enforcement officer shall certify such person's failure to respond to the citation hearing officer. The citation hearing officer shall thereupon enter and assess the fine(s) provided for by this article.
 - E) If a hearing is requested, it shall be conducted in accordance with the provisions of state statute § 7-152c(e).
 - F) The failure to pay the assessment of any fine(s) made by the citation hearing officer can result in a superior court judgment as provided by state statute § 7-152c(f) subject to judicial review as provided in state statute § 7-152c(g).
- (Ord. No. 5-96, 12-03-1996)

Secs. 19-25—19-29. Reserved.

Article 3. - Fees for Technical Assistance

Sec. 19-30. Development applications.

Due to the scope, nature, complexity, or the impact of certain development applications on a particular site or on surrounding areas, town staff may not have the resources to completely and adequately review said application in the time period prescribed by state statute(s). In such cases the town council, a board or commission may determine that the town requires additional technical, engineering and legal assistance (hereinafter "technical assistance").
(Ord. No. 10-08, 02-26-2008)

Sec. 19-31. Fees. Additional technical assistance.

Whenever the town council, a board or commission determines that additional technical assistance is necessary due to the scope, nature, complexity and/or impact of a proposed development the expense of such technical assistance shall be passed on to the applicant. The council, board or commission involved shall obtain an estimate prepared by a qualified party or expert and the estimated cost of the technical assistance to review the application multiplied by one hundred-fifty percent (150%) shall be paid by the applicant and deposited with the agency

involved in reviewing said application. Such deposit shall be made within ten (10) days of determination by the council, board or commission that a technical review is required.
(Ord. No. 10-08, 02-26-2008)

Sec. 19-32. Final costs.

Upon completion of the technical assistance and final action on the application by the town council, board or commission involved, the town shall determine the costs incurred for the technical assistance and refund the excess monies to the applicant. Applicants shall not be responsible for costs incurred for technical assistance which exceed the deposit submitted to the town.
(Ord. No. 10-08, 02-26-2008)

Sec. 19-33. More than one (1) agency.

If a proposed development involves review by more than one (1) agency within the town then each agency review is subject to the provisions of this article.
(Ord. No. 10-08, 02-26-2008)

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 7, 2021
SUBJECT: Berlin Emergency Dispatchers Contract

Summary of Agenda Item:

In July 2017, the Emergency Dispatchers voted to remove themselves from the White Collar bargaining unit and established themselves as a stand-alone bargaining group with Connecticut Association of Labor Unions (CALU, Local #911). The group felt strongly that they were distinctly different from the white collar employees who primarily serve as office support. Additionally they were falling behind their peers in salary comparison.

In July 2018, the Town and the Union signed the first bargaining agreement with CALU, Local #911, which was retroactive to July 1, 2017 and continued through July 2020. It was understood at that time that the salaries were below the median and we hoped to address it in future contracts.

Negotiations for a successor contract have been delayed due to Covid-19. The Chief of Police and Union President settled all non-financial language changes. Once those issues were resolved, the Chief, HR Director and Union President met to discuss the financial proposals. After several discussions with the Chief, Director of Finance and Town Manager, we believe we have negotiated a fair successor agreement that will assist in moving the Emergency Dispatcher salaries forward to be closer aligned with their peers. We were able to negotiate this agreement without the use of legal representation, thus saving the Town the cost of those services.

The new agreement includes the following changes:

- Updated language related to the Janus ruling.
- Updated overtime language using In-Time Staff Scheduling (software).
- Increased amount of compensatory time allowed on the books to mirror Police contract.
- Prorated Personal Time for new hires.
- Updated new hire vacation to mirror other Town contracts.
- Updated sick time to limit family sick to ten days per year and defined immediate family.
- Wages: 5% increase July 1, 2020; 2.25% salary increase July 2021; 2.25% salary increase July 2022.
- July 1, 2021 the Town will implement a midnight shift differential of \$1.00 per hour.
- July 1, 2021 the Town will increase the uniform allowance from \$300 to \$350 per dispatcher.
- Contract Duration: July 1, 2020 through June 30, 2023.

The Union membership voted to approve the new three (3) year contract with the Town of Berlin on December 29, 2020. The contract is ready for ratification by the Town Council. The successor agreement is in the best interest of the Town of Berlin and, as such, the Town Manager and Director of Human Resources recommend the approval of this new contract.

Action Needed:

Move to approve the contract between the Town of Berlin and CALU, Local #911 (Emergency Dispatcher Employees) for the period of July 1, 2020 through June 30, 2023.

Attachments:

None

Prepared By:

Denise Parsons, Director of Human Resources

Denise Parsons

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 11, 2021
SUBJECT: Amendments to the Ethics Policy



Summary of Agenda Item:

The Board of Ethics had several meetings to review the Ethics Policy. During the meetings, members felt that there should be more clarity with Section 1-10. The language of Section 1-10 is reflected in Financial Statement Form. Proposed language "All elected officials, department heads, the Town Manager, Board of Ethics members, corporation counsel and any other Town employees as the Town Manager shall designate (subject to the applicability of any collective bargaining agreement)," shall file this Financial Statement. The proposed amendments to Section 1-10 should help clarify how Financial Statement Form is completed by the official. Also, the amendments describe how the Town Clerk will issue the second notice and third notice to the individuals who have not filed the proper paperwork.

Action Needed:

Move to adopt the proposed amendments suggested by the Board of Ethics to the Ethics Policy.

Attachments:

Red-lined Section 1-10 showing the proposed changes
Clean Section 1-10 and Financial Statement if proposed changes are adopted

Prepared By: Kate Wall, Town Clerk



Section 1-8. Paid consultants/vendors of the municipality.

(a)(1) No paid consultant or vendor of the Town shall represent a private interest in any action or proceeding against the interest of the Town which is in conflict with the performance of his/her duties as a consultant/vendor. (2) No paid consultant/vendor may represent anyone other than the municipality concerning any matter in which he/she participated personally and substantially as a consultant to the municipality. (3) No paid consultant/vendor shall disclose confidential information learned while performing his/her duties for the municipality nor shall he/she use such information for the financial interests of himself/herself or others.

Section 1-9. Former public employees/officials.

(a) No former Town employee or public official shall appear for compensation before any municipal board or agency in which he/she was formerly employed at any time within a period of one year after termination of his/her service with the municipality.

(b) No former Town employee or public official shall represent anyone other than the municipality concerning any particular matter in which he/she participated personally and substantially while in municipal service.

(c) No former Town employee or public official shall disclose or use confidential information acquired in the course of and by reason of his/her official duties, for financial gain for himself/herself or others.

(d) No former Town employee or public official who participated substantially in the negotiation or award of a municipal contract obliging the municipality to pay an amount of twenty-five thousand (\$25,000) or more, or who supervised the negotiation or award of such contract shall accept employment with a party to the contract other than the municipality for a period of one year (1) after such contract is signed.

Section 1-10. Statements of financial interests. Filing requirements.

(a)(1) All elected officials, ~~department heads and other management level employees who have purchasing authority, the Revenue Collector, Assessor, Purchasing Agent, members of the board of assessment appeals~~ Department Heads, the Town Manager~~Top Managers of Town Hall, and~~ board of ethics members, corporation counsel and any other Town employees as the Town Manager shall designate (subject to the applicability of any collective bargaining agreement), shall file, under penalty of false statement, a statement of financial interests for the preceding calendar year with the Town Clerk within thirty (30) days of taking office or the date of appointment and on an annual basis thereafter on or before December first (1st) next in any year in which he/she holds such a position or office. Any such individual who leaves his office or position shall file a statement of financial interests covering that portion of the year during which he/she held an office or position. The Town Clerk shall notify such individuals of the requirements of this subsection within thirty (30) days after their departure from such office or position. Such individuals shall file such statement within sixty (60) days after receipt of the notification.

(b) The statement of financial interests shall include the following information for the preceding calendar year in regard to the individual required to file the statement and his/her spouse and dependent children residing in the individual's household: (1) Real estate located within the Town of Berlin, excluding the place of principal residence, which is owned or leased for a period exceeding two (2) years by such official,

employee, spouse or dependent, including any real estate owned by a corporation or trust or partnership of which where such person holds as at least five (5) percent of a legal or equitable interest; (2) the name(s) of any employer(s) from which the official, employee, spouse or dependent is paid an annual income of at least ten thousand dollars (\$10,000) annually and the name of any business entity (including corporations, partnerships, trusts and limited liability companies) in which owned by the official, employee, spouse or dependent, including any corporation, trust or partnership, where either the official, employee, spouse or dependent has owns at least five (5) percent of a legal or equitable interest; (3) the name of any business entity identified under subsection (2) of this section which had a contract with the Town of Berlin the preceding calendar year to provide either goods or services for in the aggregate amount of at least ten thousand dollars (\$10,000); and (4) a certification that each official or employee has read and understands the Town of Berlin Ethics Policy.

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

(c) It shall be the responsibility of the Town Clerk to mail the Statement of Financial Interests to all persons holding public offices specified in subsection (a)(1) herein and to provide a copy to Human Resources to provide to all new employees. The statement of financial interests filed pursuant to this section shall be a matter of public information (subject to any limitations allowed in the Freedom of Information Act.) The Town Clerk will also email ("read receipt" requested) the Ethics Policy and the Acknowledgement of Receipt (along with the Financial Disclosure to applicable persons per (a)(1) above herein) to all Elected Officials and all Board and Commission members by December 1st of each year ("First Notice"). If the Town Clerk does not have an active or accurate email address for an individual, the Town Clerk shall transmit the Ethics Policy, Acknowledgement and, if applicable, the Financial Disclosure, to said individual via certified mail, return receipt requested. The Town Clerk shall email (with "received receipt" requested)(certified mail, return receipt to anyone for whom the Town Clerk does not have an email address) a reminder the first week of January to any individual Elected Official or Board and Commission member who has not filed the proper paperwork ("Second Notice"). If the Elected Official or Board and Commission member does not have an email address on file with the Town Clerk's Office the reminder will be sent by certified mail. If the certified mail is returned undelivered, the Town Clerk shall mail the Policy and Acknowledgement via regular first class mail to the address on file with the Town Clerk and the same shall be deemed received by the addressee.

Formatted: Superscript

(d) Any individual who is unable to provide information required under the provisions of subsection (b) of this section by reason of impossibility may petition the Board for a waiver of the requirements. If the requirements are not waived, and any person who fails to comply with the provisions of Section 1-10 of this policy following transmittal of the Second Notice shall be notified by the Town Clerk, the Town Clerk, the first week of February, shall also notify the employee's supervisor or the chairman of the commission as applicable of the individual's noncompliance and request assistance obtaining compliance via email ("read receipt" requested) or certified mail, return receipt, for anyone for whom the Town Clerk does not have an email address ("Third Notice"). If the individual continues not to comply with the requirements herein, the individual shall, in the first week of March, within thirty (30) days after this second notice, then the individual will be referred called to come before to the Board of Ethics to address the noncompliance. Failure to disclose the information required by Section 1-10 of this policy with respect to an individual's spouse or dependent does not constitute a violation if the individual making the disclosure has made a good faith effort to obtain the information which he/she then documents in said disclosure statement.

Section 1-11. Distribution of policy.

The Town Manager shall cause a copy of this policy and any other policy approved by the Town

Council to be distributed to every Town employee except for employees of the Police Department, to include all officers, dispatchers and staff, who do not have purchasing authority (given that these employees are subject to separate ethics policies reasonably equivalent to or exceeding the requirements of this Policy) and public official within sixty (60) days after enactment of such policy. Each Town employee and public official shall be furnished a copy upon commencing the duties of his/her office of employment. A signed receipt for all copies shall be returned to the Town Clerk and retained on file (refer to Exhibit A). Annually, all employees are required to re-affirm in writing that they have received and are following the policy. The policy will also be placed on the Town's website and a reference to the link will be included in all Requests for Proposal ("RFP") and Requests for Qualifications ("RFQ"). It shall be a requirement that all respondents to a Town RFP or RFQ included a signed acknowledgement that they have received and will follow the policy (refer to Exhibit B).

Amended 2018-12-18 by Town Council to exempt employees of the Police Department

Section 1-10. Statements of financial interests. Filing requirements.

(a)(1) All elected officials, Department Heads, the Town Manager, board of ethics members, corporation counsel and any other Town employees as the Town Manager shall designate (subject to the applicability of any collective bargaining agreement), shall file, under penalty of false statement, a statement of financial interests for the preceding calendar year with the Town Clerk within thirty (30) days of taking office or the date of appointment and on an annual basis thereafter on or before December first (1st) next in any year in which he/she holds such a position or office. Any such individual who leaves his office or position shall file a statement of financial interests covering that portion of the year during which he/she held an office or position. The Town Clerk shall notify such individuals of the requirements of this subsection within thirty (30) days after their departure from such office or position. Such individuals shall file such statement within sixty (60) days after receipt of the notification.

(b) The statement of financial interests shall include the following information for the preceding calendar year in regard to the individual required to file the statement and his/her spouse and dependent children residing in the individual's household: (1) Real estate located within the Town of Berlin, excluding the place of principal residence, which is owned or leased for a period exceeding two (2) years by such official, employee, spouse or dependent, including any real estate owned by a corporation or trust or partnership of which such person holds at least five (5) percent of a legal or equitable interest; (2) the name(s) of any employer(s) from which the official, employee, spouse or dependent is paid at least ten thousand dollars (\$10,000) annually and the name of any business entity (including corporations, partnerships, trusts and limited liability companies) in which the official, employee, spouse or dependent, owns at least five (5) percent of a legal or equitable interest; (3) the name of any business entity identified under subsection (2) of this section which had a contract with the Town of Berlin the preceding calendar year to provide either goods or services for the aggregate amount of at least ten thousand dollars (\$10,000); and (4) a certification that each official or employee has read and understands the Town of Berlin Ethics Policy.

(c) It shall be the responsibility of the Town Clerk to mail the Statement of Financial Interests to all persons holding public offices specified in subsection (a)(1) herein and to provide a copy to Human Resources to provide to all new employees. The statement of financial interests filed pursuant to this section shall be a matter of public information (subject to any limitations allowed in the Freedom of Information Act.) The Town Clerk will email ("read receipt" requested) the Ethics Policy and the Acknowledgement of Receipt (along with the Financial Disclosure to applicable persons per (a)(1) above herein) to all Elected Officials and all Board and Commission members by December 1st of each year ("First Notice"). If the Town Clerk does not have an active or accurate email address for an individual, the Town Clerk shall transmit the Ethics Policy, Acknowledgement and, if applicable, the Financial Disclosure, to said individual via certified mail, return receipt requested. The Town Clerk shall email (with "received receipt" requested)(certified mail, return receipt to anyone for whom the Town Clerk does not have an email address) a reminder the first week of January to any individual who has not filed the proper paperwork ("Second Notice"). If the certified mail is returned undelivered, the Town Clerk shall mail the Policy and Acknowledgement via regular first class mail to the address on file with the Town Clerk and the same shall be deemed received by the addressee.

(d) Any individual who is unable to provide information required under the provisions of subsection (b) of this section by reason of impossibility may petition the Board for a waiver of the requirements. If the requirements are not waived and any person fails to comply with the provisions of Section 1-10 of this policy following transmittal of the Second Notice, the Town Clerk, the first week of February, shall notify the employee's supervisor or the chairman of the commission as applicable of the individual's

noncompliance and request assistance obtaining compliance via email ("read receipt" requested) or certified mail, return receipt, for anyone for whom the Town Clerk does not have an email address ("Third Notice"). If the individual continues not to comply with the requirements herein, the individual shall, in the first week of March, be referred to the Board of Ethics to address the noncompliance. Failure to disclose the information required by Section 1-10 of this policy with respect to an individual's spouse or dependent does not constitute a violation if the individual making the disclosure has made a good faith effort to obtain the information which he/she then documents in said disclosure statement.

TOWN OF BERLIN STATEMENT OF FINANCIAL INTERESTS

The Town of Berlin Ethics Policy requires certain elected and appointed officials and employees of the Town of Berlin to file under the penalty of false statement this Statement of Financial Interest with the Town Clerk.

1. Filer's Personal Information:

- a. Full name _____
- b. Principal residence address _____
- c. Name of office or position _____
- d. Date of Election, Appointment or Hire _____
- e. Full name of spouse _____
- f. Full name(s) of dependent(s) over 18:

- g. Please indicate reason for filing (i.e. new election or appointment or annual update) _____

2. Real Property and Location:

Include any property within the Town of Berlin (excluding your principal residence) which is owned or leased for a period of two years by you, your spouse, or your dependent including any real estate owned by a corporation, trust or partnership in which you and/or your spouse and/or dependent have at least a five percent (5%) legal or equitable interest. Please include street address, name of owner or beneficiary and whether the property is held directly. If not held directly, please list the name of the corporation, partnership or trust that holds the property.

Identify the name and address of any employer(s) that you, your spouse, your dependent and/or a corporation, trust, or partnership in which you, your spouse and/or dependent owns at least a five percent (5%) legal or equitable interest, received at least \$10,000 in earnings from in the immediate preceding calendar year. List names of all applicable employers and whether the recipient of the income is you, your spouse, or your dependent or whether you are a joint recipient with your spouse.

If you, your spouse or your dependent and/or any corporation, trust or partnership identified in Section 3 had a contract with the Town of Berlin in the preceding calendar year to provide either goods or services in the aggregate amount of at least \$10,000, please identify the contract amount, length of contract and nature of contract.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

TOWN OF BERLIN STATEMENT OF FINANCIAL INTERESTS

5. Certification:

- 1.) I understand that if I fail to file this statement timely and accurately, I will be subject to certain penalties as set forth in the Town of Berlin Ethics Policy.
- 2.) I understand that all information that I provide on this Statement of Financial Interests shall be a matter of public record and may be disclosed by the Town of Berlin unless exempt from disclosure by the Freedom of Information Act.
- 3.) I certify that I have read and I understand the Town of Berlin Ethics Policy.
- 4.) I certify, under penalty of false statement, that this Statement of Financial Interests is a complete and accurate statement of financial interests for myself, my spouse, my dependent over eighteen years old and any corporation, trust or partnership in which I or we hold a legal or equitable interest of at least five percent (5%).

I have read and agree to the above certification.


Signature: _____

Printed Name: _____

Date: _____

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: January 12, 2021

SUBJECT: Requesting a Bid Waiver for Lenard Engineering for Development of Two Reports;
EPA Risk & Resiliency Assessment and Emergency Response Plan Documents

SUMMARY:

The American Water Infrastructure Act (AWIA) of 2018 requires Water Utilities to develop and evaluate their resiliency to risk, and to create emergency plans for responding to any unfortunate circumstances. The Berlin Water Control Commission (BWCC) is required to have its Risk and Resilience Assessment and Emergency Response Plan by June 30, 2021. Lenard Engineering's proposal of \$6,000 (for each report) is reasonable, and they are familiar with the Berlin water control systems and are presently updating our overall Water Supply Plan required by the State Health Department. Therefore, we are requesting a bid waiver for these services provided by Lenard Engineering for an amount not to exceed \$12,000. Funding will be provided from Account # 843.50.5086.0.53814.00000 (Water Contractual Services).

ACTION NEEDED:

Move to authorize the Town Manager to waive the bidding requirements, and award Lenard Engineering the contract to prepare two reports to meet the American Water Infrastructure Act (AWIA), for an amount not to exceed \$12,000, as this is in the best interest of the Town.

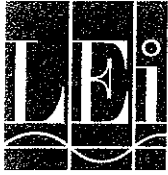
ATTACHMENTS:

- 1) Lenard Engineering, Inc. Quote
- 2) Sufficiency of Funds

PREPARED BY:

Ray Jarema, P.E., Water Control Manager





Lenard Engineering, Inc.

2210 Main Street
P.O. Box 1088
Glastonbury, CT 06033
Tel: 860 659-3100
Fax: 860 659-3103
www.lenard-eng.com

1348 Conantville Road
P.O. Box 580
Storrs, CT 06268
Tel: 860 429-5400
Fax: 860 429-1367

140 Willow Street
Suite 8
Winsted, CT 06098
Tel: 860 379-6669
Fax: 860 738-1272

19 Midstate Drive
Suite 200
Auburn, MA 01501
Tel: 508 721-7600
Fax: 508 721-7610

Civil, Environmental and Hydrogeological Consultants

December 1, 2020

Mr. Ray Jarema, PE
Berlin Water Control Commission
240 Kensington Road
Berlin, CT 06037

RE: *Proposal for Professional Services, Prepare EPA Risk and Resiliency Assessment and Emergency Response Plan Documents, Town of Berlin Water Control Commission*

Dear Mr. Jarema:

As requested, Lenard Engineering, Inc. (LEI) is pleased to submit our proposal to prepare the EPA mandated Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP).

EPA classifies the Town of Berlin Water Control Commission as a small community water system, with a population served between 3,300 and 50,000. The America's Water Infrastructure Act (AWIA) of 2018 established requirements for systems serving greater than 3,300 people, for both Risk and Resiliency Assessments (RRA), and Emergency Response Plans (ERP). These documents incorporate many of the components analyzed during the Vulnerability Assessments of the mid-2000's, but expand the analysis from only intentional, malevolent acts, to also includes natural emergencies (droughts, floods, storms, earthquakes, etc).

EPA prepared a small system worksheet for both the RRA and ECP documents, for systems of Berlin's population range, which fully meet AWIA requirements. LEI will utilize these formats to prepare AWIA compliant, user friendly document that the Town can easily update in the future.

SCOPE OF SERVICES

A) Prepare Risk and Resiliency Assessment (RRA)

1) Review Past Documents

The RRA document should incorporate information from past studies as a starting point. If available, please provide copies of your past Vulnerability Assessment and Emergency Response Plans, Asset Management and other similar planning documents for our review.

The RRA is required to be completed by June 30, 2021, at which time a certification form is submitted to EPA with your signature, verifying this is complete. Copies are not submitted to either EPA or DPH but must be available on-site for review at these agencies request.



2) Risk and Resiliency Assessment Workshop

Once we review past documents, we will schedule a workshop (in-person or remotely) to review the requirements of the RRA, and discuss what Berlin considers to be critical assets, as well as the most likely natural and man-made acts that could negatively impact those critical assets.

3) Prepare Draft Copy of Risk and Resiliency Assessment

Based on information obtained from past documents and the workshop, LEI will prepare a first draft of the RRA. The EPA has created a Small System Worksheet (46 pages) which fully complies with the requirements of AWIA. We will prepare the Assessment using this format.

4) Submit Semi-Final Copy of Risk and Resiliency Assessment

We will incorporate your comments into a semi-final version of the RRA and submit it for review. We will meet (either in-person or remotely) to review this and agree on any final changes to the document.

5) Submit Final Risk and Resiliency Assessment Documents

LEI will prepare the final Risk and Resiliency Assessment document, as well as the EPA certification form, for the Town's signature and submission to the EPA. This will be ready for submission well in advance of the June 30, 2021 deadline.

B. Prepare EPA Emergency Response Plan (ERP) Document

1) Review Past Documents

The ERP document should incorporate information from past studies as a starting point. If available, please provide copies of your past Vulnerability Assessment and Emergency Response Plans, Asset Management and other similar planning documents for our review.

2) Emergency Contingency Plan Workshop

Once we review past documents, we will schedule a workshop (in-person or remotely) to review the requirements of the ECP, and your current Emergency procedures. We will see what additional measures are required to meet the EPA guidelines. This can be done concurrent with the Risk and Resiliency Workshop, as the two plans are related.



Lenard Engineering, Inc.

Civil, Environmental and Hydrogeological Consultants

3) Prepare Draft Copy of Emergency Response Plan

Based on information obtained from past documents and the workshop, LEI will prepare a first draft of the ERP. As discussed, the EPA has created a Small System Worksheet (25 pages plus attachments) which fully complies with the requirements of AWIA. We will prepare the ERP using this format.

4) Submit Semi-Final Copy of Emergency Response Plan

We will incorporate your comments into a semi-final version of the ERP and submit it for review. We will meet (either in-person or remotely) to review this and agree on any final changes to the document.

5) Submit Final Emergency Response Plan Documents

LEI will prepare the final Emergency Response Plan document, as well as the EPA certification form, for Berlin's signature and submission to the EPA. This will be ready for submission well in advance of the December 31, 2021 deadline.

PROPOSED FEES

LEI proposes to complete this work for a lump sum fee of \$12,000, broken down as follows:

- A) Prepare Risk and Resiliency Assessment Document- \$6,000
- B) Prepare Emergency Response Plan Document - \$6,000

By reference, the attached Standard Conditions of Engagement are part of this proposal, and any resultant contract.

I hope you find this proposal acceptable, and we look forward to continuing our work for the Town of Berlin Water Control Commission. If you, or other officials have any questions or comments regarding this proposal, I am at your service.

Very truly yours,

Lenard Engineering, Inc.

A handwritten signature in black ink, appearing to read 'James E. Ericson', is written over the printed name.

James E. Ericson, PE
Vice President

ACCEPTED BY: _____ DATE: _____



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 11-Jan-21

Purchase Item or Contract: Development of reports to comply with AWIA		Requested by: Ray Jarema	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Development of Risk & Resilience Assessment and Emergency Response	\$12,000.00	\$12,000.00
	Plan reports (NTE \$12,000)		
			-
			-
			-
			-
TOTAL			\$12,000.00

Account No. 843.50.5086.0.53814.00000 Contractual Services

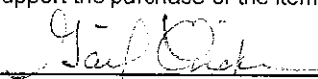
Budgeted Amount.....	\$40,400.00	Available balance.....	\$40,400.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$12,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$28,400.00

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist. Finance Director

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

Finance Director or Assist. Finance Director

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 11, 2021

SUBJECT: RFP 2021-10 Architectural/Engineering Design and Construction Administration Services for Biscoglio Field Renovations at Berlin High School

Summary of Agenda Item:

The Town of Berlin recently went out to bid for Architectural/Engineering Design and Construction Administration Services for Biscoglio Field Renovations at Berlin High School as part of the State DEEP Grant that was recently accepted at the January 5, 2021 Town Council meeting.

Renovating the field will consist of, but not limited to, installing a new synthetic turf surface which will allow the capability of the field to be multi-use for numerous sports and groups.

Bid no. 2021-10 was advertised on December 17, 2020 and the bid opening was held on January 7, 2021. Due to the magnitude of the project, as well as the fact that post construction this field will likely become the most used field in Town, the Request for Proposal was extremely specific in its requirements for experience. Bids were received at the Town Manager's office from five vendors. One was eliminated due to lack of experience. The committee, which consisted of Jennifer Ochoa, Steven Wood, a municipal professional from Rocky Hill and a municipal professional from the City of Meriden, did a scope review and interviewed four of the five firms. We are not recommending the low bidder because one of the most important parts of the project is properly securing the anchor to the existing track which the vendor would not give an answer as to how they would accomplish that. The other two firms, as well as the low bidder, also did not have the experience and knowledge needed for the extent and details of this project that was specified in the Request for Proposals. It was a unanimous decision to move forward with requesting approval to enter into contract with Kaestle Boos Associates, Inc. Their experience of being involved in 10 new synthetic turf fields in the past 5 years, as well as their existing relationship and successful projects with the Town make them the most qualified bidder and the best choice for the Town.

The interview committee recommends awarding RFP 2021-10 and authorizing the Town Manager to enter into contract with Kaestle Boos Associates, Inc. for an amount not to exceed \$74,500 (including a \$5,000 contingency).

The interview committee is requesting Town Council approval of this recommendation as it is in the best interest of the Town.

Action Needed:


Move to award RFP 2021-10 and authorize the Town Manager to enter into a contract with Kaestle Boos Associates, Inc. as the most qualified bidder for an amount not to exceed \$74,500. Funds are available in the DEEP Athletic Facilities Improvements Grant.

Attachments:

Bid Results

Sufficiency of Funds

Prepared By:

Jennifer Ochoa, Director of Community, Recreation and Park Services 

Steven Wood, Superintendent of Parks and Grounds

Bid #2021-10 Biscoglio Field Consultant

January 7, 2021 10:00AM

	Company	Location	Construction Documents & Permitting			Bidding	Construction Administration & Closeout		Total	Alternate - Geotechnical Borings and Report	Alternate - On-Site Survey	Alternate - Permitting Fees and Reproductions
1	Barton & Loguidice, LLC (Anchor)	Glastonbury, CT	\$ 10,500.00	\$ 4,400.00	\$ 5,500.00	\$ 5,500.00	\$ 13,250.00	\$ 39,650.00	\$ 5,350.00	\$ 2,000.00	\$ 3,500.00	\$ 8,500.00
2	Kaesle Boos Associates, Inc.	New Britain, CT	\$ 9,500.00	\$ 21,500.00	\$ 3,000.00	\$ 20,500.00	\$ 54,500.00	\$ 3,500.00	\$ 3,000.00	\$ 7,000.00	\$ 1,000.00	\$ -
3	Landtech	Westport, CT	\$ 9,000.00	\$ 21,500.00	\$ 3,000.00	\$ 5,000.00	\$ 38,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ -	\$ -
4	The WBA Group, Inc.	Meriden, CT	\$ 6,500.00	\$ 10,000.00	\$ 2,000.00	\$ 4,000.00	\$ 22,500.00	\$ 4,500.00	\$ 4,500.00	\$ 3,800.00	\$ -	\$ -
5	Clough Harbor & Associates, LLP	Rocky Hill, CT	\$ 20,350.00	\$ 13,025.00	\$ 2,600.00	\$ 14,000.00	\$ 49,975.00	\$ 7,000.00	\$ 7,000.00	\$ 5,900.00	\$ 1,000 Permitting \$0 Reproductions	\$ -



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 13-Jan-21

Purchase Item or Contract: Design services - Biscoglio Field Renovations		Requested by: Jen Ochoa	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Architectural/Engineering Design and Construction Admin. Services -	\$74,500.00	\$74,500.00
	Biscoglio Field Renovations (NTE \$74,500)		
			-
			-
			-
			-
TOTAL			\$74,500.00

Account No. 500.25.2543.0.54000.00772 DEEP Athletic Facilities Improv. Grant

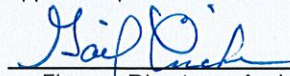
Budgeted Amount.....	\$2,774,254.05	Available balance.....	\$2,774,254.05
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$74,500.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$2,699,754.05

Is a budget change needed? ☐ Yes ☒ No

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

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

or:


Finance Director or Assist.Finance Director

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

Finance Director or Assist.Finance Director

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 13, 2021
SUBJECT: Human Trafficking Awareness Month

Summary of Agenda Item:

January is National Slavery and Human Trafficking Prevention Month. Human trafficking is a crime in which force, fraud or coercion is used to compel a person to perform labor, services or commercial sex. It affects all populations: adults, children, men, women, foreign nationals and U.S. citizens, and all economic classes.

Human Trafficking Awareness Month is an opportunity to recognize the critical role all citizens of Berlin play in preventing and reporting these heinous crimes.

Action Needed:

Move to recognize January 2021 as Human Trafficking Awareness Month in the Town of Berlin and call this observance to the attention of all our citizens.

Attachments:

Proclamation on Human Trafficking Awareness Month.

Prepared by: Arosha Jayawickrema, Town Manager

Human Trafficking Awareness Month

WHEREAS, human trafficking is a form of modern slavery that occurs in every state, including Connecticut, wherein victims are forced to work in various forms of labor exploitation including, but not limited to, commercial sex acts and other services that are induced through force, fraud, or coercion; and

WHEREAS, due to its isolated and discrete nature, many individuals across the globe are unaware that trafficking exists in their communities; and

WHEREAS, it is estimated that more than 40 million people around the world are victims of human trafficking; and

WHEREAS, increased education about how to identify human trafficking along with increased knowledge of resources and services for those affected by criminal exploitation can help decrease the number of future victims; and

WHEREAS, the citizens of Berlin stand against this practice, and will support our police department in taking steps and any necessary action to stop this practice; and

WHEREAS, Human Trafficking Awareness Month is an opportunity to recognize the critical role all citizens of Berlin play in preventing and reporting these heinous crimes.

NOW, THEREFORE, The Berlin Town Council, do hereby recognize January 2021 as **HUMAN TRAFFICKING AWARENESS MONTH** in **the Town of Berlin** and call this observance to the attention of all our citizens.



TOWN OF BERLIN
Office Of The Town Manager

AROSHA JAYAWICKREMA
Town Manager

January 14, 2021

Dear Town Council members:

I have attached a brief description of accomplishments as well as operational updates from each department for the first half of fiscal year 2021. I look forward to highlighting some of these at the next Town Council meeting.

Thank you.

Sincerely,

Arosha Jayawickrema

Animal Control

Although with Covid-19 this year, the Department saw a smaller number of animals brought into our shelter, the ones that were brought in were quickly reunited with their families or adopted to good homes. The shelter has been completely deep cleaned this year, including but not limited to, cleaning and disinfecting individual kennels, kennel walls, and floors. We have also done a thorough inventory and clean out when necessary of all outdated paperwork, flea meds, shampoos, etc. The Animal Control Officers have also been very visible in the field as they have taken on doing some patrolling on days they share the office.

Assessor

The Assessor's Office completed critical tasks necessary to submit the certified grand list without an extension. COVID-19 has made this effort more challenging, but the Office has responded well.

Building Department

The Building department has finally implemented the new software permitting program (MUNICITY) as of 7/16/2020. Currently using inhouse and will be rolled out to public for 24/7 online system softly on 1/4/2020 and fully for 1/18. The implementation presented numerous issues with data conversion and testing remotely due to the pandemic. However, the staff worked diligently with the program hosts to get this done.

Economic Development

- New 18,000 square foot retail building at Turnpike Ridge is nearing completion (exterior anyway).
- Newport Realty Group expecting to hold a ground-breaking on their 1st building (16 apartments and 7,000 square feet of commercial space) in January.
- 15 ribbon cuttings and groundbreakings held between September 15th and December 15th.

Emergency Management Department

The first 6 months of this fiscal year were busy for everyone as for the Emergency Management Department we had our hands full with COVID and a Tropical Storm named Isaias.

During the 6 months the department (one-person department) provided all assistance to other departments including PPE and other resources as requested. The Town's COVID response was also coordinated through Emergency Management including PPE stockpiling, building prep for reopening, and liaison with Local, State and Federal Agencies as needed.

As if COVID wasn't enough, the Town also had to deal with Tropical Storm Isaias in early August. The storm thankfully caused less damage than was expected but led to over 50% of the Town

behind without power. Although prepared if needed, the Town did not need to shelter any residents as the summer temperatures were mild during the outage. Planning, response and recovery were coordinated through the Director of Emergency Management since he is the liaison between Local and State Agencies as well as Eversource.

Facilities

In the First half of Fiscal Year 2021, the Facilities Department focused many efforts on COVID compliance measures at all Town & School buildings per CDC & CT DPH Guidelines. Many temporary and permanent measures were implemented along with Commissioning and Balancing at all Schools. Many other maintenance, repair & remodeling projects took place at all Town and School Buildings involving all trades.

Finance

- The Finance Office published an unmodified Comprehensive Annual Financial Report on-time (including ongoing debt compliance reporting) despite COVID limitations from both the Town and auditors. The limitations required conversion to electronic communication and distance meetings. The staff leveraged new laptops and remote access software, rotated staff to balance ongoing demands with audit requirements and met every audit and non-audit deadline.
- The Treasurer position was integrated into the Finance department. This change reduces annual operating costs by more than \$10k and provides bandwidth to address issues/questions faster.

Fire Marshal

- Assumed role as COVID-19 Compliance Officer.
- Successfully renewed all insurance policies and bonds with a reduction in the Workers Compensation premium.
- Began the process of reviewing the sale of Hunters Ambulance to Hartford Healthcare and the effect on the current EMS contract.
- Conducted 135 Inspections, 13 Investigations, 32 Assistance Requests and processed 27 Insurance claims.

Information Technology

- Configured and implemented a VPN (Virtual Private Network) so employees can work remotely while still having access to the same IT resources as if at the workplace.
- Migrated several of our older Windows 2003 and 2008 servers to Windows 2019 virtual servers, including our domain controllers. Installed a WSUS (Windows Server Update Services) server that all domain computers report to and receive their Windows updates from.

Library

The Library slowly reopened to the public, browsing at first by appointment, and next and currently, fully open for browsing. Appointments are taken for computer use, study rooms and notary services. Curbside pickup for library materials is approaching 6,000 since June. Many patrons have expressed delight at being able to come back inside, as several libraries in the area are only doing curbside pickup.

Parks and Recreation

The Parks and Recreation Department was able to open Percival Pool this summer from July 1-August 15. Strict guidelines and protocols were put in place for the safety of the public and staff. We were also able to offer limited swim lessons and we had dog obedience classes at Pistol Creek. We safely re-opened the Community Center, to groups only, starting in August. We had strict guidelines and protocols in place for everyone's safety. For the fall, we ran yoga, dance, painting and dog obedience classes, all in person. In October we offered our first Drive-Thru Trunk or Treat event, in place of our popular Monster Bash. We had 165 kids register. In December, we had our first Holiday House Decorating Contest and had 53 houses enter.

Planning and Zoning

- Harnessed new technologies to allow for continued Commission and Board meetings with minimal interruption during the pandemic. We were one of the first departments to hold hybrid meetings with public hearings including digitally sharing application and presentation materials in real time for each of the four boards we serve.
- Reduced overall permit review times despite an unprecedented number of inquiries, permit applications, and pending legal matters.
- Facilitated remote engagement for both the resident and development community as we continued to move forward with several ongoing significant developments that are spurring the growth of Berlin including the Newport TOD project on Farmington Avenue, projects along the Berlin Turnpike corridor including Orsini's mixed-use expansion, Edgewater Homes, and the anticipated workforce housing at the east end of Deming Road.
- Worked with the Building Department to utilize their new MUNICIPALITY online permit software, and continued file digitization through Laserfiche and GIS, which should streamline permitting and facilitate public access to information across departments.

Police Department

- Completed the interview room project at the PD
- Hosted community WebEx on the plague of car breaks and thefts. (Noticed a definite increase in the number of calls to the PD reporting suspicious activity)

Public Works

Public Works - Administered the following along with our partnering engineers and contractors:

- Rehabilitated bridges (2) on Wildermere Road and Berlin Street.
- Completed new streetscape project along New Britain Rd, Main Street, and Farmington Ave (sidewalks, curbs, streetlights, permeable pavers). Included reworking center islands and crosswalks on Main St.
- Milled and paved Main Street between Kensington and Farmington Roads
- Completed construction of Steele Blvd (off Farmington Ave), new Town road associated with Newport Realty's development.
- Replaced over 1,600 linear feet of existing sidewalks.
- Coordinated other departments' response to Tropical Storm Isaias cleanup and submitted cost estimates and backup to FEMA.

Municipal Garage

- Completely rebuilt Truck #327 (2005 Peterbilt) for Highway Dept. Installed new body, rebuilt frame and motor, replaced major components, and painted.
- Installed new radio system hardware in departmental vehicles.
- Overhauled front end loader, adding 8 years+ to service life.
- Continued to maintain Town Fleet.

Fire Administrator

- Completed fire pump and aerial testing
- Completed roll-out of new radio systems to the following depts – Fire, Highway, Parks & Grounds, Municipal Garage, Facilities, and Water Control.

Highway Dept

- Cleared blocked roads and completed Town-wide cleanup after the August 4th Tropical Storm Isaias.
- Reconstructed and paved a portion of Kensington Road along with Surrey Lane and the Town Hall entry intersection (entire project totaled 1.47 miles).

Parks and Grounds – Completed field improvements and safety upgrades to the Barretta Baseball field located near the Percival Pool. These included cutting out lips in the infield area, re-sodding from home plate to pitcher's mound, and adding 60 tons of infield material. Also improved Volunteer Park (at Farmington Ave and Porters Pass) in coordination with the Kensington Garden Club, including removing trees and dozens of overgrown and invasive

plants, opening up sight lines to make the park more visible and welcoming, replanting native trees and plants selected by the Kensington Garden Club, and stoned the back edge with river rock and mulched the remaining areas. Cleared Town properties as part of Town-wide cleanup after the August 4th Tropical Storm Isaias.

Water Control - Negotiated payment for Deming Road pump station usage with MDC and received \$270,000 repayment for 2010 to 2019. MDC also indicated it will contribute to the new Deming Road pump station at a 60% cost sharing rate (estimated to cost \$2.5 million). Still negotiating historic repayments back to 1987 with MDC. Conducted another leak detection investigation using New York Leak Detection, Inc. and excavated and repaired a substantial leak on Stony Mill Lane. Engaged an Engineering consultant to design a water interconnection with Meriden Water Dept. Executed another 5-year Agreement for purchasing water from the Cromwell Fire District, which primarily serves the East Berlin area.

Revenue Collector

One of the accomplishments of the Revenue Office has been the swift response to the pandemic:

- The Revenue Office determined the most effective way to collect taxes in the month of July was to open the office to the public. The collection rate was 1% higher year to date for the July & August collection period.
- In December, the office purchased a drop box to enable taxpayers to pay their taxes without coming into the building. A measure which helps to keep everyone safe & healthy through this tax season.
- Further, the office has a rotation of staff to help keep all staff members safe.

Senior Services

The Senior Center has risen to the challenge put forth to them by the pandemic. Though many of our services were suspended the staff at the Center continued to stay connected to the seniors in our community through virtual classes/programs, weekly calls from our GAP Squad, birthday wishes from the Birthday Brigade, set ups for meal delivery, delivery of essential items such as masks, toilet paper, paper towels, Lysol wipes, etc., numerous drive thru events, continued transportation for essential services and delivered a weekly ROBO call to seniors with vital information for the past 41 weeks. During this time, we welcomed a new bus driver and received recently our new Senior Center bus.

Social and Youth Services

- Made adaptations to our summer youth outdoor leadership program and safely conducted 17 daytrips for 22 students.

- Continued to provide Food Pantry, Renter's Rebate, Medicare CHOICES counseling, and our regular casework services without interruption.
- When many Connecticut towns were cutting back on their holiday programs, we were able to fully implement ours while keeping volunteers, donors, staff, and clients safe.

Town Clerk's Office

Land Recordings

Over 300 more deeds were recorded during Fiscal Year 19/20 then in the past Fiscal Year and over \$89,000 additional money was collected just on land recordings. (100 more deeds were processed between March to June 2020 than had been processed the previous year).

Fiscal Year 18/19 Total number of deeds recorded 3242 Funds collected \$302,671.70

Fiscal Year 19/20 Total number of deeds recorded 3531 Funds collected \$392,001.01

Additional Revenue

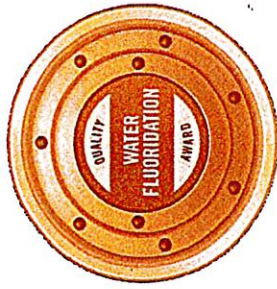
Our other revenues remained consistent. Even with Town Hall being by appointment only the Town Clerk's Office remained consist in providing services to the public.

Meetings/Governor's Orders

Learning WebEx and trying to fulfill the Governor's Orders were the most frustrating aspect of COVID concerning the impact on staff time and ability to provide services to the public.

VNA

The VNA staff have been heroes who have powered forward throughout the pandemic. They have been infected, exposed, quarantined, and worked tirelessly to care for members of our community with quality care, trying to keep them safe from the virus while putting themselves and families at risk.



2019

Water Fluoridation Quality Award

BERLIN WATER CONTROL COMMISSION

Connecticut

The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the fluoride content to the recommended level for oral health for 12 consecutive months in 2019. High quality water fluoridation, as demonstrated by this water system, is a safe and effective method to prevent tooth decay and improve the oral health of all community residents.

Casey Hannan

Casey Hannan, MPH
Director, Division of Oral Health
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention

Theresa "Racy" J. Boehmer

Theresa "Racy" J. Boehmer, P.E.
National Fluoridation Engineer, Division of Oral Health
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

The Town Council will meet in person. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no public 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:

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.

Join by phone

+1-408-418-9388 United States Toll

Global call-in numbers

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

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:02 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

Mayor Kaczynski requested that anyone who wished to speak regarding agenda item #1 please wait until after the presentation as the discussion may answer any questions residents may have regarding the topic.

Donna Bovee, 85 Steepleview Drive – Ms. Bovee, speaking as Chair of the Parks & Recreation Commission, thanked former Berlin Representative and Speaker of the House Joe Aresimowicz for securing the \$2.7 million grant which is the subject of agenda item #5 tonight, which will permit the Town to install a turf multi-purpose field at Biscaglio Field at the Berlin High School track along with other recreational improvements. This grant will allow certain sports to practice at the high school and avoiding bussing to Sage Park, allows youth football to have a practice home and youth soccer to play without having to build a new field. The Parks & Recreation Commission fully supports the acceptance of this grant and thanks former Representative Aresimowicz, the State of Connecticut, the Mayor, Town Council, and the Playing Fields Committee for their support.

Sam Lomaglio, 78 Hickory Hill Road – Mr. Lomaglio, speaking as Chairman of the Board of Finance, stated that regarding agenda item #4 the Board of Finance had a discussion about the tax abatement being requested for Newport. He thanked Economic Development Director Chris Edge for his professionalism and quick work, along with Corporation Counsel, to make some changes to the agenda item. Mr. Lomaglio requested that the Board of Finance and Town Council be included in the loop when the Economic Development Commission is negotiating these abatements so their opinions can be considered, and they can make suggestions.

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

Mayor Kaczynski introduced this item by stating that he wanted to get everyone on the same page and clear up some misinformation he has been hearing. He reminded residents that the construction of a new police station was voted down by the residents of the Berlin. Since then the Town Council has voted to make improvements to the current police station, made sure new cruisers and a new radio system were purchased when needed, and has always properly funded the police department.

Regarding the current issue of numerous car break-ins and thefts; this is an issue across the state. There may be many reasons for the increase in these crimes but one reason points to criminal justice reforms that have been passed over the last five or six years by the past and current Governor and Legislature. Mayor Kaczynski has been speaking with the mayors of Newington, Rocky Hill, Wethersfield and Cromwell regarding the situation. Newington's mayor wrote a letter to legislators

and it had been hoped that a joint resolution could be written but that has been difficult to pull together so each town's Council has created their own resolution.

Mayor Kaczynski stated that the job of the Town Council and Mayor is to send a message to the Governor and Legislature that the items they've passed regarding criminal justice reform, the Police Accountability Bill and statutory limits of police pursuit need to be reviewed and changes need to be made.

The Mayor added that the Resolution that will be discussed this evening was drawn up with short notice and sent to Council members this morning, but this topic is not new and has been discussed over the last few months with police and residents. Berlin residents are not happy and there has to be something the Council can do as the political body of the Town of Berlin to begin a conversation with the governor and legislature on this matter.

The wording of the Resolution regarding the juvenile justice system and reforms made has been vetted by police chiefs of Berlin, Cromwell and Rocky Hill. Much of the information was obtained from a former State Attorney in the Chief State's Attorney Office who was the head of juvenile prosecution for the State.

Mayor Kaczynski read the last page of resolution as follows:

NOW, THEREFORE, BE IT RESOLVED BY THE BERLIN TOWN COUNCIL AS FOLLOWS:

1. That the Berlin Town Council strongly encourages the Governor to recognize that matters pertaining to juvenile justice insufficiencies, escalating crime, and public safety have resulted in serious consequences for the citizens of Berlin, the town itself, and its law enforcement, along with a corresponding lack of consequences to those perpetuating this criminal activity.
2. That the Berlin Town Council strongly encourages the Governor to meet with local leaders to understand the seriousness of ongoing criminal behavior, and require lawmakers to address these problems with meaningful, impactful juvenile justice reform that balances the need to protect our youth with the need to protect our residents.
3. That in the interest of fairness, and to ensure the State of Connecticut is responding to the needs of its constituents, the Berlin Town Council supports and strongly encourages a meeting with the Governor to partner and identify solutions in the best interest of all stakeholders.
4. That absent collaboration and meaningful reform, this type of criminal activity will increase and can potentially become more violent – a grave threat to the public safety of our residents, and a disservice to both our youth and municipality.
5. That the Berlin Town Council is unwilling to wait until someone gets hurt, or a significant incident occurs, to seek accountability for the problems within the juvenile justice system and other criminal justice reforms that are creating havoc in our town.

The Mayor then turned the conversation over to the Council for discussion.

Councilor Veach stated that she agrees with the Mayor. She feels that things are out of control and the juveniles involved in these crimes need to be held accountable and there need to be consequences because, if not, things will continue to escalate. Councilor Veach added that her husband is a police officer and he feels his hands are tied when dealing with these crimes. As a newly elected State representative she has been given the opportunity to serve on the Judiciary Committee and this topic will be one of her top priorities.

Councilor Angelico-Stetson stated that since the Resolution was only given to the Council earlier today, she would like the item to be placed on the next Council agenda. She added that there are many reasons for the increase in car break-ins and thefts other than the changes in the juvenile justice system, including the pandemic and addition issues. The Councilor would feel more comfortable having more time before voting on this Resolution.

Councilor Rosso added that the process is as important as the progress. As he did not receive the information until late this afternoon, he is not comfortable voting on it tonight. He stated that Berlin has a representative going to the Legislature that was elected on a law and order campaign and he is confident that she should be the one handling this issue, not the Town Council.

Councilor Urrunaga stated that everyone is frustrated by what is happening in town, but the Council needs to be diligent to look at all reasons not just the juvenile justice system.

Councilor Luddy stated that these criminals are becoming more brazen in their crimes by entering garages and even occupied homes. There is no reason to wait to get this Resolution to the Governor.

Councilor Paonessa stated that he believes this Resolution is not being rushed, if anything it is long overdue.

Mayor Kaczynski reiterated that this Resolution is simply to start a conversation with the Governor, and it shouldn't be delayed. He added that it's time for action as residents are very afraid of what is happening in town.

Police Chief John Klett confirmed that these car break-ins and thefts are a statewide problem. In most cases cars that have been rummaged through or stolen have been unlocked with the keys left inside. The Police Department has been getting information out to remind residents to lock their cars, they have also held a Webex meeting with citizens which is available to view on the Berlin PD Facebook page as well as YouTube.

Citizens should remain vigilant and call the police if they see anything suspicious. The Berlin Police Department has joined the Ring Neighborhood network allowing residents to upload video of suspicious activity. They are also looking to work with residents to form more neighborhood block watches. Chief Klett added that residents should not try to confront these criminals as they have no qualms about using force against others.

The Chief added that the main problem is that organized groups are using youth under 18 to commit these crimes knowing that they won't have a record after the age of 18 and they won't be jailed. They also know that police can't pursue vehicles for property crimes and that currently courts are operating on a reduced basis.

Chief Klett stated that extra midnight shifts have been added but these acts are so random it has been difficult to stop them. He agrees that the police department has been properly funded and there is funding available for overtime, but he does not feel that will fix the problem. Berlin is the only town in the area assigned an officer to the New Britain Auto Theft Task Force which has allowed the town to receive good information and tips, and the Chief meets regularly with chiefs from five area towns to put their heads together to develop new strategies but, again, the problem is these break-ins and thefts are very random.

He added that all reports of these crimes are evaluated to determine if there are solubility factors and if it's worth processing for evidence but in most cases there is no DNA evidence as the perpetrators are wearing gloves and masks.

In closing he reminded residents that the Berlin Police Department is the residents' police department and officers are just as frustrated by these crimes.

Police Commission Vice Chairman Steve Wilson stated that he supports the Resolution. He wanted to reassure residents that Berlin has a well-funded and well-equipped police department, but they need the assistance of residents. He encouraged citizens to call if they see suspicious activity and share Ring Doorbell videos of crimes committed.

Police have interrupted attempted crimes a number of times but are unable to pursue. He added the court system needs to be up and running again and the Governor and Legislature need to revisit how juvenile crimes are addressed. Lack of consequences for these criminals is causing a quality of life issue for the residents of Berlin and he fears it's only a matter of time before things get worse.

AUDIENCE OF CITIZENS REGARDING AGENDA ITEM #1

Melissa Urrunaga, 1075 Orchard Road – Ms. Urrunaga stated that she is a member of the Berlin Police Commission as well as a social worker and court liaison for the Department of Children and Family. She is concerned about the Resolution as it focuses on the juvenile justice system and not the justice system as a whole. She believes we need to focus on the Department of Corrections and reintegrating into the community as that plays a factor as well. Ms. Urrunaga added that she feels this is a legislative issue and encourages Donna Veach to take on this issue as our representative.

Julia Dennis, 115 Norton Road – Ms. Dennis thanked the Council for addressing this issue tonight. She has never felt unsafe in Berlin until recently and feels this Resolution is very important to get to the Governor. She asks to not make this a political issue but a community issue because we all need to come together to do everything possible to make our town safer.

Ryan Malloy, 84 Juniper Lane – Mr. Malloy stated that he was surprised that there hasn't been a technology-driven approach to stop these crimes. He spoke of key pinch points for camera

installation as used in the military that would help drive a data-driven resolution, or front bumper mounted GPS attached to fleeing vehicles. He also proposes another approach of sharing information with residents regarding gun laws and what citizens can and cannot do in that regard.

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo stated he believes the police are doing a good job, but it may be beneficial to have more police on the force. He also thinks some crime problems are related to society and communities as they are now and added we could all be better neighbors to each other. He would like to see the Town and Police encourage neighborhood associations or watches to help bring neighbors together, the stronger your community is the safer the town will be as a whole.

Joan Veley, 1424 Orchard Road – Ms. Veley stated she believes that the way the system is set up right now encourages criminals. She added that the intention of the Resolution is to move the issue back to the Governor and Legislature and to make a statement with other towns that there is an issue with crime that doesn't come down to the residents or the police department, it comes down to the laws that have been created to protect the criminals.

Raul Fernandes, 71 Whispering Brook Drive – Mr. Fernandes stated that he believes that this is not just an issue of juvenile crimes but of crime in general and needs to be addressed as such.

Councilor Luddy agreed that there are issues within the criminal justice system in general, but that's a different topic for a different night.

Mayor Kaczynski stated he is not opposed to adding additional language to the Resolution in regard to the criminal justice system in general, but the problem right now does appear to be the juveniles and the system that has been created.

Councilor Angelico-Stetson stated that is what she was suggesting earlier. Using the next two weeks to be able to review, edit and add to the Resolution. She added she does not believe waiting those two weeks will deter or reduce what is happening in town. The Councilor then requested going through each paragraph tonight with input from Corporation Counsel, the Police Commission, and the Chief of Police as to what each paragraph means. Then have a discussion as to what can be added with respect to making the Resolution more comprehensive.

Mayor Kaczynski asked the Council members to express any concerns with specific paragraphs within the Resolution. Councilor Urrunaga stated that his concern is that every single point refers to this being a juvenile issue and that is a little short-sighted. Mayor Kaczynski explained that in meeting with other towns regarding this issue it was determined and agreed that the problem is with juveniles.

Councilor Urrunaga inquired about the juvenile wording in the resolutions of other towns. The Mayor stated that Rocky Hill did, but other towns were still working on theirs. Councilor Angelico-Stetson requested copies of those other towns' resolutions.

Mayor Kaczynski then requested Council members review the first page of the document. Councilor Angelico-Stetson inquired about the third paragraph's wording "legislation includes changing the

age of juvenile court jurisdiction from, up to 16 years of age, to up to 18 years of age; and, has resulted in confusion regarding police interrogation, secure holding, release options". Chief Klett responded that initially this was issue when the age change was made as those between 16 and 18 were considered youthful offenders and different rules applied to them, but that status no longer exists. Berlin is beyond that confusion now although it may still be an issue with some agencies. The Chief then added that the information contained in this Resolution was obtained from a subject matter expert and he is confident that the nuts and bolts of the wording is correct and true.

Mayor Kaczynski reminded everyone that this Resolution is meant to be a starting point for a conversation with the Governor and Legislature.

Councilor Angelico-Stetson then inquired about the research and verification of information contained in the first two paragraphs of page two of the Resolution. Mayor Kaczynski again confirmed that this information came from the State's Attorney's office. The Councilor then inquired about the wording in the 4th paragraph on page two, "we have witnessed a pattern of criminal behavior across Connecticut, and in Berlin consisting of groups of young people, juveniles to late teens". She believes this paragraph can be revised so it's not so juvenile-focused. Councilor Urrunaga suggested changing the wording to "groups of people, juveniles through adults". Councilor Veach stated that these are statistics. She believes a large portion of the crimes in our area are being committed by juveniles and therefore the issue of juveniles needs to be addressed. There was agreement to change the wording to include juveniles through adults.

Mayor Kaczynski noted that there was mention tonight regarding problems with the criminal justice system as a whole, but that is too broad a subject to include in this Resolution.

Councilor Rosso recommended adding the words "General Assembly" to follow "Governor" whenever it is present in the document.

Councilor Paonessa added that he sees this document as a means to discourage criminal activity. He would prefer to vote on this Resolution tonight as the new Legislative session is beginning and the impact of all the towns addressing them in a unified manner will call more attention to the subject. Councilor Veach agreed.

At this time Mayor Kaczynski allowed additional comments from the Audience of Citizens.

Dave Norris, 229 Butternut Lane – Mr. Norris agreed that the Town Council is simply trying to get discussion started with the Governor, and there have been some good ideas for things that could be added but he doesn't feel taking several days of delay is worth it.

Jonathan Huck, 679 Edgewood Road – Mr. Huck stated that there is a gentleman in town who is circulating a petition but was unable to be part of the Webex call this evening and asked Mr. Huck to speak for him. The petition currently has about 1200 signatures and is addressed to the Governor stating "A law changed in 2018 by Governor Malloy critically affecting our safety and personal property. Minors under 18 are trespassing onto our properties and stealing vehicles and personal property and just getting a slap on the wrist. Some of these minors are even armed. This situation keeps getting worse. The police aren't able to help us, there needs to be changed."

Mayor Kaczynski and the Council agreed to revise wording within the Resolution to remove the emphasis on young people and to state, “juveniles through adults”, and to add “and General Assembly” following the word “Governor”.

Copies of the Draft Resolution and Final Resolution will be attached to these Minutes.

Councilor Luddy moved to add the Resolution Regarding Juvenile Justice, Escalating Crime, and Public Safety, as amended, to the agenda.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Those voting against: Councilor Angelico-Stetson.

Abstained: Councilor Rosso

Vote being 5-1-1 (MOTION CARRIED)

Councilor Luddy moved to accept the Resolution, as amended during tonight’s discussion.

Seconded by Councilor Paonessa.

Those voting in favor: Councilor Luddy, Councilor Paonessa, Councilor Urrunaga, Councilor Veach, Mayor Kaczynski.

Those voting against: Councilor Angelico-Stetson.

Abstained: Councilor Rosso

Vote being 5-1-1 (MOTION CARRIED)

2. Topic re: Accept the donation of \$125.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department

Councilor Luddy moved to accept the donation of \$125.00 and appropriate the funds to the Supplies Expenditure Account.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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**

Economic Development Director Chris Edge stated that Loureiro Engineering has been working with the Town for a number of years on 889 Farmington Avenue for ground water well testing, as well as working with Newport on the basement of 861 Farmington Avenue. Funds are available from the brownfield grant from the State of Connecticut Department of Economic Development.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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. Amended to add: The tax abatement shall be subject to Newport not receiving housing tax credits for the project from other State or Federal sources. – Economic Development**

Economic Development Director Edge stated that due to the delay from a previous appeal and Covid-19 issues, Newport has requested a tax abatement. The Board of Finance suggested that the tax abatement be granted subject to Newport not receiving housing tax credits for the project from other State of Federal sources and Newport has confirmed that it is agreeable to this condition.

Councilor Luddy moved 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. The tax abatement shall be subject to Newport not receiving housing tax credits for the project from other State or Federal sources

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 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 Biscaglio 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 Biscaglio Field and various improvements at Sage Park to the DEEP Athletic Facilities Improvements Grant account, pending approval by the Board of Finance. – Recreation/Grounds**

Finance Director Kevin Delaney stated that this grant was secured by former Speaker of the House, Joe Aresimowicz. The biggest project would be putting synthetic turf down on Biscaglio Field at the high school. Three other smaller, but important projects that this grant will be used for are the construction of restrooms and a storage facility at the newly constructed softball field at Sage Park, straightening the road into Sage Park, and replacing the scoreboard at Scalise Field.

Councilor Luddy noted that Biscaglio Field has needed repairs for a number of years. He added that the Town will be saving money on bussing since athletes will no longer need to be bussed to Sage Park. Some of these projects have been on the Playing Field Committee's agenda for a number of years and youth organizations will be very happy to see these items addressed.

Councilor Rosso thanked Joe Aresimowicz again and added that these improvements will go beyond high school sports. He urges the Council to support this item.

Mayor Kaczynski questioned straightening the road into Sage Park. Public Grounds Foreman Steve Wood stated that this refers to the entrance road coming in from Jarvis Lane. Twenty years ago there was discussion of expanding the front of Sage Park to host more fields. Road reconstruction was written into the original part of the grant, but the cost will probably be more than the \$350,000 noted on the Summary of Agenda.

Councilor Luddy moved 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 Biscaglio Field and various improvement at Sage Park, pending review by Corporation Counsel.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

G. APPOINTMENTS:

Mayor Kaczynski noted that appointments are usually made at the second meeting in January. There are a number of vacancies so he urged the Council to get the word out to those who may be interested in filling those positions.

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 Geschinsky 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:

None

I. SPECIAL COMMITTEE REPORTS:

None

J. COUNCILORS’ COMMUNICATION:

Councilor Rosso informed the Council of the passing of Berlin resident Dr. John Fitzsimmons. Besides being an Optometrist and artist Dr. Fitzsimmons was a member of the Board of Education, the Kensington Art League, the Berlin Lions, Shuttle Meadow Country Club, and past president of the Peck Library Society.

K. ACCEPTANCE OF MINUTES:

December 15, 2020

Councilor Luddy moved to accept the minutes of the December 15, 2020 Town Council Meeting.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

L. ADJOURNMENT

Councilor Luddy moved to adjourn at 9:27 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting