

Join Zoom Meeting

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Meeting ID: 817 4280 5893

Passcode: 632184

1-929-205-6099, (New York)

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, January 4, 2022  
Town Council Chambers and  
Remote Meeting  
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Transfer \$26,120 from Electricity to Electricity – Lighting Control Upgrades, both in the Schools Department General Fund budget, to pay for debt service payments related to the BHS lighting upgrade project. - Finance
2. Topic re: Accept monetary donations totaling \$2,535.06 for the Berlin Peck Memorial Library and deposit \$1,500.00 into the library agency account to be used for professional staff development and the libraries greatest needs, and deposit \$790.73 into the friends of the library miscellaneous account for the purchase of museum pass renewals, program supplies and coffee supplies and deposit \$118.98 into the friends of the library credit card account for the purchase of child/teen program supplies and deposit \$125.35 into the media lab account and move to accept the donation of 10 office chairs with an approximate value of \$1,000.00 to be used at the adult computer stations and move to accept the donation of Christmas cards with an approximate value of \$25.00 to be sent to patrons or vendors and move to accept the donation of 23 puzzles with an approximate value of \$135.00 to be used for the adult puzzle exchange. - Berlin-Peck Memorial Library
3. Topic re: Accept the donations of \$600.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police

4. Topic re: Accept the donation of \$200.00 and appropriate the funds to the Supplies Expenditure Account. – Police
5. Topic re: Appropriate \$539.00 to the Sale of Land, Labor, & Materials Revenue Account and the Contractual Services & Projects Account in the Capital Nonrecurring Fund. – Facilities
6. Topic re: Appropriate \$6,029.30 to the Sale of Land, Labor, & Materials Revenue Account and the Contractual Services & Projects Account in the Capital Nonrecurring Fund. - Facilities

H. NEW BUSINESS:

1. Topic re: Approve Ryan Bird's Eagle Scout Project for a donation week, as well as a donation drive to benefit Berlin Animal Control. – Parks and Recreation
2. Topic re: Adopt the proposed Flag Flying Policy and set an effective date therefor. – Town Manager
3. Topic re: Discussion concerning increase in the Town's Contribution to the Police Officer Defined Contribution Plan. – Town Manager
4. Topic re: Authorize the Town Manager to enter into a three-year agreement with Pasquariello Electric Corporation of Madison, CT to provide Streetlight Maintenance Services through December 31, 2024. – Public Works
5. Topic re: Authorize the Town Manager and Staff to submit two applications to the Capital Region Council of Governments for LOTCIP Road Projects, for reconstruction of 1) Burnham Street and Massirio Drive, and 2) Episcopal Drive and Rowley Street. – Public Works
6. Topic re: Waive the Town of Berlin bidding requirements and purchase 5 Automatic External defibrillators from Stryker Medical of Chicago, IL. For an amount not to exceed \$11,586 as this is in the best interest of the town. – Fire Administrator
7. Topic re: Approve the new Superintendent of Facilities position which will be shared between Department no. 38 (Town) and no. 61 (Board of Education). – Town Manager
8. Topic re: Waive the bidding process and authorize the Town Manager to enter a contract with Earth Contractors to construct a trail from the Town Hall parking lot to the Percival Field soccer field for a fee of \$15,000, to be paid from the open space (fee in lieu) account as this is in the best interest of the Town. – Economic Development
9. Topic re: Authorize the Town Manager to enter into an amendment to the license agreement between the Town and Newport Realty Group LLC concerning 55 Steele Boulevard to extend the term of the agreement to December 31, 2022. – Economic Development
10. Topic re: Authorize the Town Manager to apply for a Community Challenge Grant for projects in the vicinity of the Berlin Train Station and to appropriate \$85,000 in Town matching funds from the remaining balance in the Farmington Avenue Development (non-grant) account. – Economic Development

I. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board** – Robert Lewis (U) term expires on 1/31/2022. Reappointment or replacement term would be until January 31, 2025. Can be filled with a D, R or U.
2. **Berlin-Peck Memorial Library Board** – Gail Marino (R) term expires on 1/31/2022. Reappointment or replacement term would be until January 31, 2025. Can be filled with a D, R or U.
3. **Berlin-Peck Memorial Library Board** – Karen Pagliaro (D) term expires on 1/31/2022. Reappointment or replacement term would be until January 31, 2025. Can be filled with a D, R or U.
4. **Board of Ethics** – Kevin Hines (U) term expires on 1/31/2022. He has served six years and cannot be reappointed (Section 8-19 of Town Charter). Replacement term would be until January 31, 2025. Can only be filled with a D or U.
5. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2023. Can be filled with a D, R, or U.
6. **Board of Ethics - Alternate** – Annmarie Marolda (D) term expires on 1/31/2022. Reappointment or replacement term would be until January 31, 2025. Can only be filled with a R or U if the above appointment is filled with an D.
7. **Cemetery Committee – Alternate – Vacancy** -Term would be until January 31, 2027. Can be filled with a D, R or U.
8. **Commission for the Aging** – Barbara Gombotz (R) term expires on 1/31/2022. Reappointment or replacement term would be until January 31, 2027. Can be filled with a D, R or U.
9. **Commission for Persons with Disabilities – Vacancy** -Term would be until January 31, 2025. Can be filled with a D, R or U.
10. **Conservation Commission – Vacancy** -Term would be until January 31, 2024. Can be filled with a D, R, or U.
11. **Conservation Commission** – Thomas Heisler (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can only be filled with a R or U if the above appointment is filled with an D.
12. **Constables – 5 Vacancies** -Terms would be until December 2023. Can be filled with D, R, or U with no more than a bare majority to be from one political party (Section 8-6).
13. **Constables** – John Kozak (R) term expires on 12/31/2021. Reappointment or replacement would be until December 31, 2023. Can be filled with a D, R or U.

- 14. Constables** – Robert Zipadelli (D) term expires on 12/31/2021. He does not want to be reappointed. Replacement would be until December 31, 2023. Can be filled with a D, R or U.
- 15. Golf Commission** – Gale Lemieux (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 16. Golf Commission** – Sebastian Senia (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 17. Historic District Commission** – Vacancy -Terms would be until January 31, 2023. Can only be filled with R or U.
- 18. Historic District Commission** – Susan Skene (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can be filled with a D, R or U.
- 19. Historic District Commission - Alternate** – Amy Prescher (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can be filled with a D, R or U.
- 20. Inland Wetlands & Water Courses Commission** – William Jackson (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 21. Inland Wetlands & Water Courses Commission** – Gary Pavano (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 22. Inland Wetlands & Water Courses Commission** – David Rogan (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 23. Inland Wetlands & Water Courses Commission – Alternate** – Vacancy – New term would be until January 31, 2023. Can be filled with a D, R or U.
- 24. Parks and Recreation Commission** – Joseph Pulcini (U) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 25. Parks and Recreation Commission** – Dinesh Patel (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can only be filled with an R or U if above appointment is filled with a D.
- 26. Parks and Recreation Commission** – Don Dellaquila (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can only be filled with an R or U if above appointment is filled with a D.



- 27. Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would expire on June 30, 2023. Can be filled with a D, R or U. There are only two members from Berlin for this board.
- 28. Planning and Zoning Commission** – Steve Wollman (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can be filled with a D, R or U.
- 29. Planning and Zoning Commission - Alternate** – Steven Biella Jr. (U) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can only be filled with R or U.
- 30. Public Building – Vacancy** -Term would be until January 31, 2023. Can be filled with a D, R or U.
- 31. Public Building** – Donald Lombardo (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can only be filled with an D or U if above appointment is filled with a R.
- 32. Veteran’s Commission** – Paul Eshoo (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R, or U.
- 33. Veteran’s Commission** – Dean Revoir (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R, or U.
- 34. VNA – 2 Vacancies** - Replacement terms would be until January 31, 2023 and January 31, 2024. Can be filled with a D, R or U.
- 35. VNA** – Cindy McKinnon (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 36. VNA** – Taylor Cope (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 37. VNA** – Brenda Chyra (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 38. VNA** – David Veronesi (D) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025. Can be filled with a D, R or U.
- 39. Water Control Commission –Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U.
- 40. Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2024. Can only be filled with a D or U.
- 41. Youth Services Advisory Board – Service Consumer- Vacancy** – New term would be until January 31, 2024.

- 42. Youth Services Advisory Board – Service Consumer** – Nancy Cavaliere term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025.
- 43. Youth Services Advisory Board – School Rep.** – Jan Zagorski term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025.
- 44. Youth Services Advisory Board – Youth Officer** – Theodore Fuini term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025.
- 45. Youth Services Advisory Board – Youth Agency Rep.** – Adam Marzi term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2025.
- 46. Zoning Board of Appeals – Vacancy** – New term would be until January 31, 2023. Can be filled with D, R, or U.
- 47. Zoning Board of Appeals – Vacancy** – New term would be until January 31, 2026. Can be filled with D, R, or U.
- 48. Zoning Board of Appeals** – Corey Whiteside (R) term expires on 1/31/2022. Reappointment or replacement would be until January 31, 2027. Can be filled with a D, R or U.

J. TOWN MANAGER’S REPORT:

K. SPECIAL COMMITTEE REPORTS:

L. COUNCILORS’ COMMUNICATION:

M. ACCEPTANCE OF MINUTES: December 14, 2021

N. EXECUTIVE SESSION:

1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation – Possible Litigation
2. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town – Reservoir Road
3. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending claims or pending litigation - New Britain Stadium Pilot Agreement negotiations

O. ADJOURNMENT

Consent

Agenda Item No. 1  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 21, 2021

**SUBJECT:** Transfer to Fund BHS Lighting Upgrade Debt Service

**Summary of Agenda Item:**

In December 2021, the Town completed lighting upgrades at BHS that are projected to save an energy costs. The project cost \$522,351.48 and was funded through incentives from Eversource (\$313,411.27) and on-bill, 0% financing funded through the energy savings (\$208,940.21). The on-bill financing is considered debt. To properly track the debt and ensure electricity savings is used to pay for the debt service, funds are being transferred from the existing electricity account (001.35.3561.0.53102.00000) to the lighting upgrades debt service budget line (001.35.3561.0.53102.00356), both in the Schools department. Funding the project this way allows the Town to enjoy the benefits of the project without any budget increase.

**Action Needed:**

Move to transfer \$26,120 from Electricity to Electricity – Lighting Control Upgrades, both in the Schools Department General Fund budget, to pay for debt service payments related to the BHS lighting upgrade project.

**Attachments:**

Budget Transfer Form

**Prepared By:**

Kevin Delaney, Finance Director



# TOWN OF BERLIN

## BUDGET CHANGE FORM

**Section 1: To be completed by Department:**

Department:	<b>Schools</b>	Fiscal Year:	<b>FY2022</b>	Date:	<b>12/21/21</b>
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.53102.00356	Electricity - Lighting Control Upgrades	\$26,120.00	D. Solek		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.35.3561.0.53102.00000	Electricity	\$26,120.00			

Contingency Balance (If applicable):

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

In December 2021, the Town completed lighting upgrades at BHS that are projected to save an energy costs. The project was funded through incentives from Eversource and on-bill, 0% financing funded through the energy savings. The on-bill financing is considered debt. To properly track the debt and ensure electricity savings is used to pay for the debt service, funds are being transferred from the existing electricity budget to the lighting upgrades debt service budget line.

**Section 2: To be completed by Town Manager:**

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	12/21/21
Comments:				

**Section 3a: Town Council action:**

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

**Section 3b: Board of Finance action:**

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

**Section 4: To be completed by Finance Department:**

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Consent  
Agenda Item No. 2  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 29, 2021

**SUBJECT:** Accept Library Donations

**SUMMARY:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	500.00	Library agency acct	unclassified/greatest need	Gary Desai from Lotus Hospitality
	1,000.00	Library agency acct	professional development staff days	Patricia Lombardi
	118.98	FOL credit card acct	child/teen program supplies	Friends of the Library
	790.73	FOL misc. acct	program supplies, museum pass renewals and coffee supplies	Friends of the Library
	125.35	Media lab acct.	digital media lab equipment	Various
	2,535.06			
Equip/Merch	1,000.00	(10) office chairs	adult computer stations	Carrier Corporation
	25.00	Christmas cards	send to patrons or vendors	various patrons
	135.00	23 puzzles	adult puzzle exchange	Anonymous
	1,160.00			

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

**ACTION NEEDED:**

Move to accept monetary donations totaling \$2,535.06 for the Berlin Peck Memorial Library and deposit \$1,500.00 into the library agency account to be used for professional staff development and the libraries greatest needs, and deposit \$790.73 into the friends of the library miscellaneous account for the purchase of museum pass renewals, program supplies and coffee supplies and deposit \$118.98 into the friends of the library credit card account for the purchase of child/teen program supplies and deposit \$125.35 into the media lab account and move to accept the donation of 10 office chairs with an approximate value of \$1,000.00 to be used at the adult computer stations and move to accept the donation of Christmas cards with an approximate value of \$25.00 to be sent to patrons or vendors and move to accept the donation of 23 puzzles with an approximate value of \$135.00 to be used for the adult puzzle exchange.

**ATTACHMENTS:**

None

**PREPARED BY:**

Carrie Tyska, Head of Adult Services



Consent

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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 22, 2021

**SUBJECT:** Donations for K9 Program

**Summary of Agenda Item:**

The Police Department has received \$600 in donations to the K9 Program.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the K9 Program Expenditure Account # 100.15.1532.0.53225.00000.

**Action Needed:**

Move to accept the donations of \$600.00 and appropriate the funds to the Police K9 Program Expenditure Account.

**Attachments:**

None

**Prepared By:**

Deputy Chief Chris Ciuci

Consent

Agenda Item No. 4  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 22, 2021

**SUBJECT:** Donation for supplies.

**Summary of Agenda Item:**

The Police Department has received a \$200.00 donation for supplies.

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

**Action Needed:**

Move to accept the donation of \$200.00 and appropriate the funds to the Supplies Expenditure Account.

**Attachments:**

None

**Prepared By:**   
Deputy Chief Chris Ciuci

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: December 15, 2021**

**SUBJECT: Transfer of funds from Land, Labor & Materials to Public  
Buildings Contractual Services & Projects.**

**Summary of Agenda Item:**

In Fiscal Year 21 the Town of Berlin has sold old used cell phones to electronics recycling company, Pace Butler Corporation. The proceeds for these cell phones are \$539.00 and has been deposited to account 500.00.0000.8.45301.00000, Sale of Land, Labor & Materials in the Capital Projects Fund. We are requesting an appropriation of these proceeds to the Sale of Land, Labor and Materials Revenue Account 500.00.0000.8.45301.00000 and to the Contractual Services and Projects Account 500.20.2038.0.54000.00302.

**Action Needed:**

Move to appropriate \$539.00 to the Sale of Land, Labor, & Materials Revenue Account and the Contractual Services & Projects Account in the Capital Nonrecurring Fund.

**Attachments:**

Pace Butler Payment Details-Purchase Orders

**Prepared By:**

Douglas Solek, Director of Facilities







## Purchase Order

(405) 755-3131  
 (405) 755-1114 Fax  
 www.pacebutler.com

P.O. Number: 1038753

Order Date: 11/8/2021

Vendor Number: 20-0190568

5915 NW 23rd St  
 Oklahoma City, OK 73127

Attn:

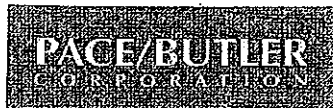
Town of Berlin  
 Sandy Niro- Facilities Dept.  
 11 Town Farm Lane  
 Berlin, CT 06037

This is your payment detail for the used cell phones sent to PaceButler Corporation. Comments next to an item indicate the reason the phone was defective. Defective phones will be recycled. Prices are as of the date the phones were received. **Thank you!**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PER UNIT</u>	<u>AMOUNT</u>
1	DEFECTIVE E6810 : Housing-Missing/Broken	0.50	0.50
1	DEFECTIVE E6910 : Housing-Missing/Broken	0.50	0.50
1	DEFECTIVE DROID MAXX 2 : Locked-Googl	0.50	0.50
6	RECYCLED	0.50	3.00
1	DEFECTIVE SMG715U : LCD-No Display/Brc	0.50	0.50
2	DEFECTIVE SMG930V : Housing-Scratched	1.00	2.00
3	SMG930V	15.00	45.00
1	DEFECTIVE SMG930V : Locked-Google	1.00	1.00
1	DEFECTIVE SMG930V : LCD-Separated/Brok	1.00	1.00
1	SMG950V	55.00	55.00

Total Amount	109.00
	0.00
	0.00
	109.00

PaceButler Corp has given away over 1,600,000 books  
 Please visit [www.pacebutler.com](http://www.pacebutler.com) for more information



# Purchase Order

(405) 755-3131  
 (405) 755-1114 Fax  
 www.pacebutler.com

**P.O. Number:** 1038754

**Order Date:** 11/9/2021

**Vendor Number:** 20-0190568

This is your payment detail for the used cell phones sent to PaceButler Corporation. Comments next to an item indicate the reason the phone was defective. Defective phones will be recycled. Prices are as of the date the phones were received. Thank you!

Attn:

Town of Berlin  
 Sandy Niro- Facilities Dept.  
 11 Town Farm Lane  
 Berlin, CT 06037

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PER UNIT</u>	<u>AMOUNT</u>
4	SMG930V	15.00	60.00
2	DEFECTIVE SMG930V : LCD-Separated/Brok	1.00	2.00
1	DEFECTIVE SMG950V : LCD-Separated/Brok	8.00	8.00
1	SMG950V	55.00	55.00
3	E4610	10.00	30.00
1	E4810 NC	20.00	20.00

Total Amount	175.00
	0.00
	0.00
	175.00

PaceButler Corp has given away over 1,600,000 books  
 Please visit [www.pacebutler.com](http://www.pacebutler.com) for more information



# Purchase Order

(405) 755-3131  
 (405) 755-1114 Fax  
 www.pacebutler.com

5915 NW 23rd St  
 Oklahoma City, OK 73127

**P.O. Number:** 1038755

**Order Date:** 11/11/2021

**Vendor Number:** 20-0190568

Attn:

Town of Berlin  
 Sandy Niro- Facilities Dept.  
 11 Town Farm Lane  
 Berlin, CT 06037

This is your payment detail for the used cell phones sent to PaceButler Corporation. Comments next to an item indicate the reason the phone was defective. Defective phones will be recycled. Prices are as of the date the phones were received. **Thank you!**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PER UNIT</u>	<u>AMOUNT</u>
4	SMG930V	15.00	60.00
2	DEFECTIVE SMG930V : LCD-Screen Burn/Da	1.00	2.00
1	DEFECTIVE SMG950V : LCD-Screen Burn/Da	8.00	8.00
1	SMG950V	55.00	55.00
1	E6910	30.00	30.00
1	SMG715U	100.00	100.00

Total Amount	255.00
	0.00
	0.00
	255.00

PaceButler Corp has given away over 1,600,000 books  
 Please visit [www.pacebutler.com](http://www.pacebutler.com) for more information

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: December 15, 2021**

**SUBJECT: Transfer of funds from Land, Labor & Materials to Public Buildings Contractual Services & Projects.**

**Summary of Agenda Item:**

The Town of Berlin has been selling surplus items utilizing the online auction site, Public Surplus, with the proceeds of the sold items deposited to account 500.00.0000.8.45301.00000, Sale of Land, Labor & Materials in the Capital Projects Fund. During fiscal year 2021, the Facilities Department has sold various objects equaling a net of \$6,029.30. In an effort to assist funding for projects and repairs, we are requesting an appropriation of these proceeds to the Sale of Land, Labor and Materials Revenue Account 500.00.0000.8.45301.00000 and to the Contractual Services and Projects Account 500.20.2038.0.54000.00302.

**Action Needed:**

Move to appropriate \$6,029.30 to the Sale of Land, Labor, & Materials Revenue Account and the Contractual Services & Projects Account in the Capital Nonrecurring Fund.

**Attachments:**

Public Surplus Sold & Paid Reports (Sept & Oct)

**Prepared By:**

Douglas Solek, Director of Facilities



Oct 01, 2021 To Oct 31, 2021

Auction #	Title	Inv. Code	End Date	Sold To	Per Item	Qty	Tax Totals	Total Price	Receipt #	Rcpt Info
2893251	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	ap2018 - Anatoly Plaks	\$ 117.00	1	\$ 8.21	\$ 137.50	144	Oct 12, 2021 Credit Card Payment
2893252	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	ap2018 - Anatoly Plaks	\$ 117.00	1	\$ 8.21	\$ 137.50	144	Oct 12, 2021 Credit Card Payment
2893254	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	ap2018 - Anatoly Plaks	\$ 117.00	1	\$ 8.21	\$ 137.50	144	Oct 12, 2021 Credit Card Payment
2893255	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	ap2018 - Anatoly Plaks	\$ 117.50	1	\$ 8.25	\$ 138.09	144	Oct 12, 2021 Credit Card Payment
2893257	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	Testerosa5 - Eric P Audet	\$ 130.55	1	\$ 9.17	\$ 153.43	145	Oct 12, 2021 Credit Card Payment
2893259	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	Testerosa5 - Eric P Audet	\$ 128.55	1	\$ 9.03	\$ 151.08	145	Oct 12, 2021 Credit Card Payment
2893253	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	Testerosa5 - Eric P Audet	\$ 130.00	1	\$ 9.13	\$ 152.78	145	Oct 12, 2021 Credit Card Payment
2893258	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	Testerosa5 - Eric P Audet	\$ 128.55	1	\$ 9.03	\$ 151.08	145	Oct 12, 2021 Credit Card Payment
2893256	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 07, 2021	Testerosa5 - Eric P Audet	\$ 135.55	1	\$ 9.52	\$ 159.30	145	Oct 12, 2021 Credit Card Payment
2894241	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Oct 08, 2021	Testerosa5 - Eric P Audet	\$ 125.00	1	\$ 8.78	\$ 146.91	145	Oct 12, 2021 Credit Card Payment

## Sold and Paid Report

Sep 01,2021 To Sep 30,2021

Auction #	Title	Inv. Code	End Date	Sold To	Per Item	Qty	Tax Totals	Total Price	Receipt #	Rcpt Info
2881458	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	sendglen - GLEN LEVENSON	\$ 104.50	1	\$ 7.34	\$ 122.81	134	Sep 16, 2021 Credit Card Payment
2881403	Samsung Galaxy XCover Pro - Brand New- WE DO NOT SHIP!!!		Sep 16, 2021	65ptrk - Christopher S Davis Sr.	\$ 247.50	1	\$ 17.37	\$ 290.86	135	Sep 16, 2021 Credit Card Payment
2881416	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	YesDear - Jim Klusek	\$ 227.50	1	\$ 15.97	\$ 267.36	136	Sep 17, 2021 Credit Card Payment
2881910	Hergo 42U Server Rack		Sep 17, 2021	ctfir - Gerald S Molaver	\$ 50.00	1	\$ 3.51	\$ 58.76	137	Sep 17, 2021 Credit Card Payment
2881398	Samsung Galaxy XCover Pro - Brand New WE DO NOT SHIP!!!		Sep 16, 2021	ttmax - Marcus Thomas	\$ 227.50	1	\$ 15.97	\$ 267.36	138	Sep 18, 2021 Credit Card Payment
2881397	Samsung Galaxy XCover Pro - Brand New WE DO NOT SHIP!!!		Sep 16, 2021	Sena281 - Salvatore V Sena	\$ 227.50	1	\$ 15.97	\$ 267.36	139	Sep 20, 2021 Credit Card Payment
2881400	Samsung Galaxy XCover Pro - Brand New WE DO NOT SHIP!!!		Sep 16, 2021	Sena281 - Salvatore V Sena	\$ 237.50	1	\$ 16.67	\$ 279.11	139	Sep 20, 2021 Credit Card Payment
2881440	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	Sena281 - Salvatore V Sena	\$ 125.50	1	\$ 8.81	\$ 147.49	139	Sep 20, 2021 Credit Card Payment
2881474	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	Sena281 - Salvatore V Sena	\$ 123.50	1	\$ 8.67	\$ 145.14	139	Sep 20, 2021 Credit Card Payment
2881475	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	Sena281 - Salvatore V Sena	\$ 123.50	1	\$ 8.67	\$ 145.14	139	Sep 20, 2021 Credit Card Payment

## Sold and Paid Report

Sep 01, 2021 To Sep 30, 2021

Auction #	Title	Inv. Code	End Date	Sold To	Per Item	Qty	Tax Totals	Total Price	Receipt #	Rcpt Info
2881476	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	Sena281 - Salvatore V Sena	\$ 123.50	1	\$ 8.67	\$ 145.14	139	Sep 20, 2021 Credit Card Payment
2881401	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!!		Sep 16, 2021	Sena281 - Salvatore V Sena	\$ 232.50	1	\$ 16.32	\$ 273.23	139	Sep 20, 2021 Credit Card Payment
2881412	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	Mustapha - Abdulfattah Mustapha	\$ 227.50	1	\$ 15.97	\$ 267.36	140	Sep 20, 2021 Credit Card Payment
2881395	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!!		Sep 16, 2021	Mustapha - Abdulfattah Mustapha	\$ 227.50	1	\$ 15.97	\$ 267.36	140	Sep 20, 2021 Credit Card Payment
2881480	Kyocera DuraXV Extreme Phone - Brand New		Sep 16, 2021	watlarry - larry shustock	\$ 101.10	1	\$ 7.10	\$ 118.82	141	Sep 22, 2021 Credit Card Payment
2881402	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 212.50	1	\$ 0.00	\$ 234.81	142	Sep 22, 2021 Credit Card Payment
2881405	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 217.50	1	\$ 0.00	\$ 240.34	142	Sep 22, 2021 Credit Card Payment
2881408	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 244.50	1	\$ 0.00	\$ 270.17	142	Sep 22, 2021 Credit Card Payment
2881409	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 225.00	1	\$ 0.00	\$ 248.63	142	Sep 22, 2021 Credit Card Payment
2881410	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 237.50	1	\$ 0.00	\$ 262.44	142	Sep 22, 2021 Credit Card Payment

## Sold and Paid Report


Sep 01, 2021 To Sep 30, 2021

Auction #	Title	Inv. Code	End Date	Sold To	Per Item	Qty	Tax Totals	Total Price	Receipt #	Rcpt Info
2881414	Samsung Galaxy XCover Pro - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 224.50	1	\$ 0.00	\$ 248.07	142	Sep 22, 2021 Credit Card Payment
2881453	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 120.00	1	\$ 0.00	\$ 132.60	142	Sep 22, 2021 Credit Card Payment
2881456	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 104.50	1	\$ 0.00	\$ 115.47	142	Sep 22, 2021 Credit Card Payment
2881461	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 104.50	1	\$ 0.00	\$ 115.47	142	Sep 22, 2021 Credit Card Payment
2881464	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 104.50	1	\$ 0.00	\$ 115.47	142	Sep 22, 2021 Credit Card Payment
2881467	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 104.50	1	\$ 0.00	\$ 115.47	142	Sep 22, 2021 Credit Card Payment
2881468	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 104.50	1	\$ 0.00	\$ 115.47	142	Sep 22, 2021 Credit Card Payment
2881448	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	KMFS - Kuldeep Paul	\$ 120.00	1	\$ 0.00	\$ 132.60	142	Sep 22, 2021 Credit Card Payment
2881471	Kyocera DuraXV Extreme Phone - Brand New - WE DO NOT SHIP!!!		Sep 16, 2021	ap2018 - Anatoly Plaks	\$ 102.00	1	\$ 7.16	\$ 119.87	143	Sep 23, 2021 Credit Card Payment
<b>Total</b>							<b>\$ 4,832.60</b>	<b>\$ 190.14</b>	<b>\$ 5,530.18</b>	



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

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

**FROM:** Arosha Jayawickrema, Town Manager 

**DATE:** December 22, 2021

**SUBJECT:** Approval of Eagle Scout Project by Ryan Bird to hold a donation drive on April 2, 2022 at the Berlin Animal Control Shelter, as well as hold a week long donation event in town.

**SUMMARY:**

Ryan Bird has proposed a project to get donations for the benefit of the Berlin Animal Control Shelter. This will involve collecting supplies such as food, blankets and cleaning products. There is no construction necessary, but Ryan and other scouts will help in building boxes for donation collecting. Ryan will place his boxes near churches and/or other local establishments. He will then collect those boxes and deliver them to the Berlin Animal Control shelter. For the donation drive on April 12, 2022, Ryan will publicize the event and hold it outside the shelter. The estimated cost of this project is \$150.


**ACTION NEEDED:**

Move to approve Ryan Bird's Eagle Scout Project for a donation week, as well as a donation drive to benefit Berlin Animal Control.

**ATTACHMENTS:**

Ryan Bird Presentation

**PREPARED BY:**

Jennifer Ochoa, Director of Community Recreation and Park Services 

# Supply and Bedding Drive for Berlin Animal Control

By: Ryan Bird  
Troop 44  
Berlin, CT



# Introduction

- Name: Ryan Bird
- I am a junior at Berlin High School
- I am a Life Scout in Troop 44
- This presentation is about my eagle scout project which will help animals in shelters





# Stray Dogs and Cats

- Lots of dogs and cats need bedding and supplies to live the best life they can
- About 670,000 stray dogs and many more stray cats are put down each year
- By collecting donations this can be prevented by giving animals the things they need to survive and be happy
- The donations will be going to support Berlin Animal Control



## My Project

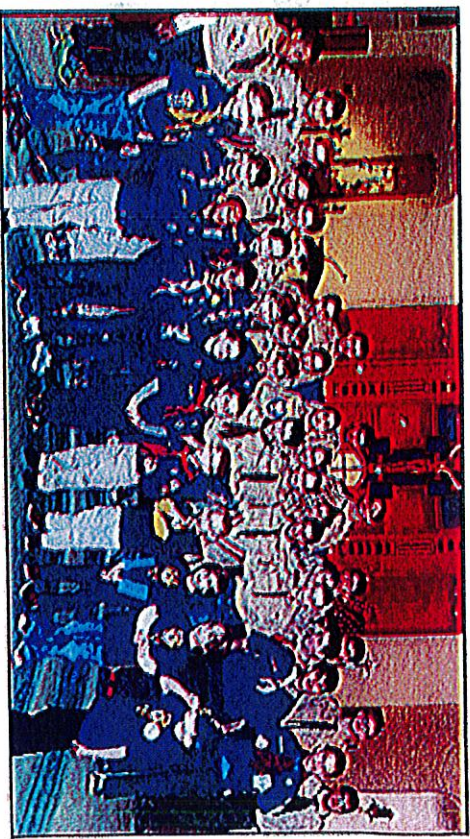
- There will be a week long drive in local business and other establishments
- There will also be a one day food, supply, and bedding drive
- This will take place on Saturday, April 2, 2022, at Berlin Animal Control
- This event will be promoted online and in town
- I will organize scouts in my troop and I will collect and organize donations into boxes at the animal shelter

## Outcomes of project

- Dogs and cats in the local area being happier and safer
- Getting supplies that the shelter will need
- I will also learn leadership skills through the management of my scouts in my troop
- This project will also help me become an Eagle scout



Thank you. Questions?



**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** December 22, 2021  
**SUBJECT:** Flag Flying Policy

**Summary of Agenda Item:**

On occasion, the Town receives requests to fly or otherwise display flags at Town owned or maintained properties.

The Ordinance Committee held a Special Meeting on Thursday, October 14, 2021 and is in support of adopting the proposed Flag Flying Policy.

Based on the discussion that took place at the November 30, 2021 Town Council meeting, edits were made to the proposed policy to add language that would honor or recognize First Responders.

The following is the proposed Flag Flying Policy:

## **FLAG FLYING POLICY TOWN OF BERLIN**

*RESOLVED, by its Town Council, the Town of Berlin adopts the following policy relating to the display of flags on Town owned or maintained properties "Policy"). The Policy shall be effective as of \_\_\_\_\_ and remain in effect until modified or terminated by the Town Council.*

No Flag other than the flags of the United States of America, State of Connecticut, and Town of Berlin (if and when a Town flag is adopted) may be flown or displayed on any properties owned or maintained by the Town of Berlin, with the following exceptions:

- a. For any property owned by the Town of Berlin used as a veteran's memorial, the following flags may be flown at the discretion of the Town of Berlin Veteran's Commission:
  - i. POW/MIA Flag;
  - ii. The Official services flags of the Armed Forces of the United States of America; or
  - iii. An official flag, ensign, or service pennant of any military unit, in recognition of that unit's service to the State of Connecticut or United States of America.



- b. For any Town of Berlin owned property serving as an office, station or substation of the Town of Berlin Police Department and/or Fire Department, and **any apparatus, vehicle or equipment of the Police and/or Fire Department**, the official departmental flag and, **subject to prior Town Council approval, a flag honoring or recognizing First Responders. For purposes of this Policy, “First Responder” shall mean police officers, firefighters, emergency medical technicians and paramedics.**

In adopting this Policy, the Berlin Town Council declares that flagpoles owned or maintained by the Town of Berlin are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of the flags authorized herein, as government speech.

**Action Needed:**

Move to adopt the proposed Flag Flying Policy and set an effective date therefor.

**Attachments:**

None

**Prepared By:**

Aroscha Jayawickrema, Town Manager

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

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** December 21, 2020  
**SUBJECT:** Increase in the Town's Contribution to the Police Officer Defined Contribution Plan

**Summary of Agenda Item:**

The attached Memorandum of Understanding (MOU) was submitted by the Police Commission on Wednesday, December 29, 2021, to be placed on the Town Council agenda for consideration.

The MOU needs to be reviewed by the Town's Labor Counsel before the item is placed on the agenda.

**Action Needed:**

Discussion only

**Attachments:**

Draft MOU

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

**MEMORANDUM OF UNDERSTANDING**

**BY AND BETWEEN**

**THE TOWN OF BERLIN, CONNECTICUT**

**-And-**

**BERLIN POLICE UNION**

**FRATERNAL ORDER OF POLICE, LODGE 56**

**"DEFINED BENEFIT CONTRIBUTION"**

**WHEREAS**, the Town of Berlin, Connecticut ("Town") and the Berlin Police Union, Fraternal Order of Police, Lodge 56 ("FOP"), are parties to a collective bargaining agreement ("CBA") dated March 6, 2020 in accordance with the Connecticut Municipal Labor Relations Act (CT Gen. Stat. Sec. 7-469).

**WHEREAS**, an employee retention crisis currently exists in the Town's police department impacting the operational goals of the police department.

**WHEREAS**, the town wishes to incentivize its certified law enforcement officer to remain employed in the positions with the Town.

**NOW, THEREFORE**, in exchange for good a valuable consideration, including, without limitation, the covenants expressed herein, the CBA is amended by this Memorandum of Understanding ("MOU") as follows:

1. Article XV section 15.11 shall be amended to read the following:

15.11 The Defined Benefit and Defined Contribution Plans are hereby incorporated by reference. The Defined Contribution Plan shall be modified effective July 1, 2017, as follows:

a. Members may contribute between one percent (1%) and twelve percent (12%) of their base wages. Any such contribution up to and including six percent (6%) by the member will be matched at 200% by the Town. (Example: A member base wage contribution of 6% will be eligible for a Town base wage match of 12%.)

b. Members hired on or after July 1, 2017, shall be vested in the contributions after five (5) years of service.

2. All other provisions, terms, and conditions of the CBA not changed by this MOU shall remain in full force and effect as written.

3. All parties to this Agreement have read this Agreement and understand it is a legally binding contract requiring each of the undersigned parties to undertake obligations to the other parties to this Agreement. All parties to this Agreement have had the opportunity to review this Agreement with legal counsel of its choice and have had the

opportunity to contribute to the creation and language of this Agreement. All parties waive the presumption that this Agreement should be construed in favor of one party over the others due to authorship. All parties have entered into to this Agreement freely and voluntarily for their benefit.

4. This MOU shall be effective on the date is fully signed and dated by both the Town and the Union. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Facsimile copies, photocopies, and pdf copies may serve as an original if unaltered and authenticated.

Agreed to and signed:

Town of Berlin

Berlin Police Union, Fraternal Order of Police, Lodge No. 56

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

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
John Flynn  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
President FOP Lodge 56  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Agenda Item No. 4**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 22, 2021

**SUBJECT:** Streetlight Maintenance Services - Contract #2022-12

**SUMMARY:**

The Public Works Department recently solicited proposals to provide Streetlight Maintenance Services for both routine and emergency repairs of the Town-owned street lighting infrastructure. The request for proposals included: pricing labor and equipment rates, along with the requirement to provide emergency response (when needed) on a 24/7 basis.

Proposals were received from five firms: 1) Tanko Streetlighting, Inc., 2) Priority Electric, Inc. 3) Latec, LLC, 4) Pasquariello Electric Corporation, and 5) Onsite Electric, LLC. As shown on the annotated bid summary, Pasquariello Electric Corporation (PEC) submitted the lowest unit costs in more categories than any other bidder. The request for proposal provides for a three (3) year contract with annual price increases. Staff is recommending that PEC, the apparent low bidder, be awarded the contract for Streetlight Maintenance, as they currently provide services to the Town (along with several other communities within the State) and have established a very good working relationship with our Department in communicating and meeting the needs of the Public in a timely manner. Appropriated funding for Contract # 2022-12 would be on an annual basis from the Public Works Streetlight Account (001.20.2036.0.53935.00000).

**ACTION NEEDED:**

Move to authorize the Town Manager to enter into a three-year agreement with Pasquariello Electric Corporation of Madison, CT to provide Streetlight Maintenance Services through December 31, 2024.

**ATTACHMENTS:**

Bid Summary Sheet (Annotated)

**Prepared By:**

James P. Horbal, Deputy Director of Public Works



**TOWN OF BERLIN - City-Wide Street Light Maintenance Services # 2022-12**  
**Bid Opening**  
**December 9, 2021 - 2:00 p.m.**

**Annotated by DPW - 12/21/21**  
 = Lowest Unit Costs

Description	Tanko Streetlighting, Inc.					Priority Electric, Inc.					Latec, LLC				
	Regular (\$/Hour)	Overtime (\$/Hour)	Holidays (\$/Hour)	Sunday/ Holidays (\$/Hour)	Annual Incremental Increases for Calendar Years 2023 & 2024	Regular (\$/Hour)	Overtime (\$/Hour)	Holidays (\$/Hour)	Sunday/ Holidays (\$/Hour)	Annual Incremental Increases for Calendar Years 2023 & 2024	Regular (\$/Hour)	Overtime (\$/Hour)	Holidays (\$/Hour)	Sunday/ Holidays (\$/Hour)	Annual Incremental Increases for Calendar Years 2023 & 2024
Electrician with Bucket Truck	\$ 158.00	\$ 207.00	\$ 207.00	\$ 207.00	3%	\$ 150.00	\$ 175.00	\$ 175.00	\$ 225.00	0%	\$ 98.00	\$ 135.00	\$ 135.00	\$ 135.00	0%
Additional Laborer	\$ 93.00	\$ 122.00	\$ 122.00	\$ 122.00		\$ 75.00	\$ 95.00	\$ 95.00	\$ 125.00		\$ 70.00	\$ 98.00	\$ 98.00	\$ 98.00	
Additional Electrician	\$ 115.00	\$ 150.00	\$ 150.00	\$ 150.00		\$ 85.00	\$ 105.00	\$ 105.00	\$ 145.00		\$ 70.00	\$ 98.00	\$ 98.00	\$ 98.00	
Flat Bed/Rack Truck (with driver)	\$ 179.00	\$ 235.00	\$ 235.00	\$ 235.00		\$ 125.00	\$ 150.00	\$ 150.00	\$ 200.00		\$ 98.00	\$ 135.00	\$ 135.00	\$ 135.00	
Mini Excavator (machine only)	\$ 140.00	\$ 183.00	\$ 183.00	\$ 183.00		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
Mini Excavator Operator	\$ 140.00	\$ 183.00	\$ 183.00	\$ 183.00		\$ 85.00	\$ 95.00	\$ 95.00	\$ 125.00		\$ 70.00	\$ 98.00	\$ 98.00	\$ 98.00	
Service Truck/Job Truck (withElectrician)	\$ 143.00	\$ 188.00	\$ 188.00	\$ 188.00		\$ 85.00	\$ 105.00	\$ 105.00	\$ 145.00		\$ 98.00	\$ 135.00	\$ 135.00	\$ 135.00	
Crane Truck (with Operator)	\$ 697.00	\$ 907.00	\$ 907.00	\$ 907.00	3%	\$ 150.00	\$ 175.00	\$ 175.00	\$ 225.00	0%	\$ 135.00	\$ 180.00	\$ 180.00	\$ 180.00	0%
Annual Incremental Increases for Calendar Years 2023 & 2024					10%					20%					15%
Specify contractor mark-up (%) on supplies, fixtures, poles, etc.															

Description	Pasquariello Electric Corporation					Onsite Electric, LLC				
	Regular (\$/Hour)	Overtime (\$/Hour)	Holidays (\$/Hour)	Sunday/ Holidays (\$/Hour)	Annual Incremental Increases for Calendar Years 2023 & 2024	Regular (\$/Hour)	Overtime (\$/Hour)	Holidays (\$/Hour)	Sunday/ Holidays (\$/Hour)	Annual Incremental Increases for Calendar Years 2023 & 2024
Electrician with Bucket Truck	\$ 90.00	\$ 135.00	\$ 180.00	\$ 180.00		\$ 100.00	\$ 127.50	\$ 127.50	\$ 155.00	
Additional Laborer	\$ 45.00	\$ 67.50	\$ 90.00	\$ 90.00		\$ 55.00	\$ 82.50	\$ 82.50	\$ 110.00	
Additional Electrician	\$ 65.00	\$ 97.50	\$ 130.00	\$ 130.00		\$ 55.00	\$ 82.50	\$ 82.50	\$ 110.00	
Flat Bed/Rack Truck (with driver)	\$ 60.00	\$ 90.00	\$ 120.00	\$ 120.00		\$ 100.00	\$ 127.50	\$ 127.50	\$ 155.00	
Mini Excavator (machine only)	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
Mini Excavator Operator	\$ 25.00	\$ 37.50	\$ 50.00	\$ 50.00		\$ 125.00	\$ 187.50	\$ 187.50	\$ 250.00	
Service Truck/Job Truck (withElectrician)	\$ 75.00	\$ 112.50	\$ 150.00	\$ 150.00		\$ 70.00	\$ 97.50	\$ 97.50	\$ 125.00	
Crane Truck (with Operator)	\$ 90.00	\$ 135.00	\$ 180.00	\$ 180.00	5%	\$ 185.00	\$ 235.00	\$ 235.00	\$ 285.00	5%
Annual Incremental Increases for Calendar Years 2023 & 2024					5%					5%
Specify contractor mark-up (%) on supplies, fixtures, poles, etc.					10%					5%

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** December 28, 2021  
**SUBJECT:** LOTCIP Road Projects - Applications for Funding

**SUMMARY:**

The Capital Region Council of Governments (CRCOG) is seeking applications for the next round of funding through the Local Transportation Capital Improvement Program (LOTICIP). Each Town can submit up to two applications, which are due January 19, 2022. Staff recommend submitting applications for road reconstruction/repaving for the following two projects:

- 1) **Burnham Street and Massirio Drive** – totaling 0.73 mile +/- . These two roads were in an initial LOTICIP application along with Christian Lane, Deming Road, and Porters Pass. Due to increased cost estimates prepared during detailed design, Massirio Drive and Burnham Street were removed from the project. The design for the other three roads is approaching 100%, and the intent is to bid this winter for 2022 construction.
- 2) **Episcopal Road and Rowley Street** – totaling 0.87 mile +/- . These two roads connect to the previously approved Christian Lane/Deming Road/Porters Pass LOTICIP project, and are also heavily used with a connection to the Berlin Turnpike.

All four roads referenced above need to be repaved, and LOTICIP funding would accelerate one or both of these projects. LOTICIP funds provide for the majority of the overall construction costs, but the program requires towns to fund the required design, permitting, and bidding prior to construction. If one or both of these projects receive approval from the CRCOG, Staff would come back to Town Council for a recommendation on retaining the design firm(s). The reasoning behind submitting two separate applications is to increase the Town's chances of getting at least one project approved, due to competition from other towns for LOTICIP funding.

**ACTION NEEDED:**

Move to authorize the Town Manager and Staff to submit two applications to the Capital Region Council of Governments for LOTICIP Road Projects, for reconstruction of 1) Burnham Street and Massirio Drive, and 2) Episcopal Drive and Rowley Street.

**ATTACHMENTS:**

CRCOG 2022 LOTICIP Solicitation (3 pages)

**PREPARED BY:**

Michael S. Ahern, P.E., Public Works Director/Town Engineer  
James P. Horbal, Deputy Director of Public Works

MSA



What can we help you find?



# Request for Proposals: 2022 LOTCIP Solicitation

## RFP Documents (Required)

LOTICIP Application (<https://crcog.org/wp-content/uploads/2020/01/LOTICIP-Application-2019.pdf>)

CTDOT Bicycle and Pedestrian Travel Needs Assessment Form (<https://crcog.org/wp-content/uploads/2020/01/bptnafillableformpdf.pdf>)

2022 LOTCIP Cost Estimating Template (<https://crcog.org/wp-content/uploads/2021/10/2022-CRCOG-LOTICIP-CostEstimatingTemplate-APPLICATION.xlsx>)

2020 CRCOG Complete Streets Compliance Form (<https://crcog.org/wp-content/uploads/2020/01/2020-0122-CRCOG-Complete-Streets-Compliance-Form.pdf>)

## RFP Documents (Optional)

Pavement Condition and Needs Assessment Request Form (<https://crcog.org/wp-content/uploads/2021/10/Pavement-Condition-and-Needs-Assessment-Request-Form.pdf>)

## RFP Supporting Documents

2022 LOTCIP Solicitation RFP Memo (<https://crcog.org/wp-content/uploads/2021/10/2022-1005-Memo-LOTICIP-Solicitation-RFP.pdf>)

FINAL 2022 LOTCIP Project Selection Policy (Approved November 2021) (<https://crcog.org/wp-content/uploads/2021/11/DRAFT-2022-LOCTIP-Project-Selection-Policy-approved-November-2021.pdf>)



2018 CRCOG LOTCIP Guidelines ([https://crocog.org/wp-content/uploads/2020/01/2018-November\\_LOTCIP\\_CRCOG\\_Guidelines.pdf](https://crocog.org/wp-content/uploads/2020/01/2018-November_LOTCIP_CRCOG_Guidelines.pdf))

2021 CTDOT LOTCIP Guidelines (<https://crocog.org/wp-content/uploads/2020/01/LOT-CIP-Guidelines-March-2019.pdf>)

2022 CTDOT LOTCIP Pavement Guidance (Draft) ([https://crocog.org/wp-content/uploads/2021/10/LOT-CIP-guidance-to-CRCOG\\_draft-PDU-rev-with-attachments.pdf](https://crocog.org/wp-content/uploads/2021/10/LOT-CIP-guidance-to-CRCOG_draft-PDU-rev-with-attachments.pdf))

Esal Calculator (<https://crocog.org/wp-content/uploads/2020/01/CTDOT-PavementDesignESALCalculator.xls>)

Pavement Design Tool (<https://crocog.org/wp-content/uploads/2020/01/Flexible-Pavement-Design-Tool.xls>)

CRCOG Complete Streets Policy ([https://crocog.org/wp-content/uploads/2020/01/2020-0122-CRCOG-Complete-Streets-Policy\\_FINAL.pdf](https://crocog.org/wp-content/uploads/2020/01/2020-0122-CRCOG-Complete-Streets-Policy_FINAL.pdf))

## About the RFP

The Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for Transportation Improvement Projects for funding under the Local Transportation Capital Improvement Program (LOT-CIP). CRCOG is reserving \$38 million from the following categories for this purpose: Reconstruction (roadway and bridge) projects, Bicycle/Pedestrian projects, Pavement Rehabilitation projects and Stand-Alone Sidewalk projects. Each municipality may submit materials for two (2) Project proposals in any combination, however CRCOG will limit the award to no more than \$3.2 million per municipality.

This solicitation assumes the continuation of current LOT-CIP funding levels. Therefore, at this time, selection under this solicitation does not guarantee funding.

Submissions must be received by **January 19, 2022 by 2:00pm**.

***\*NEW: For municipalities planning to submit projects that address pavement issues, CRCOG is offering a free voluntary pre-application pavement treatment category opinion by a pavement expert pre-vetted by CTDOT. Per CRCOG's Selection Policy, the appropriateness of the pavement treatment is a factor in how a pavement structural improvement will be rated. If interested, please complete the Pavement Condition and Needs Assessment Request form and return to Satoria Montanari ([smontanari@crocog.org](mailto:smontanari@crocog.org)) by November 12 to participate. The pavement category opinion will be provided by December 3.***

Please see the 2022 LOT-CIP Solicitation RFP (<https://crocog.org/wp-content/uploads/2021/10/2022-1005-Memo-LOT-CIP-Solicitation-RFP.pdf>) for requirements. The projects must meet the following CTDOT LOT-CIP eligibility requirements:

- LOT-CIP projects must be located on roadways functionally classified as urban collector or higher. **Projects on rural minor collectors and local road classifications are not eligible.**  
([https://portal.ct.gov/DOT/PP\\_SysInfo/Functional-Classification-Maps](https://portal.ct.gov/DOT/PP_SysInfo/Functional-Classification-Maps))  
([https://portal.ct.gov/DOT/PP\\_SysInfo/Functional-Classification-Maps](https://portal.ct.gov/DOT/PP_SysInfo/Functional-Classification-Maps))
- Exclusive (stand-alone) sidewalk projects and pedestrian improvements are eligible along roadways of any classification.
- Bridge improvements are eligible on any roadway classification, however bridges on rural minor collectors and local roads must meet requirements defined in 23 CFR650.305 (have a length of 20 feet or more).

To apply for LOT-CIP funds, please complete the following forms for each project:

- *LOTICIP Application*
- *CTDOT Bicycle and Pedestrian Travel Needs Assessment Form*
- *2020 LOTICIP Cost Estimating Template*
- *2020 CRCOG Complete Streets Compliance Form*

Return **2 hardcopies** and **1 electronic copy** by **Wednesday, January 19, 2022 by 2:00pm** to:

Electronic Copy: [smontanari@crcog.org](mailto:smontanari@crcog.org) (mailto:smontanari@crcog.org)

Staff anticipates completing its review and ranking of the proposals in April, 2022, with CRCOG committee endorsements expected in May, 2022.

**Home** (<http://crcog.org/>) | **Job Opportunities** (<https://crcog.org/jobs/>) | **Civil Rights / Title VI Information**  
(<https://crcog.org/title-vi/>) | **Contact Us** (<https://crcog.org/feedback-form/>)

Capitol Region Council of Governments | 241 Main Street, Hartford, CT 06106-5310 | Telephone:(860) 522-2217 |  
Fax: (860) 724-1274

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**Agenda Item No. 6**  
**Request for Town Council Action**

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 28, 2021

**SUBJECT:** Request to waive the Town of Berlin purchasing requirements and purchase five Automatic External Defibrillators (AEDs) from Stryker Medical for use within in the Fire Department.

**Summary of Agenda Item:**

The Fire Department carries Automated External Defibrillators on the fire apparatus. These are required to be carried as part of the Fire Department's "First Responded" status through the State of CT Department Public Health - Office of Emergency Medical Services. These units will be a replacement for older hand me down units from the Police Department.

The Fire Departments EMS Division Chief, Dave Bagioni, received pricing on "Life Pack 1000" which is the same as what the Berlin Police carries and is compatible with Hartford Health Care (Hunters Ambulance)

**Quote Results:**

<i>Vendor</i>	<i>Cost Per Unit</i>	<i>Trade In</i>	<i>Total Cost</i>
AED Superstore	\$ 3,037.20	\$ -	\$15,186.00
American AED	\$ 3,040.70	\$ -	\$15,203.50
Stryker	\$ 2,567.20	\$ 250.00	\$11,586.00

Jim Simons, Fire Administrator, is recommending the 5 AEDs be purchased from Stryker as they are the lowest price units.

Funding for this purchase is located in Account #001.15.1531.0.53208.00000 Equipment for \$6,951.70 and Account #100.15.1531.0.53248.00000 Donations for \$4,634.30

**Action Needed:**

Move to waive the Town of Berlin bidding requirements and purchase 5 Automatic External defibrillators from Stryker Medical of Chicago IL. For an amount not to exceed \$11,586 as this is in the best interest of the town.

**Attachments:**

Certification of Sufficiency of Funds

**Prepared By:**   
James Simons, Fire Administrator



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 28-Dec-21

Purchase Item or Contract: Fire		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	AEDs	\$6,951.70	\$6,951.70
			-
			-
			-
			-
TOTAL			\$6,951.70

Account No. 001.15.1531.0.53208.00000

Budgeted Amount.....	\$25,000.00	Available balance.....	\$18,451.22
Encumbrances to Date.....	\$6,548.78	Amount Needed for This Package.....	\$6,951.70
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$11,499.52

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



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 28-Dec-21

Purchase Item or Contract: Fire		Requested by: Jim Simons	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	AEDs	\$4,634.30	\$4,634.30
			-
			-
			-
			-
TOTAL			\$4,634.30

Account No. 100.15.1531.0.53248.00000

Budgeted Amount.....	\$4,634.40	Available balance.....	\$4,634.40
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$4,634.30
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.10

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



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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 22, 2021

**SUBJECT:** Department 38 and 61 Facilities Superintendent Position

**Summary of Agenda Item:**

In 2014, the third Superintendent of Public Buildings was hired to fill the vacancy in the department due to a retirement. The department was established in the mid nineteen seventies with Richard Russell as the founding supervisor, who was succeeded by John Pajor. From 2014 through 2016, the current Superintendent assisted, and then took on the additional role as Construction Manager for the Berlin High School renovation project, due to the unfortunate passing of the Town's Construction Manager Brian Saluk. In late 2016, the Superintendent of Facilities was promoted to Director of Facilities which became a shared position with the Board of Education. From late 2016 through 2021, additional shared services models and department restructuring were discussed between the Town and Board of Education for maintenance operations of the schools. The Board of Education was able to restructure the business office and custodial operations based on the needs of the schools, but the Town Facilities department remained with the Director, Foreman and Administrative Assistant to manage all Town and School building maintenance within the budgets of department no. 38 and no. 61.

The Facilities Department is responsible for all trade work Town wide and custodial work within Town Buildings, along with management of capital projects. The Facilities Director is the first point of contact for all daily maintenance, repairs, projects and operations requests at the Town and School Buildings. The responsibility and workload require the Facilities Department to be structured consistent with other Town Departments to allow for a Director, Superintendent, Foreman & Administrative Assistant. The request is to approve the position immediately to allow for training and transition with the new Superintendent before the start of the new fiscal year. Multiple capital projects are already approved and ongoing, so the Superintendent will be able to fully support the daily department operations with the additional support of the Foreman, Administrative Assistant and Blue-Collar Staff. The financial and union structure of Department no. 61 requires all school related maintenance, repair and capital project work be managed through the Facilities Department. The reinstatement and addition of

the Facilities Superintendent will assist in maintaining and increasing the level of service to properly manage all Town and School Facilities maintenance operations. Funding is available through savings and will be presented for transfers once the hire date is established.

**Action Needed:**

Move to approve the new Superintendent of Facilities position which will be shared between Department no. 38 (Town) and no. 61 (Board of Education).

**Attachments:**

None

**Prepared By:**

Aroscha Jayawickrema, Town Manager



**Agenda Item No. 8**  
**Request for Town Council Action**

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: December 27, 2021**

**SUBJECT: Authorization for Contract with Earth Contractors to Construct a Trail to Connect the Town Hall Complex and Percival Field**

**Summary of Agenda Item:**

Eagle Scout Caleb Uliasz recently constructed a bridge across a small brook at the rear of the Marjorie Moore Village for his Eagle Scout project to help connect the Town Hall complex and Percival Field. The bridge was constructed in an easement area that the Town acquired from the Berlin Housing Authority for the purpose of connecting the Town Hall complex to Percival Field. The next step to complete the connection is construct a trail to link with the bridge on both sides and complete the connection. Public Grounds Department solicited a proposal for this work from the Town's on-call site contractor, Earth Contractors. Earth Contractors submitted a proposal to do the work to bring the trail up to the soccer field for \$15,000. Soccer Field improvements are planned. In the meantime, pedestrians can walk around the fenced soccer field to access Percival Field. This project was referred to the Planning and Zoning Commission and it gave the project a unanimous favorable report. Staff recommends that the Town Council waive the bidding requirement and authorize the Town Manager to enter a contract with the Town's on-call contractor, Earth Contractors to bring the trail from the Town Hall parking lot to the Percival Field soccer field for a fee of \$15,000, to be paid from the open space (fee in lieu) account, account # 516.10.1014.0.54000.01606.

**Action Needed:**

Move to waive the bidding process and authorize the Town Manager to enter a contract with Earth Contractors to construct a trail from the Town Hall parking lot to the Percival Field soccer field for a fee of \$15,000, to be paid from the open space (fee in lieu) account as this is in the best interest of the Town.

**Attachments:**

1. 8-24 report from the Planning and Zoning Commission.
2. Quote from Earth Contractors.
3. Sufficiency of funds.

**Prepared By:** Steve Wood, Public Grounds   
Jim Mahoney, Economic Development Coordinator



**EARTH CONTRACTORS** 445 Southington Road, Kensington, CT 06037 • (860) 828-1677

December 26, 2021

## Quote

**Client:** Berlin Public Grounds

**At:** Percival Field/ Marjorie Village  
Kensington, Connecticut 06037

**Description of Work:** Walking trail

**Specifications:**

- Grub and clean existing
- Install fabric
- Supply  $\frac{3}{4}$  process
- Install in trail 5' wide and 6 +/- deep
- Includes \$2500 allowance for barrier trees
- Final price is based on amount and availability of trees

**\$15000.00**

*\*The client will be held responsible for any additional charges incurred by his/herself, the owner, the builder or the town for any deviation from the above specifications. Further, additional charges will be made for additional fill, extra sand and/or gravel, blasting or removal of rocks or portion thereof, larger than one cubic yard, additional clearing or grading, dewatering as deemed necessary, relocation of any utilities, town-required police for traffic control, and the removal and/or trucking of unsuitable material or fill, this includes loading and/or spreading of material not included in above specifications.*

Authorized

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

Date:



# Town of Berlin

## Planning and Zoning Department

240 Kensington Road  
Berlin, Connecticut 06037  
[www.town.berlin.ct.us](http://www.town.berlin.ct.us)

 **FILE COPY**

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

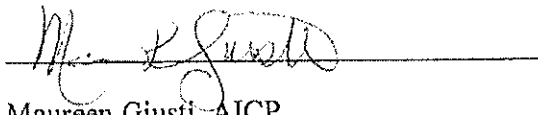
November 19, 2021

## TOWN OF BERLIN

### NOTICE OF DECISION

**SUBJECT: 8-24 Review and Recommendation of the Matter of Construction of Sidewalks within the Town's Right-of Way as Shown on the Sidewalk Projects Town of Berlin Map**

At its Regular Meeting of November 18, 2021, the Berlin Planning and Zoning Commission, after review in accordance with Section 8-24 of the Connecticut General Statutes, voted unanimously to forward a favorable review to the Town Council concerning the matter of the construction sidewalks within the Town's Right-of Way as shown on Sidewalk Projects Town of Berlin map.



Maureen Giusti, AICP  
Acting Town Planner

Maureen K. Giusti, AICP, Acting Town Planner/ZEO. 860-828-7060. [mgk@town.berlin.ct.us](mailto:mgk@town.berlin.ct.us)  
Carol Szymanski, Zoning Enforcement Officer, 860-828-7008. [csz@town.berlin.ct.us](mailto:csz@town.berlin.ct.us)  
Frances Semnoski, Land Use Administrator. 860-828-7066. [fsemnoski@berlin.ct.us](mailto:fsemnoski@berlin.ct.us)



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 28-Dec-21

Purchase Item or Contract: Trail to connect Town Hall to Percival Field		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Trail to connect Town Hall complex to Percival Field	\$15,000.00	\$15,000.00
			-
			-
			-
			-
TOTAL			\$15,000.00

Account No. 516.10.1014.0.54000.01606 Open Space (In Lieu fee)

Budgeted Amount.....	\$63,668.48	Available balance.....	\$38,368.48
Encumbrances to Date.....	\$25,240.40	Amount Needed for This Package.....	\$15,000.00
Expenditures to Date.....	\$59.60	Available Balance After Purchase.....	\$23,368.48

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. 9  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** December 20, 2021

**SUBJECT:** Authorization for an Extension of the License Agreement with Newport Realty Group LLC for 55 Steele Boulevard

**Summary of Agenda Item:**

The Town has a license agreement with Newport Realty Group LLC concerning 55 Steele Boulevard (formerly known as 889 Farmington Avenue). The Town plans to install an engineered control (liner) on the property as part of its environmental remediation of the site before it is sold to Newport. However, Newport needs to make site improvements, including foundations and utilities, that will be installed below the engineered control. The license agreement gives rights for Newport to install these improvements so that the Town can install the engineered control before it sells the property. It is anticipated that this site work will commence in the spring. The existing license agreement expired on December 31, 2021. It is proposed that the license term be extended to a new end date of December 31, 2022, *nunc pro tunc* (retroactive to December 31, 2021).

**Actions Needed:**

Move to authorize the Town Manager to enter into an amendment to the license agreement between the Town and Newport Realty Group LLC concerning 55 Steele Boulevard to extend the term of the agreement to December 31, 2022.

**Attachments:**

None

**Prepared By:**

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

CE



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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: December 27, 2021**

**SUBJECT: Authorization Apply for a Connecticut Community Challenge Grant**

**Summary of Agenda Item:**

The Connecticut Department of Economic and Community Development has issued a Notice of Funding Availability (NOFA) for the Connecticut Community Challenge Program. This is a \$100 million State grant program and grants will be awarded in two rounds. The first funding round application is due January 14. The grant program requires a local match of 50% provided by local or private sources. Grant size is \$1 - \$10 million. The NOFA says that successful projects will likely include multiple of the below elements:

- Transit-oriented development that densifies commercial and/or residential land uses near transit hubs,
- Downtown / major hub development that improves or reuses existing property (Brownfields remediation may be a component of such application)
- Essential infrastructure that facilitates future development
- Housing to support affordability, accessibility, and local workforce,
- Mobility improvements that increase connectivity to transit and promotes economic activity, including pedestrian, ADA, and bicycle improvements
- Public space improvements that provide amenities to the community, including open spaces, public art projects, wayfinding, and lighting and safety improvements

The Town Council took an action at its November 30 meeting to authorize staff to submit a letter of intent that the Town would apply for a Community Challenge Grant in the first funding round. Subsequently, staff submitted the letter of intent to apply and has continued to work on developing an application proposal based on the outline presented to the Town Council on November 30. The project scope has been refined to include the following elements.

- Development by Newport Realty Group of 10 additional mixed-income housing using at Newport Center at 848 Farmington Avenue across from the Train Station.
- In cooperation with Newport Realty Group, the Kensington Fire Department and the Berlin Land Trust, improvement of access and trails at the rear of 848 Farmington Avenue including building a bridge over the swale at the rear of the 848 Farmington Avenue parking area. This will require easements to provide public access to the unified area.



- Improvement of the 0.29-acre Town owned parcel at the northeast corner of Steele Boulevard as a Town park that will include a small amphitheater like performance area. This location is ideal for events and activities because a significant amount of public parking is available nearby.
- Creation of a cul-de-sac on Steele Boulevard to accommodate traffic movements because a license has not yet been obtained for access to the AMTRAK portion of Depot Road.

The plan for creation of a pedestrian connection from Steele Boulevard to Old Brickyard Lane with the cooperation of intervening landowners needs to be better defined so it will not be included in this grant application.

Staff worked with all partners in this proposed project to refine the project proposal and cost estimates and to identify sources of the required 50% local match. It is anticipated that most of the proposed local match will be private investment. \$85,000 in anticipated Town matching funds is requested from the remaining balance in the Farmington Avenue Development (non-grant) account # 504.10.1017.0.54000.01624.

**Actions Needed:**

Move to authorize the Town Manager to apply for a Community Challenge Grant for projects in the vicinity of the Berlin Train Station and to appropriate \$85,000 in Town matching funds from the remaining balance in the Farmington Avenue Development (non-grant) account.

**Attachments:**

1. Sufficiency of funds.
2. Site plan concept for added residential units at Newport Center.
3. Concept plan for Steele Boulevard Park.
4. Concept plan for open space connections and improvements.

**Prepared By:**

Jim Mahoney, Economic Development Coordinator  
Chris Edge, Economic Development Director  
Mike Ahern, Director of Public Works

*NSK*



# TOWN OF BERLIN

## CERTIFICATION OF SUFFICIENCY OF FUNDS

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

DATE 28-Dec-21

Purchase Item or Contract: Town match - Conn. Commun. Challenge Grt.		Requested by: Jim Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Connecticut Community Challenge Grant - Town match	\$85,000.00	\$85,000.00
			-
			-
			-
			-
TOTAL			\$85,000.00

Account No. 504.10.1017.0.54000.01624 Farm. Ave. Devel. (non grant)

Budgeted Amount.....	\$154,459.57	Available balance.....	\$103,701.27
Encumbrances to Date.....	\$50,758.30	Amount Needed for This Package.....	\$85,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$18,701.27

Is a budget change needed? ☐ Yes ☒ No

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

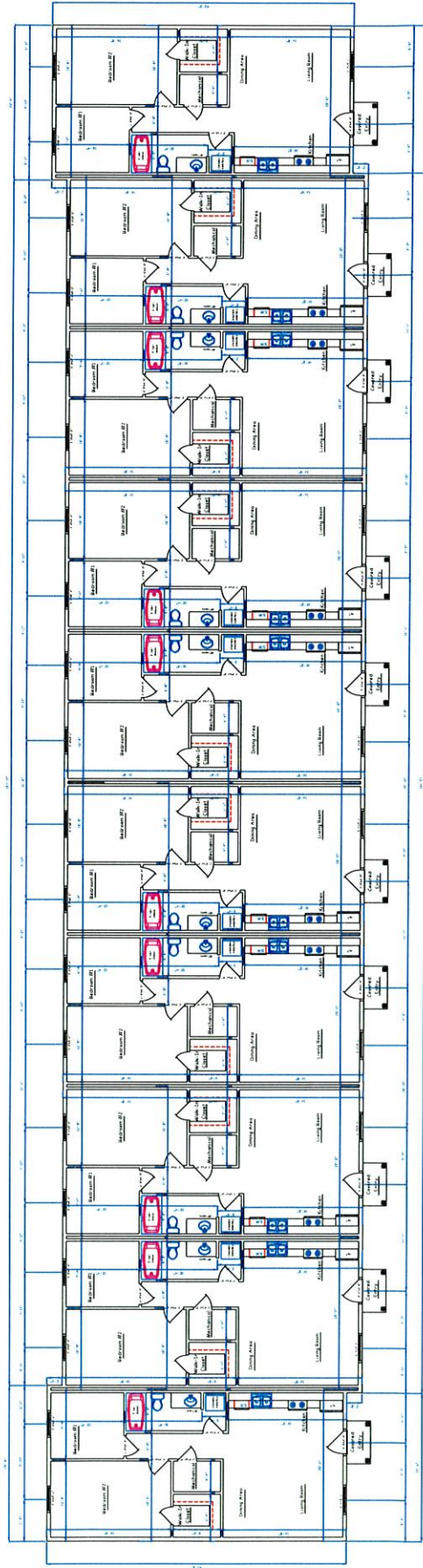
☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

Finance Director or Assist.Finance Director

or:

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

Finance Director or Assist.Finance Director



1ST FLOOR PLAN





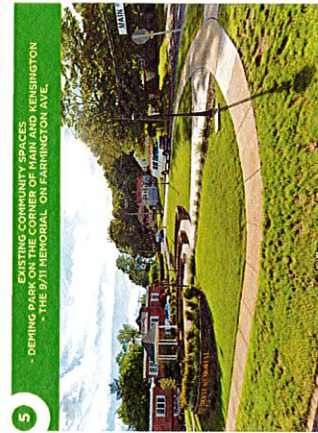
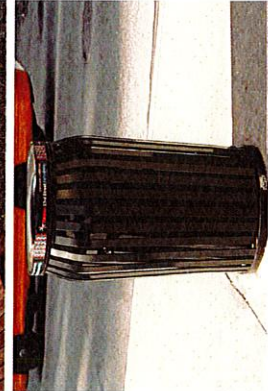
PROVIDE A COVERED SPACE FOR COMMUNITY GATHERINGS - A BAND SHELL FOR MUSICAL PERFORMANCES,  
A PAVILION FOR HOSTING EVENTS, A PERGOLA FOR SEASONAL SHADE  
A LOCATION FOR SECURELY STORING SEASONAL AMENITIES INCLUDING PARK FURNITURE



PROVIDE MULTI-COLORED PAVERS WITH MODERN GEOMETRIC PATTERNS OR STYLES THAT MATCH OTHER TOWN PARKS TO PROMOTE CONTINUITY  
USE LIGHT COLORS TO REDUCE THE SURFACE TEMPERATURE/URBAN HEAT ISLAND EFFECT  
SOURCE SUSTAINABLE MATERIALS SUCH AS CONCRETE CONTAINING RECYCLED PRODUCTS TO REDUCE THE PARK'S ENVIRONMENTAL IMPACT



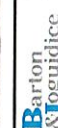
**3** PROVIDE FURNITURE TO CREATE A VERSATILE SPACE THAT CAN SERVE A VARIETY OF DIFFERENT PURPOSES - CONSIDER BOTH MOVABLE AND FIXED LOCATIONS



PROVIDE THE COMMUNITY WITH A SPACE FOR OUTDOOR RECREATION, FARMERS MARKETS, LIVE SHOWS, FOOD TRUCKS, SEASONAL GATHERINGS

00060 - 00001  
PROJECT NUMBER:

**CONTACT INFORMATION**  
ATLANTIC RIVER CONSULTANTS, LLC  
191 NORWICH AVENUE  
FRAMINGHAM, CONN 06249  
Phone: (860) 367-7264  
atlriver@att.net  
atlriver@comcast.net



1

STEELE CENTER @ FARMINGTON  
TRANSIT ORIENTED DEVELOPMENT  
PREPARED FOR  
TOWN OF BERLIN  
COMMUNITY PARK STORY BOARD

VISION SUMMARY 1 10/1/2010	SHEET	1 of 1
	DATE	12/26/21
	REVISED	





## WALKS & FOOT PATHS

- ① Existing Stone Dust Path (Requires Maintenance)
- ② Existing Foot Path System through woodlands
- ③ Future Foot Path from Existing Path, over Future Bridge to Stone Dust Trail
- ④ Possible Future Connection to Kensington Road via Seven Sides Railroad Bridge
- ⑤ Possible Future Foot Path along Rose Bank to Burnham Street (behind existing businesses)
- ⑥ Future Foot Path through woodlands to Burnham Street
- ⑦ Existing Concrete Sidewalk
- ⑧ Installed Concrete Sidewalk as part of Steele Center Development. (See separate sketch)
- ⑨ Proposed Concrete Sidewalk along and through perimeter of existing parking at AMCO Decision Tool. (Painted crosswalk required as it crosses existing driveway)
- ⑩ Proposed Foot Path along Former Sewer R.O.W. to Backyard Lane (Clearing required. Grade should be sufficient for foot path)
- ⑪ Future Concrete Sidewalk along Backyard Lane
- ⑫ Future Foot Path along Bank of Pond (exact route to be determined. Clearing and grade improvement necessary)

## OTHER IMPROVEMENTS

- ⑬ Future Pedestrian Crossing and Possible Relocation of Fire Station Driveway
- ⑭ Future Foot Bridge over Drainage Swale
- ⑮ Future Vehicle Parking Area off Fire Station Driveway
- ⑯ Future Foot Bridge over Matiasasset River

## PROPOSED WALKING AND FOOT PATH SYSTEM FOR BERLIN TOWN CENTER LAYOUT #1

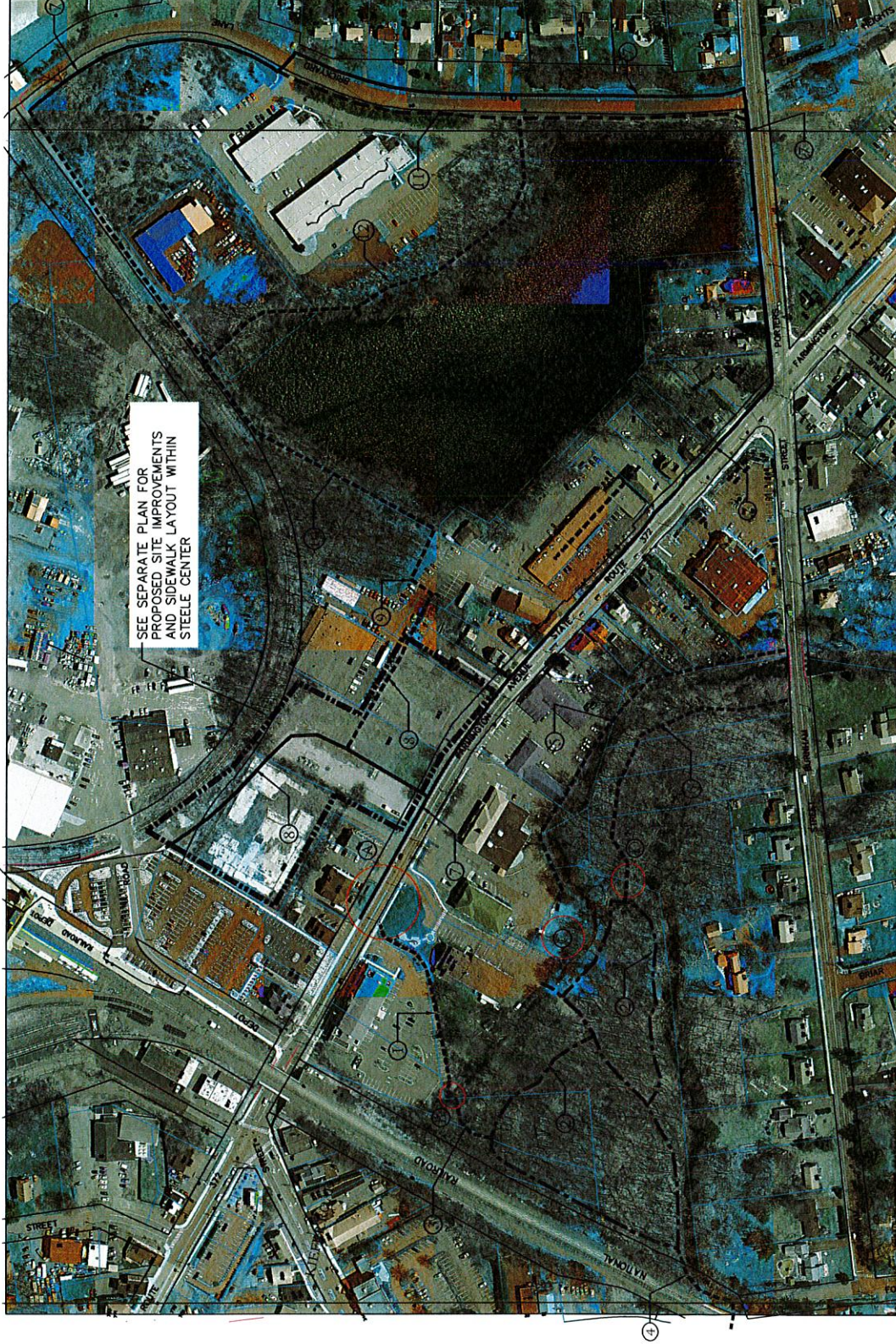
December 20, 2021

LAYOUT IS AN OPTIMIZED LAYOUT BASED ON AVAILABLE INFORMATION. IT IS NOT A GUARANTEE OF PERFORMANCE. THE USER ASSUMES ALL LIABILITY FOR ANY DAMAGE OR INJURY RESULTING FROM THE USE OF THIS LAYOUT. HARRY E. COLE & SON, INC. MAKES NO WARRANTY.

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engineering, surveying, planning

875 South Main Street  
P.O. Box 44  
Plainville, CT 06479 - 0044  
Tel: (860) 659-4444  
Fax: (860) 659-4444  
www.hecole.com

BERLIN TRAIN STATION





Berlin Peck Memorial  
Library Board



Please return application to:

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

DEC 16 PM 4:44  
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. Library Board

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

Name: Robert M.F. Lewis

Telephone No.: 860-803-1482

Home Address: 27 Pondsides Dr

Number of years in Berlin: 19.5

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

Email Address: babalou66@comcast.net

Are you a Registered Voter? Yes

Party Affiliation: UNAFFILIATED ✓

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

Educational Background (optional)

Pratt and Whitney

Present Employment (company/position)

Aircraft Rd Middletown, Ct 06457

Business Address

Current and Past Civic/Community Involvement: Library Board, Constable

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2021 DEC 16 PM 5:22

Kathy Galloway  
BERLIN, CT

Tell us why you feel qualified for this appointment: Completing second term and

currently vice chairman

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

Signature: RMFL

Date: 12/16/21

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
2. The information that you provide will be used by the Town Council in making appointments and may be used in news releases if you are appointed.
3. If you have additional information that you want to provide, please attach extra pages.
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Berlin Peck Memorial  
Library Board



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

22:28 PM 12/28/2017  
TOWN OF BERLIN

1. Berlin Library Board

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

Name: \_\_\_\_\_

Telephone No.: 860-770-7516 (m)

Home Address: 24 Casner Dr Berlin  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 17

Email Address: Gail.Marino13@gmail.com

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

Party Affiliation: Republican

Masters of Science in Taxation - Univ of New Haven  
Educational Background (optional)

Outbrain Inc - Tax Director  
Present Employment (company/position)

111 West 19th St NY, NY 10011  
Business Address

Current and Past Civic/Community Involvement: BHS Boosters Treasurer (2016-2019)  
Current member Library Board

RECEIVED  
TOWN OF BERLIN  
2017 DEC 28 PM 12:28

Kathryn D. Wall  
BERLIN, CT

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

Current member of Board

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

no

Signature: Geerman

Date: 12/14/21

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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Please return application to:

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

18:01:10:31  
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. Library Board

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

Name: Karen A. Pagliaro

Telephone No.: 860 878 5708

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

Number of years in Berlin: 35

Email Address: kpagliaro8@gmail.com

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

Party Affiliation: Democrat ✓

BSU  
Educational Background (optional)

Hartford Health Care  
Present Employment (company/position)

181 Patricia Genova Dr. Newington CT 06111  
Business Address

Current and Past Civic/Community Involvement: Library Board  
Conservation Commission

previous Town Council member

Tell us why you feel qualified for this appointment: Love our library! Use it frequently

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

Signature: K Pagliaro

Date: 12/1/21

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Board of Ethics  
TOWN OF BERLIN  
*Office of The Town Manager*

November 24, 2021

Kevin Hines  
10 Lamplight Drive  
Berlin, CT 06037

Dear Kevin,

Your term on the Board of Ethics expires on 1/31/2022. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and also complete the enclosed application form.

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

☒ No, I do not want to serve another term. *I have served 6 consecutive years making me ineligible to be reappointed. I appreciate the opportunity I had to serve the town in this capacity over the last 6 years.*

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Thursday, December 30, 2021, or we will assume you are not interested in serving another term. Please mail this letter and the completed application to the Town Manager's Office, Town Hall, 240 Kensington Road, Berlin, CT 06037 or email to [csullivan@berlinct.gov](mailto:csullivan@berlinct.gov). If you would prefer to drop off the letter and application, please call my office at 860-828-7003 to set up a convenient time. *Kevin*

Sincerely,

*Arosha Jayawickrema*

Arosha Jayawickrema  
Town Manager

AJ:cms

Enclosure



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

Conservation

## 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.

21 SEP 1 4:11:54  
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. Conservation Commission 2. \_\_\_\_\_

Name: Mary Kathryn LaRose

Telephone No.: 860 828 1012

Home Address: 20 Woodruff Lane  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 45 years

Email Address: mklarose@aol.com

Party Affiliation: Republican ✓

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

Univ. of Ct. BS Elem Educ, 1973 CCSU MS Reading, continued  
Educational Background (optional) study in Education 1974-2005 (?)

Retired teacher - 35 yrs in New Britain. 13 years part-time  
Present Employment (company/position) employment with Kelly Educational Staffing  
2008-June, 2021.

Business Address

Current and Past Civic/Community Involvement: Berlin Jr. Women's Club, past volunteer,  
FOBAC volunteer, past; Current Member of Berlin Repub. Town  
Committee, current alternate on Conservation Commission

Tell us why you feel qualified for this appointment: I have served as an alternate on  
the Conservation Comm for about 2 years and feel that I will  
be able to be more valuable as a full voting member.  
Can you think of any reason that a conflict of interest could arise if you were appointed? \_\_\_\_\_

No

Signature: Mary Kathryn LaRose

Date: 8/31/21

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Please return application to:

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

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

TOWN OF BERLIN  
21 AUG 16 AM 9:28

Please list your Board/Commission preference below:

1. Conservation Commission

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

Name: Karen Pagliaro

Telephone No.: 860-878-5708

Home Address: 221 Still Meadow Lane Kensington

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

Number of years in Berlin: 34

Email Address: kpagliaro8@gmail.com

Are you a Registered Voter? Yes

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

Party Affiliation: D ✓

UConn Bachelor of Science in Nursing

Educational Background (optional)

HHC

Present Employment (company/position)

181 Patricia Genova Dr., Newington CT 06111

Business Address

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

Conservation Commission, 2020-present, presently alternate member/ member 2011-2017

Library Board 4/2020 until present

Tell us why you feel qualified for this appointment: have served on this board for a total of 8+ years, Community

Garden Coordinator for 6 yrs, passionate about this topic

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

conflict of interest identified

Signature: Karen Pagliaro, electronically signed

Date: 8/13/21

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**Karen A. Pagliaro, RN, BSN**

221 Still Meadow Lane

Kensington, CT 06037

860.878.5708

Email: kpagliaro8@gmail.com

**SUMMARY OF QUALIFICATIONS**

Experienced in health care that includes Medicare and Medicaid guidelines, Community Resources and Connecticut State regulations; an effective problem solver, manager of staff and resources; deals effectively with multiple tasks and conflicting priorities.

**PROFESSIONAL EXPERIENCE**

9/2007 to present      **Hartford HealthCare**

5/2020 to present      **Hartford HealthCare Community Network, Newington CT**  
**Director, Community Relations**

Oversees building existing and new community strategic relationships on behalf of the Community Network division.

- Manages Fund and grant raising on behalf of the Community Network
- H3W Leadership Behaviors Credentialed Facilitator
- HRO Credentialed Facilitator
- Nursing Peer Support Colleague
- Assists the Community Network with participation in Medical Missions, Hartford HealthCARES and the Colleague Assistance Fund
- Plans and coordinates divisional events, influenza clinics and the Nightingale Awards
- Oversees the administration of Covid-19 vaccinations at the HHC CT Convention Center vaccine clinic, over 83,000 vaccinations given between 12/28/20 and present
- Plans and coordinates homebound vaccinations working with various health districts

9/2007 to 5/2020      **Hartford HealthCare at Home, Wethersfield, CT**      (03/2015 to 5/2020)  
**Director of Community and Government Relations**

Directs all grant related opportunities, oversees grant programs including Meals on Wheels, Nurturing Families Network; directs community influenza clinics, community clinics, and acts as a liaison for state government.

- Heart of the Agency Award, October 2008.
- H3W Credentialed Leadership Behaviors Facilitator
- Liaison to Assisted Living Facilities
- Emergency Management Coordinator
- Interim Director Hospice, Center for Hospice Care

**Regional Director of Clinical Operations, Southington**

**Branch Director, Cheshire**

**Clinical Supervisor, Glastonbury**

(01/12-03/2015)

(1/11-12/11)

(09/07-01/11)



/1984 to 9/2007

Visiting Nurse Association of Central Connecticut, Inc.

- Held various roles including certified staff nurse, Hospice Nurse, Hospice On-Call and Director of Community Affairs

## EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science Degree in Nursing

## APPOINTMENTS

Notary Public

4/15/2019 to 4/30/2024

## AWARDS/ASSOCIATIONS/CLUBS

2021	Citation from the CT General Assembly recognizing work at a first responder/Covid Vaccine Clinics
2019	Nightingale Award for Excellence in Nursing
2019	Ella Grasso Women in Leadership Award
2017	American Lung Association, Award for Innovation Approaches to Offer Vaccinations
2005 to present	Dr. Lorraine G. Spranzo Scholarship Selection Committee (Community Foundation of Greater New Britain)
2005 to present	Corporator, Hospital of Central CT (HOCC)
2018 to present	Pet Therapy Volunteer Team: HOCC/Arbor Rose Assisted Living/Miller Memorial
2018 to present	Tails of Joy, Volunteer Board of Directors (June 2021-present)
4/2020 to present	Board of Directors, Berlin Peck Memorial Library, Town of Berlin
3/2020 to present	Commissioner, Conservation Commission, Town of Berlin
2011 to 2017	Commissioner, Conservation Commission, Town of Berlin
2013 to 2020	CAHCH – Government Relations Committee
2017 to 2019	Town Council, Town of Berlin, CT
1990 to 2011	Junior Woman's Club of Berlin, Inc. Past President 1995/1996, 2009/2011, Outstanding Member 1995



Please return application to:

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

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Conservation Commission

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

Name: Thomas Heister

Telephone No.: 860 836 3638

Home Address: 482 Lower Lane, Berlin  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 15

Email Address: heister73@gmail.com

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

Party Affiliation: Democratic ✓

BA, BS  
Educational Background (optional)

Retired  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Bd. of Directors, Berlin Land Trust, member, Conservation Commission, Volunteer, A.M.C.

Tell us why you feel qualified for this appointment: Professional Background (i.e. Federal employment) in conservation

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

Signature: [Signature] Date: 12/07/2021

RECEIVED FOR RECORD

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Constable



Please return application to:

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

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

21 DEC 6 AM 8:34  
TOWN OF BERLIN

1. Constable

2. —

Name: John Kozak

Telephone No.: 860-463-7277

Home Address: 28 Devonshire Way  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 20

Email Address: j.kozak45@yahoo.com

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

Party Affiliation: Republican ✓

B.S. Marketing - Western New England College  
Educational Background (optional)

Security Services of CT, Inc - Senior Vice President  
Present Employment (company/position)

25 Controls Drive Shelton, CT  
Business Address

Current and Past Civic/Community Involvement: Board Member- Berlin Little League 2012-14  
Constable- 2019- Present

Multiple coaching positions for Little League, Basketball and Soccer

Tell us why you feel qualified for this appointment: I have three years experience as a

Constable with a proven track record. My job in security also lends itself  
well to this position.

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

Signature: John Kozak Date: 12/2/21

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2021 DEC -6 AM 9:22

BERLIN, CT.


10/26/2017

# Lucas A Van Zandt

Town of Berlin | Generated 10/28/2021 @ 10:17 am by OnBoard2 - Powered by ClerkBase

Constable

## Status

**Name** Lucas A Van Zandt  
**Application Date** 10/27/2021  
**Expiration Date** 10/27/2120  
**Board Member** Lucas A Van Zandt  
**Status** 

## Board

Constables

## Vacancies

4

## Status



## Basic Information

**Name**  
Lucas A Van Zandt

## Contact Information

**Address**  
52 Skyview Dr  
Berlin, CT 06037

**Resident**  
Yes

**Phone**  
860-983-0177

**Email**  
lucas2424@comcast.net

## Occupation

**Employer**  
LPL Financial  
**Job Title**  
Financial Advisor

## Other Questions

Republican

### Question #1

**Number of years in Berlin**  
15

### Question #4

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

I would like to help the Town and believe my 25 yrs experience in Finance would be an asset.

### Question #5

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

### Question #6

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

## Political Party

**What is your political party affiliation?**  
• Republican

Constable

# TOM POPLAWSKI

Town of Berlin | Generated 12/20/2021 @ 1:30 pm by OnBoard2 - Powered by ClerkBase

## Status

### Name

TOM POPLAWSKI

### Application Date

12/20/2021

### Expiration Date

12/20/2120

### Status

Received

Republican

### Board

Constables

### Vacancies

5

### Status

Pending

## Basic Information

### Name

TOM POPLAWSKI

## Contact Information

### Address

137 METACOMET DR  
BERLIN, CT 06037

### Resident

Yes

### Phone

860-989-5013

### Email

poplawskitom@sbcglobal.net

## Occupation

### Employer

Rich products corp.

### Job Title

Maint Tech/ engineer

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2021 DEC 20 PM 1:32

Kathy G. Wall

BERLIN, CT.



Please return application to:

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

# TOWN OF BERLIN

## Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below: Lemieux

1. Golf Commission

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

Name: Gale Lemieux

Telephone No: 860-729-0907

Home Address: 102 Wildermere Rd.

Number of years in Berlin: 22

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

Email Address: gal57@aol.com

Are you a Registered Voter? yes

Party Affiliation: Democratic ✓

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

Educational Background (optional): BSW / MBA

Present Employment (company/position): Vale New Haven Hospital

Business Address: \_\_\_\_\_

Current and Past Civic/Community Involvement: current golf Commission

Tell us why you feel qualified for this appointment: SNEWGA Past President; USGA Committee, former coach Timberlin girls golf team

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

Signature: Gale Lemieux

Date: 12.17.2021

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Please return application to:

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

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Golf Commission

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

Name: Sebastian J. Senia

Telephone No.: 860-828-1198

Home Address: 8 Dunham Dr Berlin Ct. 06037

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

Number of years in Berlin: 46

Are you a Registered Voter? Yes

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

Party Affiliation: Democrat ✓

#### Educational Background (optional)

Retired from Aetna with 29 years of operational management experience

Attended the University of Hartford, Graduate of the Hartford Institute of Accounting

#### Present Employment (company/position)

Retired

#### Business Address

#### Current and Past Civic/Community Involvement:

Alternate on the Water Control Commission, Park & Rec commissioner

Town of Berlin 90-98, Connecticut Board Basketball official CBCBO & IABBO 1992 to 2011. St Paul's co-chairman Berlin Fair. Middle school recreational coordinator. Little League coach

Statistician for Continental Basketball League NBA 93-98, Member of the Timberlin Mens Club for 30 years

Tell us why you feel qualified for this appointment: Currently on the golf commission and would like to be re-appointed.

I have been actively involved in the Timberlin golf course as a Park & Rec Commissioner and Golf Commissioner and player for 40 years. My experience can enhance the functions of the golf course, commission, and town.

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

Signature: Sebastian J. Senia Date: 11-30-2021

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

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

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

Please list your Board/Commission preference below:

1. Public Golf Course Commission 2. \_\_\_\_\_

Name: William Richards Telephone No.: 860-628-1195

Home Address: 811 Orchard Rd Kensington, CT 06037 Number of years in Berlin: 28  
(Note: To apply, you must be a resident of Berlin)

Email Address: william.richards@comcast.net

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

B.S. Computer Science - Worcester Polytech, M.S. Information Management - Rensselaer Polytech  
Educational Background (optional)

Retired  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Vice President Sr. Men's Golf League - Timberlin  
Member of St. Paul's Church Technology Advisory Committee

Past President, Vice President, State Representative of Southington Jaycees

Tell us why you feel qualified for this appointment: ① Because as VP Timberlin Sr Men's Golf League I have

deep desire to improve and promote Timberlin. ② A continuing commitment to Berlin community service ③ Strong Business Project Mgt Background to communicate & collaborate with people.

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

Signature: William Richards Date: 11-18-2021

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED TOWN RECORD  
BERLIN TOWN CLERK  
2021 NOV 18 PM 1:47  
BERLIN, CT.  
10/26/2017



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

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

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

Please list your Board/Commission preference below:

21 DEC 29 PM 2:38  
TOWN OF BERLIN

1. HDC Alternate 2. \_\_\_\_\_

Name: Amy Prescher Telephone No.: \_\_\_\_\_

Home Address: 850 Waltham Ridge Number of years in Berlin: \_\_\_\_\_  
(Note: To apply, you must be a resident of Berlin)

Email Address: amy.prescher@att.net

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

Educational Background (optional): Art / Architectural History & Hist. Preservation

Present Employment (company/position): CSO Professor

Business Address: 615 Stanley St, New Britain CT 06050

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2021 DEC 29 PM 4:13

Kathy G. Wade  
BERLIN, CT

Current and Past Civic/Community Involvement: HDC

Friends of Waltham Meetinghouse

Tell us why you feel qualified for this appointment: current member

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

Signature: [Signature] Date: 12/30/20

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Please return application to:

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

# TOWN OF BERLIN

## Application for Appointment to Boards and Commissions

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.

21 DEC 20 PM 12:30  
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. IWWC

2. CONSERVATION

Name: William A. Jackson

Telephone No.: (860) 213-3152

Home Address: 289 High Road  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 30

Email Address: \_\_\_\_\_

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

Party Affiliation: Republican ✓

Educational Background (optional)

Jackson Environmental, LLC  
Present Employment (company/position)

289 High Road, Berlin, CT  
Business Address

Current and Past Civic/Community Involvement: IWWC

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2021 DEC 20 PM 1:28

Kathryn G. [Signature]  
BERLIN, CT

Tell us why you feel qualified for this appointment: HAVE EXPERIENCE CHARACTERIZING WETLANDS

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

CURRENTLY A CONSULTING SOIL SCIENTIST IN CT, PROJECT IN Berlin

Signature: [Signature]

Date: DEC 10, 2021

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

## TOWN OF BERLIN

### 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:

TOWN OF BERLIN  
21 DEC 29 AM 11:49

1. Inland wetland and water courses

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

Name: Gary Pavano

Telephone No.: 860-841-9721

Home Address: 67 Hickory Hill Rd  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 14

Email Address: G. Pavano@Hotmail.com

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

Party Affiliation: republican

Educational Background (optional)

Hospital for special care - Facilities / HVAC MGR.

Present Employment (company/position)

2150 Corbin Ave, New Britain, CT

Business Address

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

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2021 DEC 30 AM 9:39

Kathryn G. Gase  
BERLIN, CT

Tell us why you feel qualified for this appointment: I have served on wetlands  
commission for 2 terms

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

Signature: [Signature]

Date: 12-14-21

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Please return application to:

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

# TOWN OF BERLIN

## Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Parks & Recreation

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

Name: Joseph M. Pulcini

Telephone No.: 860.416.5196

Home Address: 162 Crater Lane  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 40

Email Address: pulcini@comcast.net

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

Party Affiliation: Unaffiliated

MBA, MS Engineering Science, BS Engineering Technology  
Educational Background (optional)

Kanaw / Program Manager  
Present Employment (company/position)

210 Smith Street, Middletown, CT 06457  
Business Address

Current and Past Civic/Community Involvement: Host Den Leader, Pack 41, Asst Scout Master, Troop 41, Past VP - Fundraising BHS Boosters, Past President, BHS Boosters

Tell us why you feel qualified for this appointment: A strong interest in providing and enhancing opportunities for youth in Berlin

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

Signature: Joseph M. Pulcini

Date: 27 Dec 2021

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

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Parks & Rec

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

58:8 AM 9 030 12,  
TOWN OF BERLIN

Name: Donald Dellaquila

Telephone No.: 860-828-7668

Home Address: 4 Grapevine Lane  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 30

Email Address: dondellaquila@aol.com

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

Party Affiliation: Democrate ✓

Masters of Finance & Management  
Educational Background (optional)

Aetna Executive  
Present Employment (company/position)

157 Farmington Ave Hartford CT  
Business Address

Current and Past Civic/Community Involvement: Berlin Football High School & Midget  
Little League Basketball

Tell us why you feel qualified for this appointment: 15 years on the Commission - Current  
Vice Chairman - Corp experience

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

Signature: Donald Dellaquila Date: \_\_\_\_\_

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**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.

21 DEC 29 PM 2:33  
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. Planning + Zoning Commission

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

Name: Steven Biella Jr

Telephone No.: (960) 883-8985

Home Address: 84 Bernard Road  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 5

Email Address: ~~staxx~~ staxxconstruction@gmail.com

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

Party Affiliation: Unaffiliated

Educational Background (optional)

Staxx Construction Services LLC - Operations Manager  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Planning & Zoning Commission,  
Inland Wetlands Commission, Water Commission & Cemetery

Tell us why you feel qualified for this appointment: I have served on multiple  
commissions for five years.

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

Signature: Steven Biella Jr

Date: 12/28/21

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RECEIVED  
TOWN OF BERLIN  
21 DEC 29 PM 4:13

*Kathryn Gleason*  
BERLIN, CT



Please return application to:

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

Public Building

## 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. Public Building Commission

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

Name: Jason Scarano

Telephone No.: 203-605-3884

Home Address: 191 Stillmeadow Lane

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

Number of years in Berlin: 16

Email Address: JayScarano@Sbcglobal.net

Are you a Registered Voter? Yes

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

Party Affiliation: Independent Unaffiliated ✓

Master E1 Electrician  
Educational Background (optional)

DICIN ELECTRIC INC. Waterford CT / Project Manager, Superintendent  
Present Employment (company/position)

156 Crossroad Waterford CT  
Business Address

Current and Past Civic/Community Involvement: None

TOWN OF BERLIN  
21 OCT 4 PM 3:56

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BERLIN TOWN CLERK

10/21 OCT - 5 AM 9:14

Kathryn J. [Signature]

BERLIN, CT.

Tell us why you feel qualified for this appointment: I have 26 years experience in the build trades

and deal on a regular basis with owners, architects, engineers, and contractors.

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

would bid on a town public bid project, which to my knowledge we have never done in the  
Past:

Signature: [Signature]

Date: 10-4-21

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Please return application to:

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

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

12 DEC 6 PM 3:47  
TOWN OF BERLIN

1. Public Building

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

Name: Don Lombardo

Telephone No.: 860-209-0881

Home Address: 38 Park View Rd.

Number of years in Berlin: 22

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

Email Address: donald.lombardo09@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Rep. ✓

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

Educational Background (optional)

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Public Building

Tell us why you feel qualified for this appointment: Served 8 yrs already

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

Signature: [Signature] Date: 12-5-21

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# Veterans' Commission



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

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

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

Please list your Board/Commission preference below:

1. Berlin Veterans' Commission 2. \_\_\_\_\_

Name: Paul N. Eshoo Telephone No.: (860) 828-3829

Home Address: 218 Brooke Meadow Rd Number of years in Berlin: over 50  
(Note: To apply, you must be a resident of Berlin)

Email Address: Paulus218@comcast.net

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

Educational Background (optional): BS/MS plus

Present Employment (company/position): Retired

Business Address \_\_\_\_\_

Current and Past Civic/Community Involvement: Amer Legion, Veterans of Foreign Wars, Veterans Commission, Police Commission, Republican Town Comm. Htee

Tell us why you feel qualified for this appointment: Done it for many years

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

Signature: Paul N. Eshoo Date: 12/7/21

- RECEIVED FOR RECORD  
TOWN CLERK  
166 DEPT 3:34 PM
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- K. J. Moore  
BERLIN, CT



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

Veteran's  
Comm.

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

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

Please list your Board/Commission preference below:

1. Veterans Commission

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

Name: Dean Pevoir

Telephone No.: 203-213-9977

Home Address: 167 Percival Ave  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 36

Email Address: revoirusmc@yahoo.com

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

Party Affiliation: Republican

Bachelors  
Educational Background (optional)

Sikorsky Aircraft  
Present Employment (company/position)

6900 Main Street Stamford CT  
Business Address

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

Tell us why you feel qualified for this appointment: I am on the board now

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

Signature: [Signature]

Date: 12/28/2021

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21 DEC 30 AM 8:34  
TOWN OF BERLIN

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BERLIN TOWN CLERK  
2021 DEC 30 AM 9:47

Kathy G. Wall  
BERLIN, CT



VNA



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

21 DEC 30 AM 9:06  
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. Visiting Nurses Assoc Board
2. Youth Services Advisory Board

Name: Cyndi McCinnon Telephone No.: 860-798-0039

Home Address: 46 Deerfield Dr. Berlin Number of years in Berlin: 27 yrs.  
(Note: To apply, you must be a resident of Berlin)

Email Address: mccinnonc@comcast.net

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

BSN - RN Masters Health Admin  
Educational Background (optional)

Hartford Healthcare / Staff nurse  
Present Employment (company/position)

MidState Medical Center Menden CT  
Business Address

Current and Past Civic/Community Involvement: Softball / Basketball Coach  
Kensington Garden Club America, Legion Local  
Team Sports golf / VP Lady Rivers

Tell us why you feel qualified for this appointment: Healthcare / RN experience  
& knowledge / education

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

Signature: Cyndi McCinnon Date: 12/30/21

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BERLIN TOWN CLERK  
21 DEC 30 AM 9:47

*Kathryn Gleason*  
BERLIN, CT

VNA



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

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

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

Please list your Board/Commission preference below:

12:40 PM DEC 21 2017  
TOWN OF BERLIN

1. Berlin VNA 2. \_\_\_\_\_

Name: Brenda Chyra Telephone No.: 860 829-5325

Home Address: 49 Briar Lane Number of years in Berlin: 20  
(Note: To apply, you must be a resident of Berlin)

Email Address: Chyra49@comcast.net

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

Educational Background (optional)

Department of Developmental Services  
Present Employment (company/position)

255 Pitkin St East Hartford, CT 06108  
Business Address

Current and Past Civic/Community Involvement: Board - Berlin VNA

Tell us why you feel qualified for this appointment: Been a nurse for 26 years  
Worked per diem for Berlin VNA 17 years.

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

Signature: Brenda Chyra Date: 12/8/21

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**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:

21 DEC 9 AM 11:03  
TOWN OF BERLIN

1. VNA

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

Name: David Veronesi

Telephone No.: 860-538-7456

Home Address: 314 Toll Gate Road  
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 25

Email Address: Dvero56@gmail.com

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

Party Affiliation: Democrat ✓

ECSU - 2012 B.A. History  
Educational Background (optional)

Unemployed  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Current VNA Secretary

RECEIVED FOR RECORD  
BERLIN TOWN CLERK  
2021 DEC -9 AM 11:32

Katrina J. Wall  
BERLIN, CT

Tell us why you feel qualified for this appointment: Member of board since 2018,  
Past work experience in home healthcare

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

Signature: [Signature]

Date: 06-Dec-2021

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Kate Wall

---

**From:** Lecia Paonessa  
**Sent:** Thursday, December 16, 2021 9:39 AM  
**To:** Kate Wall  
**Subject:** Water Control Jim Piccoli is resigning

FYI Sorry to see Jim go!!

---

**From:** Jim Piccoli <jimpiccoli@berlinplumbinginc.com>  
**Sent:** Thursday, December 16, 2021 9:19 AM  
**To:** Lecia Paonessa <lpaonessa@berlinct.gov>  
**Subject:** Re: WCC Agenda and minutes for December 21st

Lecia,

It is with a heavy heart I write this email to you.

I am officially resigning from my position on the board, and therefore will not be in attendance for the December meeting.

Over the last several months I have made the decision to retire and dissolve my business in order to concentrate on my health and my family.

I have thought long and hard in regards to this decision, and decided it would be unfair and selfish for me to remain in my position. I plan to spend time at my vacation home and more time with my family, and don't want to neglect my position on the board.

It has been a great honor to serve on this board and I will miss serving in this position, but believe it is my time to step down and allow someone else to serve as a full member.

Please thank everyone on the board on my behalf, and thank you for all that you do.

Enjoy your holiday season.

Jim



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

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

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

Please list your Board/Commission preference below:

09:01 AM 01 DEC 12  
TOWN OF BERLIN

1. Youth Services Advisory Board 2. \_\_\_\_\_

Name: Nancy Cavaliere Telephone No.: (860) 828-1684

Home Address: 230 Vineyard Drive Number of years in Berlin: 34  
(Note: To apply, you must be a resident of Berlin)

Email Address: ncavaliere1@comcast.net

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

B.S. C.C.S.U. - Physical Education M.S. Curriculum & Supervision  
Educational Background (optional)

Retired Teacher - Berlin Public Schools  
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Junior League of Greater New Britain,  
Friends of Peck Library Board, Yankee Girl Scout Board Member  
BK-YMCA Board Member, Upbeat Community Team  
St Paul Ladies Guild, Boxes to Boots, Community Kids, Advisor  
Suburban Woman's Club, ADK Teaching Sorority

Tell us why you feel qualified for this appointment: I have served the youth of  
central Connecticut for over 45 years.

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

Signature: Nancy L Cavaliere Date: 12/8/21

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

90:644 06 030 12  
21 DEC 30 AM 9:06  
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. Visiting Nurses Assoc Board
2. Youth Services Advisory Board

Name: Cyndi McCinnon Telephone No.: 860-798-0039

Home Address: 46 Deerfield Dr. Berlin Number of years in Berlin: 27 yrs.  
(Note: To apply, you must be a resident of Berlin)

Email Address: mcinnonc@comcast.net

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

BSN - RN Masters Health Admin  
Educational Background (optional)

Hartford Healthcare / Staff nurse  
Present Employment (company/position)

Midstate Medical Center Menden CT  
Business Address

Current and Past Civic/Community Involvement: Softball / Basketball Coach  
Kensington Garden Club America's Legion Local  
Team Sports golf / VP Lady Drivers

Tell us why you feel qualified for this appointment: Healthcare (RN) experience  
& knowledge / education

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

Signature: Cyndi McCinnon Date: 12/30/21

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BERLIN TOWN CLERK  
21 DEC 30 AM 9:47

Kathy Glavin  
BERLIN, CT



Zoning Board of Appeals

Please return application to:

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

## TOWN OF BERLIN

### Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below: Mazzotta

1. ZBA OR ZBA alt. either is fine

Name: Christine Mazzotta Telephone No.: 860-716-7947

Home Address: 405 Alling St. Number of years in Berlin: 10  
(Note: To apply, you must be a resident of Berlin)

Email Address: christine@CTPMS.com

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

Masters  
Educational Background (optional)

@ Entrepreneur → transitioning to private  
Present Employment (company/position) @ 50 Property Mgt. Home office firm

Business Address

Current and Past Civic/Community Involvement:

on file

Tell us why you feel qualified for this appointment:

Renew

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

NO

Signature: CM

Date: 10/10/21

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Library Board Member Tracking 2021

*Berlin-Peck Memorial  
Library Board*

BOARD MEMBERS	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Donna Moore	X	X	X	X	X	X	X	cancelled	X	X	absent	X
Robert Lewis	X	X	X	X	X	X	X	cancelled	X	X	X	X
Chris Fasciano	X	X	X	X	X	X	X	cancelled	X	X	X	X
Elaine Borselle	X	X	X	X	X	X	X	cancelled	X	X	X	X
Sharon Powell	X	X	X	X	X	absent	absent	cancelled	X	X	X	X
Gail Marino	t	X	X	X	X	X	X	cancelled	X	absent	absent	X
Karen Pagliaro	absent	X	absent	X	absent	X	X	cancelled	absent	X	X	X
Carol Welz	X	absent	X	X	X	absent	X	cancelled	X	X	X	absent
Lillian Ulan	absent	absent	X	absent	X	X	absent	cancelled	X	X	X	absent
Helen Malinka	X	X	X	absent	absent	X						
Kim McNally						X	X	cancelled	X	X	X	X

# Cemetery Committee

## Cemetery Committee Attendance 2021

Benson  
Brown  
Colaresi  
Hornkohl  
Pastuszek  
Cesarek (A)

J	F	M	A	M	J	J	A	S	O	N	D
✓	✓	✓	①	✓	④	✓	✓	✓	✓	✓	
✓				✓	✓	✓	✓	✓		✓	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5	4	4	3	5	4	5	5	4	3	5	

- Not a Commission member for this period

NO - No quorum

- Meeting Canceled

## Commission for Persons w/ Disabilities

## Commission for Persons w/ Disabilities



CONSERVATION COMMISSION  
ATTENDANCE 2021

[illegible]

## Historical Commission

[illegible]

# Inland Wetlands

## Inland Wetlands & Water Courses Commission Attendance Sheet 2021

Date	Notes:	Mike Cassetta	William Jackson	Dave Rogan	Peter Nieman (Chairman)	Gary Pavano	Rick White	Steven Biella	Robert Izzo
01/05/21	webex	P	E	E	P	P	P	P	na
02/10/21	webex	E	A	P	P	P	P	P	na
03/02/21	webex	P	P	P	P	P	P	P	P
04/06/21	webex	A	A	A	P	P	P	P	A
05/04/21	zoom	P	P	P	P	P	E	P	P
06/01/21	zoom	A	P	P	P	P	P	P	P
07/06/21	zoom	P	P	P	P	P	E	P	P
08/03/21	zoom	P	P	P	P	P	P	P	P
09/07/21	zoom	E	E	P	P	P	P	A	P
10/05/21	zoom	P	P	P	P	E	P	P	E
11/09/21	zoom	A	E	P	P	P	E	P	P
12/07/21	zoom	P	P	P	P	P	P	P	P

P=Present  
A=Absent  
E=Excused

# Parks + Recreation

## Parks & Recreation Commission Attendance

	2021												YTD
	J	F	M	A	M	J	J	A	S	O	N	D	Attendance
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	83%
													58%
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	92%
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	67%
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
6		✓	7	6	7	5	6	5	6	6	5	5	

- Not a Commission member for this period

NA - No quorum

\* - Meeting Canceled

Planning and Zoning Commission  
Commissioners Attendance - 2021

The Planning and Zoning Commission held 23 regular meetings in 2021 (three were Special Meetings).

**Commissioners**

Chairwoman Joan Veley

Attended all 23 meetings

Vice-Chairwoman Diane Jorsey

Absent from 3 meetings

Secretary Brian Rogan

Absent from 2 meetings

Commissioner Jon Michael O'Brien

Absent from ALL meetings

Commissioner Steve Wollman

Absent from 6 meetings

Commissioner Timothy Zigmont

Absent from 2 meetings

Commissioner George Millerd

Resigned 10/14/21 – Attended 15 of the 17 meetings when he was a commissioner

Commissioner Sandra Coppola – newly appointed on 10/20/2021

Absent from 10/21 meeting; attended all of next 4 meetings

**Alternate Commissioners**

Alternate Commissioner Steve Biella, Jr.

Absent from 3 meetings

Alternate Commissioner Peter Zarabozo

Absent from 3 meetings

Alternate Commissioner Andrew Legnani – newly appointed 2/4/21

Absent from 2/4/21 meeting; absent from 3 of next 21 meetings

**Staff**

Maureen Giusti, AICP, Acting Town Planner

Attended all 23 meetings



# Public Building Commission

## Public Building Commission Attendance Sheet 2021

Date	Notes:	James	Donald	Thomas	Mick	Thomas	Bart	Rocco
		Ouellette	Lombardo	Salimeno	Tarsi	Reid (Chairman)	Bovee	Bucheri
01/14/21	webex	P	P	P	P	P	P	na
02/11/21	webex	P	E	P	P	P	P	na
03/11/21	webex	P	P	P	P	P	P	na
04/08/21	webex	P	P	P	P	P	P	na
05/13/21	zoom	P	P	P	P	P	P	na
06/10/21	zoom	P	P	P	P	P	P	na
07/08/21	zoom	P	P	P	E	P	P	E
08/12/21	zoom	P	P	P	P	P	P	P
09/09/21	zoom	P	P	E	P	P	P	P
10/14/21	zoom	E	P	P	na	P	P	P
11/11/21	zoom	P	P	P	na	P	P	P
12/09/21	zoom	P	E	P	na	P	P	P

P= present  
A=absent  
E= excused



# Veterans Commission

TOWN OF BERLIN  
240 Kensington Road  
Kensington, CT 06037

## Berlin Veterans Commission 2021 Attendance Sheet

December 14, 2021

### Meeting Dates

- 1) February 2, 2021 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Paul Eshoo, and Dean Revoir **were present**. Bruce Trevethan and Robert Smith **were excused**.
- 2) March 2, 2021 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, and Dean Revoir **were present**. Thomas Uznanski, Bruce Trevethan and Robert Smith **were absent**.
- 3) April 6, 2021 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, Thomas Uznanski, Bruce Trevethan and Robert Smith **were present**. Dean Revoir **was excused**.
- 4) May 4, 2021 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, Thomas Uznanski, Bruce Trevethan, Robert Smith, and Dean Revoir **were present**.
- 5) June 1, 2021 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, and Robert Smith, **were present**. Thomas Uznanski, Bruce Trevethan, and Dean Revoir **were excused**.
- 6) September 7, 2021 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, Robert Smith, and Dean Revoir **were present**. Thomas Uznanski, Bruce Trevethan, **were excused**.
- 7) October 5, 2021 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, Robert Smith, and Thomas Uznanski **were present**. Bruce Trevethan and Dean Revoir **were excused**.
- 8) November 1, 2021 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, Robert Smith, Thomas Uznanski, and Dean Revoir **were present**. Bruce Trevethan **was excused**.
- 9) December 7, 2021 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Robert Smith, and Dean Revoir **were present**. Bruce Trevethan and Paul Eshoo **were excused**.

Respectfully submitted,

Peter Galgano Jr., Secretary

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2021 DEC 14 AM 10:04

BERLIN, CT.

## UNA

[illegible]

## Water Control

P=Present / A=Absent / E=Excused

[illegible]

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/85788861817?pwd=Sy8xSWJDT3dxdTUxZWd5YzZNRVMydz09>

Meeting ID: 857 8886 1817

Passcode: 212518

+1-929-205-6099 (New York)

**TOWN OF BERLIN  
TOWN COUNCIL MEETING  
Tuesday, December 14, 2021  
Town Council Chambers and  
Remote Meeting  
7:00 P.M.**

**A. CALL TO ORDER:**

Mayor Kaczynski called the meeting to order at 7:07 p.m.

**B. PLEDGE OF ALLEGIANCE:**

**C. ROLL CALL:**

Those in attendance were:

Councilor Jack Fazzino  
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 Jennifer Coppola – *Corp Counsel Jeffrey Donofrio unable to attend*

**D. AUDIENCE OF CITIZENS:**

*Susan Kwasniewski, 1111 Kensington Road* – Ms. Kwasniewski stated that on behalf of citizens who currently use Bicentennial Park for off leash recreation with their dogs she wished to thank the Town Council and Town staff and citizens for giving residents the opportunity to voice their opinions. She also thanked them for the time and effort that has been put into the process, stating that it is valued and appreciated.

**E. MAYOR'S UPDATE:**

**Affordable Housing** – The Affordable Housing Plan Advisory Committee has been formed and their first meeting was held last week. An Informational Seminar on Understanding Affordable Housing will be held on Wednesday December 15<sup>th</sup> at 7:00 p.m. and the public is welcome to attend.

**Community/Senior Center** – A meeting of the Community Senior Center Advisory Committee was held on December 2, 2021 with State Representatives Donna Veach and Catherine Abercrombie, and State Senator Rick Lopes in attendance. They confirmed that State funding will be difficult going forward as projects must be shovel-ready before towns can even apply.

The Mayor asked that going forward the Committee, as well as the Town Council, keep an open mind as financing may be difficult.

**F. MEETING AGENDA: – Immediately Following the Mayor’s Update**

**G. CONSENT AGENDA:**

- 1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 175.00 and items valued at 171.75. – Animal Control**
- 2. Topic re: Accept the donation of \$25.00 and appropriate the funds to the Supplies Expenditure Account. – Police Department**

Councilor Luddy moved to approve the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**H. NEW BUSINESS:**

- 1. Topic re: Adopt amendments to Chapter III Animals Sec. 3-2 Definitions and Chapter XIII Parks and Recreation and Open Spaces Sec. 13-32 Dogs. The amendments shall be published in a newspaper having a circulation in the Town of Berlin and shall be effective thirty (30) days after publication. – Town Manager**

Town Manager Jayawickrema presented this item by stating that at the November 30, 2021 Town Council meeting a Public Hearing was held on the proposed amendments. Those amendments include language regarding animals being on leash or lead ten feet in length or less on designated public property, on leash or lead seven feet in length or less on school or other non-designated public property, designating where animals are not allowed, and added language specific to Bicentennial Park allowing dogs to be off leash for a period of six months beginning February 1, 2022.

Councilor Fazzino inquired about specific wording regarding certain surfaces such as turf or pool areas. The Town Manager stated that the language states “all playing fields, playgrounds, golf courses”. Attorney Coppola added that the changes recommended by the Parks and Recreation Commission have been incorporated into the amendments.



Councilor Luddy moved to adopt amendments to Chapter III Animals Sec. 3-2 Definitions and Chapter XIII Parks and Recreation and Open Spaces Sec. 13-32 Dogs. The amendments shall be published in a newspaper having a circulation in the Town of Berlin and shall be effective thirty (30) days after publication.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 2. Topic re: Adopt the amendments to Section 16-15(d) of the Taxation and Finance Ordinance at Chapter XVI of the Town of Berlin Code Book to amend the process for applying for an exemption from personal property taxation of vehicles for the handicapped. The amendments shall be published in a newspaper having a circulation in the Town of Berlin and shall be effective thirty (30) days after publication. – Town Manager**

Town Manager Jayawickrema stated that this item was presented at the November 30, 2021 Public Hearing and there were no public comments. This amendment only removes the annual requirement to apply for exemption from personal property taxation of vehicles for the handicapped.

Councilor Luddy moved to adopt the amendments to Section 16-15(d) of the Taxation and Finance Ordinance at Chapter XVI of the Town of Berlin Code Book to amend the process for applying for an exemption from personal property taxation of vehicles for the handicapped. The amendments shall be published in a newspaper having a circulation in the Town of Berlin and shall be effective thirty (30) days after publication.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

- 3. Topic re: Authorize the Town Manager to sign a five-year contract with USI Insurance Services for the period of July 1, 2022 – June 30, 2027, in the amount of \$290,000. – Human Resources**

Director of Human Resources Denise Parsons stated that the Town works with a benefit consultant to assist with benefit related items for the Town and Board of Education. Chris Monroe, the USI Insurance (USI) consultant, has been working with the Town for seven years and has a strong working relationship.

To be fiscally responsible an RFP was posted with results reviewed and discussed with the Benefits Committee. One group was excluded due to pricing and the remaining two proposals both provided comparable experience and large firm support with local presence. While not the lowest bidder, it was agreed that USI Insurance Services was the preferred consultant considering their strong history with the Town.

Councilor Fazzino inquired about the \$2500 per year fee increase with USI. Ms. Parsons stated that over the past seven years USI has retained the same yearly rate and is including that increase in the last three years of their five-year contract proposal.

Councilor Luddy moved to authorize the Town Manager to sign a five-year contract with USI Insurance Services for the period of July 1, 2022 – June 30, 2027, in the amount of \$290,000.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**4. Topic re: Authorize the Town Manager to direct Weston and Sampson Engineers, Inc., to proceed to final design of the Kensington Road Bridge No. 03657 Replacement Project focusing only on the alternating traffic design option to maintain traffic during construction. – Public Works**

Public Works Director Mike Ahern stated that this item follows the Public Information meeting presented by Weston and Samson Engineers that was held prior to the Town Council meeting this evening.

The Planning and Zoning Commission, during their Section 8-24 review of this project, inquired about additional costs related to keeping the Kensington Road Bridge open during construction with alternating traffic versus full closure with a detour.

After review of the 30% Design Drawings and associated cost estimates, Staff recommend that the Design Engineer be directed to proceed to final design and bidding with the one-way alternating traffic option, even though there will be an incremental increase in the construction cost.

Mr. Ahern noted that with the number of cars that travel over that bridge daily, and with the Police Department located in that area, it is the better alternative.

There was discussion regarding the possibility of backup in the area during heavy traffic times and whether the traffic lights that will be installed can be adjusted to account for that scenario. Peter Weston of Weston and Sampson stated that timings for the lights can be adjusted for peak hours.

Councilor Luddy moved to authorize the Town Manager to direct Weston and Sampson Engineers, Inc., to proceed to final design of the Kensington Road Bridge No. 03657 Replacement Project focusing only on the alternating traffic design option to maintain traffic during construction.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**5. Topic re: Waive the Town of Berlin bidding requirements and award the purchase of two fire trucks (Squad 4 and Engine 8) from Pierce Manufacturing, pending approval of the non-budgeted transfer by the Board of Finance, for an amount not to exceed \$1,800,000 as this is in the best interest of the town. – Fire Administrator**

Town Manager Jayawickrema introduced this item by stating that the purchase of two fire trucks was brought to Town Council during the November 30, 2021 meeting and was approved by the Board of Finance during their December 14, 2021 meeting.

Mayor Kaczynski stated that this item was well explained at the November 30, 2021 Town Council meeting and this purchase will save the Town money down the road.

Councilor Luddy moved to waive the Town of Berlin bidding requirements and award the purchase of two fire trucks (Squad 4 and Engine 8) from Pierce Manufacturing, pending approval of the non-budgeted transfer by the Board of Finance, for an amount not to exceed \$1,800,000 as this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**6. Topic re: Waive the Town of Berlin bidding requirements and purchase “Mobile Dispatch, Mapping and GPS” software from Alpine Software of Pittsford, NY for an amount not to exceed \$11,765 as this is in the best interest of the town. – Fire Administrator**

Fire Administrator Simons explained that the Fire Department moved to a new software platform for record keeping with Alpine Software approximately 18 months ago and would now like to incorporate an additional module that will allow the current mobile data terminals to communicate with the new record keeping system. Mobile data terminals provide incident information such as location, nature of call, hydrant location and alerts on the address.

Councilor Luddy moved to waive the Town of Berlin bidding requirements and purchase “Mobile Dispatch, Mapping and GPS” software from Alpine Software of Pittsford, NY for an amount not to exceed \$11,765 as this is in the best interest of the town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**7. Topic re: Award the contract for the purchase of 65,000 gallons of gasoline for calendar year 2022 to the bidder that best meets the town’s needs utilizing the CRCOG purchasing consortium. – Municipal Garage**

Fleet Manager Jim Simons stated that the current gasoline contract with East River Energy expires on December 31, 2021. The Town of Berlin has provided their requirement of 65,000 gallons of gasoline to be included in the Capital Region Council of Governments (CRCOG) bid that will be opened on December 15, 2021.

Due to timing of the CRCOG bid opening, holiday break and scheduling of the next Town Council meeting this request is to award the 2023 gasoline contract following the review of the bid results and recommendation from the Town Manager and Finance Director. The results will be conveyed to the Town Council at their first meeting in January of 2022.

Councilor Luddy moved to award the contract for the purchase of 65,000 gallons of gasoline for calendar year 2022 to the bidder that best meets the town’s needs utilizing the CRCOG purchasing consortium.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**8. Topic re: Authorize the Town Manager to waive the bidding requirements and award the purchase and installation of two new grinder pumps from Russell Resources not to exceed \$85,000.00, as this is in the best interest of the Town. – Water Control**

Water Control Manager Ray Jarema stated that due to repeated grinder pump failures the Berlin Turnpike Sewer Pump Station is currently working on one grinder instead of two. Due to the difficult conditions of operations these pumps consistently fail after the three-year warranty. Other options have been considered however they will require a major upgrade of this pump station.

It has been determined that replacing just the teeth of the units is slightly less expensive than replacing the teeth and the motor. As the motor is still functioning only the teeth will be replaced at this time.

Unfortunately, these grinders are being constantly challenged by the large amount of flushable materials entering the wastewater stream as they are not degradable and tend to accumulate around the grinder causing it to work harder.

Councilor Luddy moved to authorize the Town Manager to waive the bidding requirements and award the purchase and installation of two new grinder pumps from Russell Resources not to exceed \$85,000.00, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**9. Topic re: Waive the bidding requirements for DPC Engineering, LLC to update and revise a rated model which includes fees for various services, in the amount of \$20,000, as this is in the best interest of the Town. – Water Control**

Water Control Manager Jarema stated that in 2017 Berlin Water Control (BWC) hired DPC Engineering LLC to formally evaluate the Sewer and Water rate structure. For nearly eight years prior to that the BWC was operating without a water rate increase.

BWC is not taking full advantage of the permit and connection fees and other miscellaneous fees other water utilities are applying, namely hydrant fees. By instituting these fees, water rates to residents can be kept lower.

This request is for DPC Engineering, LLC to update and revise the rate models for BWC and since they performed the last rate model it is in the best interest of the Town to stay consistent with their services.

Councilor Luddy moved to waive the bidding requirements for DPC Engineering, LLC to update and revise a rated model which includes fees for various services, in the amount of \$20,000, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**10. Topic re: Award Contract #2022-10 - Routine Repairs and Minor Emergency Sewer Services, including sewer pump stations, to Drain Doctor, Inc. of Berlin, for service use by Water Control and other departments on a Town-wide basis. – Water Control**

Water Control Manager Jarema stated that the Town of Berlin requests outside services for a contractor to perform routine and emergency repairs and minor construction within the Water Control jurisdiction, which the Town does not have capacity to accomplish.

On October 29, 2021, bids were opened for this contract. The Drain Doctor, Inc. was the only bidder, therefore Water Control recommends awarding the contract to this company.

Councilor Luddy moved to award Contract #2022-10 - Routine Repairs and Minor Emergency Sewer Services, including sewer pump stations, to Drain Doctor, Inc. of Berlin, for service use by Water Control and other departments on a Town-wide basis.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**11. Topic re: Authorize the Town Manager to enter into a contract agreement with New England Road, Inc. of Clinton, CT for Emergency Repairs to the Glen Street Bridge No.06955 for the amount of \$134,600.00, and to authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$161,500, as this is in the best interest of the Town. – Public Works**

Public Works Director Ahern stated that the Public Works Department and AI Engineers, Inc. of Middletown, CT have been working this past year on the final design and obtaining agency approvals for a rehabilitation of the Glen Street Bridge. Connecticut Department of Transportation (DOT) recent annual inspection reports had indicated that the metal pipe arch culvert needs rehabilitation or replacement due to the poor condition of the invert.

DOT, Town Staff, and AI Engineers met at the bridge site on October 21, 2021 at DOT's request to review the bridge condition due to impacts from Hurricane Ida on September 1<sup>st</sup> and 2<sup>nd</sup>, 2021. DOT inspectors found increased perforations and undermining beneath the culvert bottom and recommended short term repairs if the longer-term approach could not be implemented quickly, to avoid bridge closure.

Staff requested proposals from three pre-qualified bridge contracting firms on emergency repairs to keep the bridge stable and open until the ultimate repair/replacement is approved and can be bid. Staff and AI Engineers reviewed all the proposals, which included a number of alternative emergency repair solutions, and recommend that New England Road, Inc (NERI) be selected, with the deduct alternative of using concrete in lieu of grouted rip rap at the inlet and outlet (this saves \$2,400). Rip rap will be placed further upstream and downstream to provide further scour protection

and pressure grouting with concrete will be installed under and around the circular culvert to fill voids and stabilize surrounding fill.

DOT and the Town Engineering Department also agreed to increase inspection frequency, and to inspect after any major rain events, to monitor for any additional undermining.

Councilor Veach inquired if FEMA funding was available. Mr. Ahern stated that Hurricane Ida was not a declared storm. If it is declared in the future the Town can be reimbursed after-the-fact for this repair. He added that the Town can apply to the Federal/Local Bridge program for 80% reimbursement for full bridge replacement when the time comes.

Councilor Luddy moved to authorize the Town Manager to enter into a contract agreement with New England Road, Inc. of Clinton, CT for Emergency Repairs to the Glen Street Bridge No.06955 for the amount of \$134,600.00, and to authorize the Town Manager to increase the contract value through change orders to an amount not to exceed \$161,500, as this is in the best interest of the Town.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**12. Topic re: Approve the adoption of the Town Council Meetings Calendar for 2022 and January of 2023. – Town Council**

Town Clerk Kate Wall stated that the calendar works well especially in July as the Community/Senior Center Referendum question may be on the November 8, 2022 ballot and the later meeting date in July may give the Council additional time to vote on the wording of that question. The Town Clerk does not have the 2022 election calendar at this time but believes the question may be due to the Secretary of the State by September 13th, and the first Town Council meeting in September is the 6<sup>th</sup>.

Councilor Luddy moved to approve the adoption of the Town Council Meetings Calendar for 2022 and January of 2023.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**13. Topic re: Appointment of Town Council members to Sub-Committees**

Standing Committees:

- Ordinance Committee (3-5 members)
- Rules and Procedures Committee (2-3 members)
- Audit Committee (1-2 members)

Other Committees:

- Physical Services Committee (1-3 members)
- Committee to Oversee the “Robert Wolf Incentive Plan” (1-2 members)



Connecticut Conference of Municipalities (1 member)  
Central Connecticut Health District Committee (1 member)  
Technology Committee (1-3 members)  
Playing Fields Committee (2-4 members)  
Plan of Development Committee (1 member)  
Fire Strategic Committee (1-2 members)  
Community Conversations (1-2 members)  
Manager's Evaluation (1 member)  
Meeting House (1 member)  
Mattabessett Watershed (1 member)  
Calendar (1 member)

Town Clerk Wall suggested at least appointing the Ordinance Committee and Rules and Procedures Committee members tonight, and then have the Rules and Procedures Committee look over the Other Committees to determine which are still needed as some may have been created for a specific purpose that no longer exists. Committees that are retired can always be revived if the need arises.

Current members of the Ordinance Committee are Councilors Paonessa, Rosso, and Luddy. as well as Mayor Kaczynski. It was decided to add Councilor Fazzino in place of former Councilor Angelico-Stetson.

Current members of the Rules and Procedures Committee are Councilors Paonessa, Urrunaga and Veach. Those members decided to hold a meeting on January 10, 2022 at 6 p.m.

Current members of the Audit Committee are Councilors Luddy and Paonessa. It was decided to add Councilor Fazzino in place of former Councilor Angelico-Stetson.

Councilor Veach moved to appoint Councilors Paonessa, Rosso, Luddy, and Fazzino, as well as Mayor Kaczynski to the Ordinance Committee. And to appoint Councilors Paonessa, Urrunaga and Veach to the Rules and Procedures Committee, as well as appoint Councilors Luddy, Paonessa, and Fazzino to the Audit Committee.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

## **I. TOWN MANAGER'S REPORT:**

- An Informational Seminar on Understanding Affordable Housing will be held on Wednesday December 15<sup>th</sup> at 7:00 p.m. in Town Council Chambers and the public is welcome to attend. Access via Zoom is also available.
- Timberlin Golf – An RFP was put out for the maintenance of the Timberlin Golf Course and one group will share their business plan during a presentation to be held on December 21,

2021 at 6:00 p.m. Town Council members are welcome to attend. The presentation will most likely be held at the Berlin Community Center.

- A Town Council/Board of Finance/Board of Education Joint meeting will be held on January 6, 2022 at 6:00 p.m. to discuss budget procedures. The Town Manager encouraged those Council members that can't attend the meeting to caucus beforehand.

Currently the budget is given to the Board of Finance and the Town Council with very little time for review. The Town Manager is also suggesting taking a more forward-looking approach rather than just planning year to year.

A tour is being tentatively organized for Wednesday January 5, 2021 for the three Boards to tour two elementary schools as a way of seeing what repairs are needed, etc as opposed to just seeing those repair requests as line items in the budget. The Town Manager would also like to take Town Council members to view the South Kensington Fire Station on Chamberlain Highway as it is in poor condition.

- The Human Resources Director has split her position 60% with the Board of Education and 40% with the Town of Berlin. Unfortunately, this arrangement has become more difficult especially over the past couple of years with Covid-related requirements and mandates. Therefore, the Director has submitted her resignation to the Town effective July 1, 2022 and will continue only with the Board of Education. The Town Manager will be requesting that a full-time Director be hired for the Town.
- The Facilities Director has also been overwhelmed over the past two years to the point that his job is affecting his health and quality of life. The Director has offered to step down with reduced hours until a new Director is hired. The Town Manager will be bringing an agenda item to the Town Council to request a temporary replacement for the remainder of the current fiscal year, and then he will have a request for a new Superintendent position next fiscal year.

**J. SPECIAL COMMITTEE REPORTS:**

None

**K. COUNCILORS' COMMUNICATION:**

Councilor Rosso stated that last week was the 80<sup>th</sup> anniversary of the bombing of Pearl Harbor. Berlin resident Richard Patterson Jr was killed when the USS Arizona was attacked. The Councilor felt it was important to continue to share Mr. Patterson's story as a way of remembering him.

**L. ACCEPTANCE OF MINUTES:**

**November 30, 2021**

Councilor Luddy moved to accept the Town Council Meeting Minutes of November 30, 2021.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

**M. EXECUTIVE SESSION:**

**1. Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending litigation – Rio Vista**

Councilor Luddy moved to go into Executive Session: Pending Litigations – C.G.S.S. Sec. 1-200 (6) (B) strategy and negotiations with respect to pending litigation – Rio Vista at 8:40 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Coppola and Attorney Charles Andres.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Executive session ended at 9:03 p.m.

**N. ADJOURNMENT:**

Councilor Paonessa moved to adjourn at 9:03 p.m.

Seconded by Councilor Urrunaga.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall  
Clerk of the Meeting