

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	X					
Kim McNally						X	X	cancelled	X	X	X	X

Board of Ethics

Board of Ethics Attendance 2021

	1/6/2021	9/8/2021	9/28/2021	9/29/2021	11/17/2021	12/21/2021				
Bordonaro	X	X	X	X						
DiDominicis	X	X		X	X	X				
Hines	X	X	X	X	X	X				
Morolda (A)	X	X	X	X	X	X				
Totals:	4	4	3	4	3	3				



- Not a Commission member for this period

Board member recused self.

NQ

- No quorum

*

- Meeting Canceled

Cemetery Committee

Cemetery Committee Attendance

2021

	J	F	M	A	M	J	J	A	S	O	N	D
Benson	✓	✓	✓	①	✓	④	✓	✓	✓	✓	✓	
Brown	✓				✓	✓	✓	✓	✓		✓	
Colaresi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Hornkohl	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Pastuszak	✓	✓	✓	✓ ⁴	✓	✓	✓	✓	✓	✓	✓	
Cesaneck (A)												
5		4	4	3	5	4	5	5	4	3	5	

- Not a Commission member for this period

NQ - 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

	J	F	M	A	M	J	J	A	S	O	N	D	YTD Attendance
Bovee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Buttinas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Dellaquila	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	83%
Hinchliffe													58%
Legnani	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	92%
Patel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	67%
Pulcini	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Starr	6	7	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	Buccheri
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]

2021 Attendance

Water Control

[illegible]

Join Zoom Meeting

<https://berlinc-t-gov.zoom.us/j/81742805893?pwd=QlZmRitCWUYzN2dzNEhZa2p2RFI2UT09>

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

Mayor Kaczynski called the meeting to order at 7:00 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 Aroscha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

None

E. MAYOR'S UPDATE

Mayor Kaczynski stated that the distribution of Covid At-Home Test Kits from the State went well today and hopefully more tests will be received in the near future.

The Community/Senior Center Advisory Committee is still meeting and visiting other centers in the state. He added that residents need to be aware that currently the plan for the Center is conceptual and as our State Representatives have stated State funding is only available for projects that are

shovel-ready which is not the case for Berlin, therefore other options may need to be considered including how the center can be funded.

The Affordable Housing Plan Advisory Committee continues to meet to discuss the Housing Plan Survey and Community Outreach Sessions.

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**

Councilor Luddy moved to accept the Consent Agenda as presented.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Town Manager Jayawickrema introduced Ryan Bird and asked him to describe his Eagle Scout Project for the Town Council.

Mr. Bird stated that he is from Troop 44 and that his project is a donation drive benefitting the Berlin Animal Control. He is trying to bring awareness to the needs of the animals held at the shelter and stated that during the pandemic those needs may be overlooked. People normally think of food and toys for animals, but he wants to bring awareness to the need for cleaning supplies, bedding and other items. Mr. Bird added that he is passionate about the cause, having pets at home, and he does not like to see animals suffer.

There will be a Donation Day at the Berlin Animal Control shelter which he plans to run with the help of other scouts to take in and organize donated items. A Donation Week is also planned with boxes put out at local churches and businesses to collect items for the animals.

Mayor Kaczynski thanked Ryan for his presentation and for his unique project helping the animals at the Berlin Animal Control facility.

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

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

2. Topic re: Adopt the proposed Flag Flying Policy and set an effective date therefor. – Town Manager

Town Manager Jayawickrema stated that the Ordinance Committee previously made a recommendation to the Town Council for a Flag Flying Policy. At that time Councilor Rosso noted that Town fire trucks were displaying a flag in support of police and questioned if those flags would be included in the new policy.

New language was then added to the policy which included wording regarding police and/or fire equipment and flags honoring or recognizing First Responders. Councilor Rosso questioned if future Town Councils could add other flags to this language. Corporation Counsel Donofrio stated they could as this is just a Policy that is subject to future modification.

Mayor Kaczynski added that the Town Council issues proclamations to show recognition for special groups, movements, etc and this policy is in place specifically to address flag flying on Town owned properties.

The Town Manager asked Corporation Counsel to confirm that this Flag Flying Policy states that any flag other than the flags of the United States of American, the State of Connecticut, the Town of Berlin and the flags allowed to be flown on Town property used as a veteran's memorial will require

Town Council approval, including the flags in support of the police currently on Town owned firetrucks. Counselor Donofrio confirmed that was correct.

Councilor Luddy moved to adopt the proposed Flag Flying Policy and set an effective date thereof of January 4, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

3. Topic re: Discussion concerning increase in the Town's Contribution to the Police Officer Defined Contribution Plan. – Town Manager

Town Manager Jayawickrema stated that this item is regarding a Memorandum of Understanding (MOU) submitted by the Police Commission which has since been reviewed by the Town's Labor Counsel which approves of the MOU. Discussion was previously made in an Ad-Hoc committee to bring all members to 6% and 12% in the Defined Contribution Plan including officers hired after July 1, 2017.

Mayor Kaczynski stated that this change comes from discussions between the Town and the Police Union to bring all officers up to the same Defined Contribution Plan percentages. He added that there have been issues retaining officers in Berlin as other towns offer better retirement benefits including Defined Benefit Plans and bringing all officers up to the same level in the Town's current retirement plan will be helpful in retaining more officers.

Councilor Luddy moved to amend this item to make the increase to the Town's Contribution to the Police Office Defined Contribution Plan part of the agenda.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to accept the Memorandum of Understanding by and between the Town of Berlin, CT and the Berlin Police Union, Fraternal Order of Police, Lodge 56 Defined Benefit Contribution Plan.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Mayor Kaczynski asked Police Commissioner Steven Wilson and Police Sergeant Rob Martin to discuss a concern regarding officers and Workers' Compensation. Sgt. Martin stated that if an officer is injured on the line of duty, they are paid with Workers' Compensation payments from the Town's insurance agent CIRMA but no withholdings are taken from that pay. The officer must then make payment to the Town of Berlin for the deductions that should have come out of their paycheck. Sometimes there is also a delay in receiving the first check which can be a hardship for the family.

They are suggesting that the Town receive the funds from CIRMA and allow officers to continue to be paid via Town payroll which will allow them to be paid in a timelier manner. Councilor Veach questioned if they were looking to be paid at the percentage rate that CIRMA checks come in at or were they looking for 100% pay. Sgt. Martin stated that the MOU proposal is requesting the “greater of” since CIRMA takes into consideration the average salary an officer makes over the course of a year which includes overtime and pays at the 66% rate tax-free which can work out to more or less than regular pay. Their position is that officers should continue to receive their regular base paycheck when injured in the line of duty, or if CIRMA is paying the Town more than the officers’ base pay the officers should receive that money.

Sgt. Martin added that a serious long-term line-of-duty injury is an infrequent occurrence in Berlin.

Town Manager Jayawickrema asked Sgt. Martin if this had been negotiated in their previous contract. Sgt. Martin stated that it was proposed in the previous contract but was taken off the table by the Town. When the Town Manager asked if they were looking to reopen the contract for negotiations Sgt. Martin replied that it would be an MOU. Mayor Kaczynski stated that this is an issue that should be revisited as the next contract negotiations is not for two years.

Finance Director Kevin Delaney stated that he believes the proposed request is unmanageable and added that there is the intent, every time that his department is aware of an injury, to make sure that the employee (whether Police or any other Town department) is receiving either a paycheck from the Town or a workers’ comp check from CIRMA.

He stated that a reason that he feels this would be unmanageable is because his department wouldn’t know what the ultimate percentage in the settlement would be and the Town would have to figure out tax corrections. There would be dealings with State and Federal legal tax requirements being adjusted and managed in a very difficult way.

Mr. Delaney stated that in other unions Workers’ Comp pays whatever is calculated and the differential to get the employee back to their normal compensation would be placed into payroll and the normal deductions would be made from that. It’s only when the Workers’ Comp percentage is high enough that the remaining supplemental portion to get to full pay that the person would need to come in with a check. He added that the Town is not quick to kick someone off of health insurance.

He added that besides being administratively overwhelming this proposal has the potential of putting the Town at risk of incorrect tax reporting and the individual at risk of not having proper tax withholdings.

Mayor Kaczynski asked Mr. Delaney to clarify if the procedures are different for the Police than with other unions. Mr. Delaney stated that they are, but he does not recall this being a discussion in any Police Union contract negotiation he has been involved in, and he does not see any issue putting the Police in the same program. Mayor Kaczynski stated that it made sense for the Police to be put on the same plan that Town employees are on in regards Workers’ Comp payments.

The Mayor stated that Sgt. Martin should discuss the idea with Union members and have further discussions with the Town Manager and Finance Director and look into doing an MOU now instead of waiting two years for the next contract negotiation.

Corporation Counsel Donofrio stated that from a conceptual standpoint it makes sense but the mechanism to do it must be looked at whether it's an MOU or a reopening of the Collective Bargaining Agreement.

Police Commissioner Wilson stated it needs to be determined if this is something in every union negotiation or is there just a Town policy for everyone but the Police Department. Town Manager Jayawickrema stated that these are individually negotiated by each contract and there is the possibility that the Police received another benefit in place of this. He added that he is surprised that this is coming up now when it has been in the Police contract for several years, and this is not the process to go about getting it into the contract.

Mayor Kaczynski stated he was frustrated that the Town Manager did not bring the Resolution made by the Police Commission regarding proposed injury leave verbiage to the Town Council. The Town Manager stated that he made the Mayor aware of two agenda items that needed to be discussed with Labor Counsel and others, and the agenda had already been sent out. The Mayor stated he wanted the Town Council to be aware of this issue.

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

Public Works Director Mike Ahern stated that 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.

Five firms submitted bids and Pasquariello Electric Corporation had the lowest unit costs in more categories than any other bidder. Staff is recommending that Pasquariello be awarded the contract for Streetlight Maintenance as they currently provide services to the Town and have established a very good working relationship with the Public Works Department.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Public Works Director Ahern stated that the Town has the opportunity to submit two applications for the Capital Region Council of Governments' next round of funding through the Local Transportation Capital Improvement Program (LOTICIP).

Staff is recommending submitting applications for road reconstruction/repaving for the Burnham Street and Massirio Drive project as well as the Episcopal Road and Rowley Street project. All four roads need to be repaved and LOTCIP funding would accelerate one or both of these projects.

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 LOTCIP funding.

Councilor Paonessa questioned if there was any chance of putting in a traffic light at the intersection of Deming Road and Episcopal Road. Mr. Ahern stated that the State does not like to place traffic lights in such close proximity to one another, but a left-turn pocket lane will be place on Deming Road to turn left onto Episcopal.

Councilor Luddy moved to 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Fire Administrator Jim Simons stated that the Fire Department carries Automated External Defibrillators on fire apparatus. These five units will be replacements for older hand-me-down units from the Police Department. The Fire Departments' EMS Division Chief received pricing from three vendors with Stryker Medical providing the lowest price.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Town Manager Jayawickrema stated that as mentioned during the previous Town Council meeting, he would be requesting a new Superintendent of Facilities position in July, but he is bringing it to Council now in order to create a job description and get the position posted and filled sooner.

From 2014 to 2016 the Superintendent of Facilities assisted and then took on the additional role as Construction Manager for the Berlin High School renovation project. In late 2016 the Superintendent was promoted to Director of Facilities which became a shared position with the Board of Education.

The Facilities Director is the first point of contact for all daily maintenance, repairs, projects, and operations requests for 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 and Administrative Assistant.

This 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.

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

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Economic Development Coordinator Jim Mahoney stated that Eagle Scout Caleb Uliasz constructed a bridge across a small brook at the rear of the Marjorie Moore housing complex 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.

The next step to complete the connection is to construct a trail to link the bridge to both areas. The Public Grounds Department solicited a proposal from the Town's on-call site contractor, Earth Contractors. Their \$15,000 quote includes installing the trail as well as providing screening trees to shield the trail from a property owner on Whispering Brook Road.

Public Grounds Forman Steve Woods stated that there is one hump along the proposed trail that Earth Contractors will grade out. He added that he spoke with the homeowner on Whispering Brook Road today and she is happy to have the trees placed behind her property to shield the trail.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Economic Development Coordinator Mahoney explained that the Town has a license agreement with Newport Realty Group LLC (Newport) to install an engineered control (liner) on property at 55 Steele Boulevard (formerly known as 889 Farmington Avenue). The license agreement gives Newport rights to install site improvements below the engineered control before the Town sells the property.

The existing license agreement expired on December 31, 2021 and it is proposed that the license term be extended to a new end date of December 31, 2022.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

Economic Development Coordinator Mahoney stated that the Town Council previously authorized staff to submit a letter of intent to apply for a Community Challenge Grant from the Connecticut Department of Economic and Community Development.

Staff has submitted the letter of intent to apply and has continued to work on developing an application proposal which includes development of 10 additional mixed-income housing units at Newport Center at 848 Farmington Avenue across from the train station, improvement of access and trails at the rear of 848 Farmington Avenue, improvement of a .29 acre Town-owned parcel at the northeast corner of Steele Boulevard for a Town park, and creation of a cul-de-sac on Steele Boulevard to accommodate traffic movements.

Staff has worked 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 and \$85,000 in Town funding from the remaining balance in the Farmington Avenue Development (non-grant) account.

Councilor Luddy moved 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.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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

- The Affordable Housing Committee will be meeting on January 5, 12 and 26. They hope to get the survey information completed at the January 5th meeting.
- A Joint Town Council/Board of Finance/Board of Education meeting will be held at the Senior Center on Thursday January 6th. In the future the Town Manager would like to begin holding these meetings in the fall when department budgets are submitted. The Town Manager's goal is to get everyone to think longer term in regard to budgeting and to provide budget information earlier than in the past.
- A presentation by BrightView on the maintenance of Timberlin Golf Course will be held during a Special Meeting of the Town Council and Golf Course Commission on Thursday January 13th at 6:00 p.m. in the Board of Education Conference Room. The Board of Finance is also invited to attend.

K. SPECIAL COMMITTEE REPORTS

Councilor Luddy stated that a short time ago he put together a basic introductory letter to the local press explaining the charges of the Community/Senior Center Advisory Committee, but that letter was never printed. He is in the process of updating/rewriting that letter and the Committee will be working to get more information out to the public on a timely basis. He added that the Committee was also charged with looking at newer YMCA facilities which they will be doing.

The Rules and Procedures Committee will be meeting on Monday January 10th at 6:00 p.m. in the Doc McIntosh Conference Room at Town Hall.

L. COUNCILORS' COMMUNICATION

Councilor Veach thanked everyone that was able to come out today for the Covid test distribution and thanked the Fire Marshal/Emergency Management office for their assistance. The Town Manager stated that if there is a future distribution of tests it may be held at a different time of day.

M. ACCEPTANCE OF MINUTES

December 14, 2021

Councilor Luddy moved to accept the Minutes of the December 14, 2021 Town Council meeting.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

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**

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 claims or pending litigation – Possible Litigation; 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; and 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 at 8:55 p.m. Invited in: Town Manager Jayawickrema, Corporation Counsel Donofrio and Economic Development Coordinator Mahoney.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Mr. Mahoney left Executive Session at 9:09 p.m.

Executive Session ended at 9:27 p.m.

O. ADJOURNMENT

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

Seconded by Councilor Luddy.

Vote being 7-0 (MOTION CARRIED)

2022-01-04 Town Council Meeting Minutes

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Town Council Rules and Procedures Subcommittee Minutes

Join Zoom Meeting

<https://berlinc-tov.zoom.us/j/83930046502?pwd=VXRlMTFLTTB6Sk9kNFFNVnduQytiZz09>

Meeting ID: 839 3004 6502

Passcode: 001656

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

Rules and Procedures
Town Council Subcommittee
Special Meeting
Monday, January 10, 2022
6:00 PM
Doc McIntosh's Room

Meeting was Call to Order at 6:05 pm by Kate Wall, Town Clerk

Members present: Councilor Charles Paonessa
 Councilor Mike Urrunaga
 Councilor Donna Veach

Town Clerk Wall asked is there is a nomination for Chairperson

Councilor Veach nominated Councilor Paonessa

Hearing no other nomination – nominations were closed. All members voted in favor 3—0.

Chair Paonessa opened discussion concerning the Subcommittees of the Town Council.

The committee felt that the following committees could be abolished:

- Physical Services Committee (Public Building Commission)
- Central Connecticut Health District (Town has three representatives on the district – no need for council to have a committee)
- Technology Committee (Would like updates from IT Department)
- Plan of Development Committee (Planning and Zoning Commission is serving on this committee – Town Council will get involve Implement Committee)

The committee suggested combining three committees into one committee:

- Committee to Oversee the "Robert Wolf Incentive Plan"
- Fire Strategic Committee and
- Fireman's Incentive Plan Committee

The committee felt the following committees should continue:

- Calendar Committee (one member – assistance from Town Clerk)
- Connecticut Conference of Municipalities (Mayor usually serves on this)
- Community Conversations (This is nationwide program where school, community members, and organizations come together to address pressing issues facing students, educators, and public education.)
- Manager's Evaluation (All seven councilors would be on this committee)
- Meeting House (One or two members of the council to show support for the Meeting House)
- Mattabessett Watershed Management Plan (Review the flooding near the municipal complex possibly work with the Berlin Land Trust)
- Playing Fields (Update on the condition of the fields)

This item will be forward to the Town Council for discussion and approval.

Chair Paonessa than opened discussion on the Rules and Procedures document.

Please see the attached document for changes.

This item will be forward to Town Manager and Corporation Counsel for review and suggestions it will then be forward to the Town Council for review and approval.

Councilor Veach moved to adjourn the meeting at 7:10 pm seconded by Councilor Urrunaga. Members all voted in favor 3-0.

Submitted,

Kate Wall
Town Clerk

RULES AND PROCEDURES
FOR BERLIN TOWN COUNCIL

1. GENERAL:

- A. The proceedings of the Council shall be conducted in accordance with these rules and procedures. Roberts Rules of Order shall govern where not in conflict with these rules and procedures or the Town Charter.
- B. The following sections of the Town Charter are hereby incorporated into these rules:
 - Chapter 3: The Town Council
 - Chapter ~~6~~ 7: Budgetary Process
 - Section ~~23-4~~ 9-4: Code of Ethics – Standard of Conduct
- C. In the absence of the Mayor and Deputy Mayor, the Town Council will elect a ~~Temporary~~ Chairperson of the Council by majority vote.
- D. The ~~Chairperson of the Town Council~~ Mayor will be a voting member of the Town Council.

2. REGULAR MEETINGS:

The regular Council meetings shall be held on the 1st and 3rd Tuesday of the month, unless due to a holiday or conflict, the Town Council may reschedule its meeting. The ~~Rules and Procedures~~ Calendar Committee will present a full calendar for the following year at the last Town Council meeting of December, which must be voted upon by the Town Council members that are present at that meeting.

- A. Each regular meeting shall start at 7:00 p.m. in the Berlin Town Council Chamber, unless notice of the meeting specifies otherwise.
- B. The Council agenda for each Regular Meeting with supporting material shall be delivered to Council members the preceding Friday of each meeting.
The deadline for regular items to be included in the agenda shall be ~~4:30 p.m.~~ 11:00 a.m. on the ~~Monday~~ Tuesday ~~one-week~~ prior to the meeting.
- C. The final agenda for the regular meetings shall be prepared and distributed by the Town Manager to Council members and made available to the public and posted in the Town Hall with copies available in the Town Clerk's Office, no later than the close of business on the Friday before each regular meeting.
- D. The Mayor, in consultation with the Town Manager, sets the agenda for each Town Council Meeting.
- E. The Order of the Agenda for each Regular Meeting ~~shall~~ may be as follows:

- Pledge of Allegiance
- Roll Call
- Presentation of Awards and Proclamations

~~Public Participation~~ Audience of Citizens

Mayor's Report

~~Old Business~~ Consent Agenda

Public Hearing

New Business

~~Consent Agenda~~

Appointments

Town Manager's Report

Special Committee Reports

Councilor Communications

Acceptance of Minutes

Executive Session

Adjournment

3. SPECIAL MEETING:

Subject to a minimum of twenty-four (24) hours' notice, a special meeting of the Council may be called by the Mayor or in his/her absence the Deputy Mayor. Such written notice should be hand delivered to the Council members' residences prior to said meeting ~~unless waived by the Councilor member~~. Upon written request of three (3) Council members, the Mayor (or in the case of the Mayor's absence or disability, the Deputy Mayor) shall call a special meeting of the Council to be convened within three (3) business days after receipt of such request.

4. EMERGENCY MEETING:

The Council may call an emergency meeting for good cause. However, the Council must file with the Town Clerk its minutes, within 72 hours of the meeting with a reason for the emergency meeting.

5. PUBLIC PARTICIPATION AT REGULAR AND SPECIAL COUNCIL MEETINGS:

Audience of Citizens at the Council's regular meeting shall be limited to 30 minutes unless the Mayor decides otherwise. Public participation may pertain to any subject of interest, welfare or concern to the Town. Each speaker shall limit his or her remarks to three (3) minutes and shall be heard only once during each Public Communication period. If a speaker exceeds the time limitation, the Mayor shall so notify the speaker and allow the speaker 30 seconds for summation. The Mayor, at his/her discretion, may grant the speaker additional time.

During ~~Public Participation~~ Audience of Citizens and within the time period allowed, if a citizen desires to publicly ask a Council member or the Town Manager a question relative to the actions of the

Council member or the Town Manager, the Mayor will acknowledge the question. At the end of the ~~Public Participation~~ Audience of Citizens, such official may elect to answer the question immediately or to have the question reduced to writing and to answer the question either in writing or orally in a public forum. Upon advice of the Corporation Counsel, such official may decline to answer.

6. EXECUTIVE SESSIONS:

An Executive Session is a meeting of the Council at which the public is excluded for one or more of the following purposes: (1) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a Town officer or employee, provided that such individual is notified of such Executive Session and may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims and litigation; (3) matters concerning security, strategy or the deployment of security personnel; (4) discussion of the selection of a site or the lease, sale, or purchase of real estate by the Town Council when publicity regarding such selection would cause a likelihood of increased price until such time as all the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public records or the information contained therein described in sub-section (a) of Section 1-18a of the Connecticut General Statutes.

The Council may hold an Executive Session if 2/3 of the members present vote in the affirmative.

At an Executive Session, attendance shall be limited to members of the Council and persons invited by the Council to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion. ~~The minutes of such Executive Session shall disclose all persons who are in attendance, the matters considered, and the vote of the members, if any, including all abstentions.~~

The item of Executive Session, if required, shall be stated as to purpose and normally appear immediately prior to adjournment at all meetings unless it is deemed necessary or prudent to conduct an Executive Session at another point during the meeting.

7. SPECIAL RULES FOR PUBLIC TOWN MEETINGS AND ORDINANCES:

A. Town Meeting:

All Town Meetings shall be called to order by the Mayor, or in his/her absence by the Deputy Mayor. A moderator shall be elected and all business conducted in the manner now or hereafter provided by the Connecticut General Statutes, unless the Charter differs from the Statutes. It shall be the duty of the Town Clerk to serve as Clerk of all Town Meetings, but in his/her absence, an Acting Clerk may be designated by the Town Meeting.

B. Public Hearing on Ordinances:

1. Presided over by the Mayor, or in the Mayor's absence, by the Deputy Mayor.
2. The Town Manager or his/her designee will introduce the topic of the Ordinance.
3. Questions from the public or Council to clarify the presentation.
4. Each person wishing to speak shall be requested to give his/her name and address and, if relevant, the name of the organization he/she represents to the Town Clerk and shall limit his/her comments to 3 minutes.
5. Everyone must be given a chance to speak once, before anyone can speak on the topic a second time.

Any ordinance, which shall have had its public hearing, may be taken up by the Council at its next session, shall be read, and thereupon shall be open for debate and amendment. In the event that the Council meeting takes place on the same night as the hearing, the vote on the ordinance may take place at the next scheduled meeting. If the Council agrees upon amendments to the Ordinances, the Corporation Counsel shall rule on whether it will be necessary to have a second public hearing. ~~On the close of debate, the Chair shall entertain a motion to~~

~~place such ordinance on final passage. If such motion is not adopted, the Ordinance shall still be open for debate and amendment until such time as a motion for final passage or rejection is adopted.~~

8. MINUTES:

Council minutes may be mechanically recorded in full, and if recorded, the records of said meetings shall be retained for a period of four (4) years in the Town Clerk's Office. The Council shall keep for public inspection a journal, which shall be the official record of the minutes of each Council meeting and public hearing. The minutes shall be authenticated for each meeting ~~by the signature of the Mayor~~ upon acceptance by the Council.

If substantial debate occurs on a topic, the Clerk shall incorporate a summary of both sides of the issue for the minutes.

Written comments: If specifically requested by a Council member or citizen, that person's comments shall be attached to the copy of the official minutes but shall not be incorporated into the official minutes.

9. ATTENDANCE AT MEETINGS:

The Town Manager and Corporation Counsel shall attend all meetings of the Council unless a request from that person to be excused is approved by the Mayor. The Town Clerk shall attend all meetings of the Council unless a request from that person to be excused is

approved by the Town Manager. The Manager and Corporation Counsel shall attend Council meetings with full right of participation in its discussion but without a right to vote.

Department Heads with items on the agenda shall attend all regular meetings of the Council unless excused by the Town Manager. Department Heads and Commission Chairs or their designee will be allowed to speak during each agenda item relevant to them.

10. STANDING COMMITTEES OF THE COUNCIL:

The Standing Committees of the Town Council will be ~~Budget~~, Ordinance, Audit, Rules and Procedures. The Council may, by a 2/3 vote of the entire Council, add or abolish Standing Committees.

11. USE OF CORPORATION COUNSEL:

The Corporation Counsel is an employee of the Town Council. As such, he/she is available to the Council for advice. With the potential of ~~nine~~ ~~seven~~ members of the Council, as well as Departments, Boards and Commissions seeking advice, it is important to provide a system for the use of the Corporation Counsel's services. All requests for Corporation Counsel opinions will be made through the Mayor, in writing, and if necessary, presented to the Council for consideration. Replies from the Corporation Counsel will be channeled through the same routing. Copies of all requests and replies will be given to all members of the Town Council and Town Manager. The Council may entertain requests for blanket authorization to seek legal opinions from those Boards, Commissions or Department Heads whose functional areas extensively involve legal or statutory applications.

12. DECORUM AND ORDER:

The Mayor shall preserve decorum and all questions of order will be addressed to the Parliamentarian, subject to appeal to the entire Council.

- a) During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Mayor or the rules of the Council. Every Council member desiring to speak shall address the Mayor, and upon recognition by the Mayor, shall be confined to the question under debate and shall avoid all personalities and improper language. A Council member, once recognized, shall not be interrupted while speaking unless called to order by the Mayor or unless a point of order is raised by another member or unless the speaker yields to questions from another member.
- b) All members of the Council shall accord the utmost courtesy to each member, to the Town employees, and to the public and refrain from rude or derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
- c) Members of the administrative staff and employees of Town as well as the public shall observe the same rules of procedure and decorum applicable to

members of the Town Council. The Town Manager shall be responsible for the orderly conduct and decorum of all Town employees under his/her direction and control.

13. AMENDMENTS:

Any amendment to these rules shall be submitted in writing and placed on the agenda at a meeting of the Council and may be adopted by the affirmative vote of not less than **five** members at a subsequent meeting of the Council. No amendment may be made to these rules which will conflict with the provisions of the Town Charter or the Connecticut General Statutes.

(Adopted June 30, 1998)

(Revision October 6, 1999)

(Revision December 21, 1999)

(Revision December 18, 2001)

(Revision June 3, 2003 – Security Policy)

(Revision April, 5, 2005 – Rescind Security Policy)

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 JAN 13 AM 9:11

Kathryn Gleason
BERLIN, CT.

2021-2022

Boldface items approved by Bd. of Finance and Town Council.
 All others approved by Town Manager.

Bud.Chg.	#	Department	Contingency	Fund Bal.	Other	Other Fund	Comments
	22-01	Finance			\$4,400.00		Computer Support (from Part time help)
	22-02	Townwide		\$2,210,640.00			Pension/Actuarial Funding
	22-03	Animal Control			\$170.00		Telephone (from Maint. & Repair)
	22-04	Economic Devel.			\$4,832.83		Salary increase for Director (from Salary Continuation)
	22-05	Nursing			\$5,000.00		Part Time Help (from Dept. Head)
	22-06	Building Inspection			\$250.00		Uniforms/safety equip. (from Mid Managers)
	22-07	Townwide		\$3,100,000.00			Pension/Actuarial Funding
	22-08	Town Clerk			\$92.50		Computer Support (from Supplies)
	22-09	Golf				\$4,900.00	Parts for backhoe overhaul (from CNR Backhoe)
	22-10	Highway				\$5,000.00	Paving Box (from CNR Wood Chipper)
	22-11	Library			\$1,200.00		Maint. & Repair (from Data Services)
	22-12	Public Works			\$500.00		Mater.Storage Yard Monitoring Wells (from Contrac. Serv.)
	22-13	School Expenses			\$75.00		Org. Fees (from Training)
	22-14	Registrar of Voters			\$170.00		Org. Fees (from Truck Rental)
	22-15	Nursing			\$1,175.00		Prof. Devel. (from Pension)
	22-16	School Expenses			\$200.00		Physicals for Nurses (from Training)
	22-17	Golf			\$4,999.00		Fertilizer/Chemicals (from Equipment)
	22-18	Nursing			\$2,620.00		Training (Pension)
	22-19	Public Works			\$477.97		Street Signs (from Refuse Disposal)
	22-20	Police			\$2,000.00		Department Head (from Professional Personnel)
	22-21	Nursing			\$18,300.00		Mid Manager Personnel (from Department Head)
	22-22	Nursing			\$1,840.00		Part Time Help (from Dept. Head)
	22-23	Municipal Garage	\$5,000.00				Snow & Ice Materials
	22-24	Municipal Garage			\$2,000.00		Operating Materials (from Fuel)
	22-25	Police			\$3,000.00		Prof. Devel. (from Physicals)
			\$5,000.00	\$5,310,640.00	\$53,302.30	\$9,900.00	
		Cumulative Appropriations		\$5,310,640.00			
		Bal. of Contingency Account		\$295,000.00			

Fee Waivers and Donations Approved by Council
Fiscal Year 2021/22

<u>Date</u>	<u>Value</u>
7/20/2021 Waive Police fees - Willard 5K Fun Run	\$2,289.00
7/20/2021 Waive Police fees - Berlin Fair	\$29,236.00
9/7/2021 Donation of 4 rounds of golf and 2 carts - Timber Cup Tournament raffle prize	\$244.00
9/7/2021 Waive rental fee at Pistol Creek deck - U.S. Army reserves	\$100.00
9/7/2021 Waive permit fees for temp. tent - Wellspring Church	\$170.00
9/7/2021 Waive additional Police fees - Kens. Cong. Church Festival on the Hill	\$79.90
9/21/2021 Waive P & Z special event fee - St. Paul annual picnic	\$150.00
9/21/2021 Waive Police fees - BVFD Jeep show	\$385.00
10/5/2021 Waive Police fees - Hungerford Pumpkin Palooza	\$1,000.00
10/19/2021 Waive fees for the installation of two tents - Hungerford	\$165.00
11/30/2021 Waive field usage and light fees - flag football game at Scalise field	\$300.00
11/30/2021 Waive police fees - Berlin Helping Berlin Powder Puff fundraiser	\$569.00
11/30/2021 Waive Police fees - Tree Lighting	\$884.00
11/30/2021 Waive Public Grounds OT charges - Tree Lighting	\$480.00

\$36,051.90