

Agenda Item No. 4
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 24, 2022
SUBJECT: 2022 Proposed Timberlin Golf Course Rates

Summary of Agenda Item:

Based on the current Town Ordinance, whereby revenue must equal expenses, please find the 2022 Proposed Timberlin Golf Course Rates. The Rates Schedule is structured to be competitive with surrounding golf courses.

Please refer to attachments.

Attachments:

- 2022 Proposed Timberlin Golf Course Rates Schedule including Season Pass, Greens Fees, Outing and Golf Cart Rates
- FY23 Timberlin Golf Course Budget
- 2021 Golf Course Comparison

Action Needed:

Move to approve the 2022 Timberlin Golf Course Rates.

Prepared By:

Jerry Salvio, Acting Director of Golf



**TIMBERLIN GOLF CLUB
PROPOSED RATES AND PROJECTED REVENUE
FOR CALENDAR YEAR 2022**

DESCRIPTION	2021 Rates	Proposed 2022 Rates	PROJECTED 2022 REVENUE	Variance 2021 vs. Proposed 2022	COMMENTS
RESIDENT					
SEASON PASSES					
Adult Unlimited	\$1,050.00	\$1,100.00	\$37,400.00	\$50.00	Anytime
Senior Unlimited	775.00	\$815.00	\$22,820.00	\$40.00	Anytime
Senior Restricted	460.00	\$490.00	\$48,020.00	\$30.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Super Senior Restricted	N/A	\$200.00	\$600.00	\$0.00	New Rate for those age 90 and above
Junior Unlimited	425.00	\$440.00	\$7,040.00	\$15.00	Anytime
Junior Restricted	300.00	\$315.00	\$630.00	\$15.00	Monday - Friday and Saturday - Sunday after 3:00 pm
GREENS FEES					
Weekday 18	30.00	\$31.50	\$13,009.50	\$1.50	
Weekday Sr 18	21.00	\$22.00	\$13,398.00	\$1.00	
Weekday 9	19.00	\$20.00	\$23,500.00	\$1.00	
Weekday Sr 9	13.00	\$14.00	\$23,954.00	\$1.00	
Weekend 18	32.00	\$34.50	\$43,849.50	\$2.50	
Weekend 9	20.00	\$21.00	\$13,356.00	\$1.00	
NON RESIDENT					
SEASON PASSES					
Adult Unlimited	1,395.00	\$1,450.00	\$29,000.00	\$55.00	Anytime
Senior Unlimited	1,195.00	\$1,250.00	\$18,750.00	\$55.00	Anytime
Senior Restricted	875.00	\$925.00	\$13,875.00	\$50.00	Monday - Friday and Saturday - Sunday after 3:00 pm
Junior Unlimited	425.00	\$440.00	\$6,600.00	\$15.00	Anytime
Junior Restricted	300.00	\$315.00	\$1,890.00	\$15.00	Monday - Friday and Saturday - Sunday after 3:00 pm
GREENS FEES					
Weekday 18	37.00	\$39.00	\$46,839.00	\$2.00	
Weekday Sr 18	29.00	\$31.00	\$78,275.00	\$2.00	
Weekday 9	22.00	\$24.00	\$21,120.00	\$2.00	
Weekday Sr 9	18.00	\$19.25	\$31,627.75	\$1.25	
Weekend 18	41.00	\$43.00	\$103,028.00	\$2.00	
Weekend 9	25.00	\$26.50	\$10,918.00	\$1.50	
OTHER					
CART FEES					
18 Holes	18.00	\$19.75	\$241,206.75	\$1.75	
9 Holes	11.00	\$11.99	\$106,579.11	\$0.99	
18 Holes Cart Punch	144.00	\$158.00	\$20,698.00	\$14.00	10 Rides for the price of 8 Rides
9 Holes Cart Punch	88.00	\$96.00	\$19,872.00	\$8.00	10 Rides for the price of 8 Rides
Single Rider 18	5.50	\$6.00	\$102.00	\$0.50	
Single Rider 9	3.50	\$4.00	\$16.00	\$0.50	
OUTINGS					
Shotgun under 100 players	55.00	\$59.00	\$11,682.00	\$4.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
Shotgun over 100 players	50.00	\$55.00	\$72,490.00	\$5.00	Includes Green Fee & Cart. Prize Fund & Range are separate.
Night Golf	35.00	\$36.50	\$4,788.00	\$1.50	Includes Green Fee, Glow Equip and \$5.00 Prize Fund for Pro Shop.
MILITARY					
WD 18 holes	25.00	\$25.00	\$1,575.00	\$0.00	Anytime
WD 9 holes	15.00	\$15.00	\$450.00	\$0.00	Anytime
LEAGUES					
Resident	17.00	\$17.50	\$16,817.50	\$0.50	
Resident Senior	14.00	\$14.50	\$2,914.50	\$0.50	
Non Resident	19.00	\$20.00	\$41,880.00	\$1.00	
Non Resident Senior	15.00	\$16.00	\$18,448.00	\$1.00	
SPECIALS					
Publications	19.00	\$26.00	\$70,278.00	\$7.00	
Golf Now 18	25.00	\$26.50	\$10,202.50	\$1.50	Monday - Friday anytime or Saturday - Sunday after 12 PM
Aerification, etc			\$20,983.00	\$1.00	
Misc Specials			\$2,500.00	\$0.00	
Twilight	20.00	\$21.50	\$30,078.50	\$1.50	Total Cost \$33.49, includes 9 Hole Cart. Time varies by month.
Junior 18	16.00	\$17.00	\$10,523.00	\$1.00	
Junior 9	10.00	\$11.00	\$18,645.00	\$1.00	Monday - Friday anytime or Saturday - Sunday after 12 PM

Total Projected 2022 Revenue **\$1,332,208.61**

Golf Revenue \$757,109.75

Season Passes \$186,625.00

Cart Revenue \$388,473.86

Sub-Total \$1,332,208.61

Restaurant Rent \$47,600.36

Pro Shop Rent \$2,770.00

Total Projected Income **\$1,382,578.97**

Total Proposed Budget \$1,381,988.40

Net Income/(Loss) \$610.57

NOTES

1. Timberlin Policies and Definitions contain complete details regarding resident/age eligibility and golfing at Timberlin. This info is available on the Golf Pass application.
2. Non-resident taxpayers with \$1,000 of personal property taxes paid in current year, Timberlin and Town of Berlin Employees entitled to resident rates.
3. Season Pass Card Holders must obtain a Timberlin ID (no charge) at Timberlin Pro Shop, to be eligible. Lost card replacement cost \$2. Card not presented fee \$1 after first offence.
4. Does not include Capital Improvement Program Fees (\$1.00 - 9 holes, \$2.00 - 18 holes). Does not include CT Sales Tax.
5. At the discretion of the Director of Golf regular green fees up to 30% may be reduced for aeration weeks, days showing minimal advance bookings, spring/fall season, etc.).
6. Rain checks will not be given for CIP fees
7. Season passes cannot be used during outings
8. Specials indicate Greens Fees only. Cart is additional.

Town of Berlin
Timberlin Golf Course Budget Model
Fiscal Year 2023

(excludes costs incurred to display results as if the course were run as an Enterprise Fund - Facilities, Grounds, Garage, etc.)

		<u>FY2023 Budget*</u>	<u>FY2022 Budget</u>	
Revenue:				
001.25.2543.1.42451.00000	Golf Course Revenue	\$757,110	\$800,352	Source: Jerry's rate model
001.25.2543.1.42453.00000	Golf Restaurant Rent	\$47,600	\$46,480	Source: contract
001.25.2543.1.42454.00000	Golf Course Season Pass Revenue	\$186,625	\$128,820	Source: Jerry's rate model
001.25.2543.1.42455.00000	Golf Pro Rent	\$2,770	\$2,770	Source: contract
001.25.2543.1.42501.00000	Golf Cart Revenue	\$388,474	\$370,107	Source: Jerry's rate model
		<u>\$1,382,579</u>	<u>\$1,348,529</u>	
Town Contribution				
		\$0	\$0	
Expenditures:				
001.25.2543.0.51100.00000	Department Head	\$9,727	\$9,621	
001.25.2543.0.51125.00000	Mid-Managers Personnel	\$99,450	\$96,208	per mid-mgr contract (step only) + 2.25%
001.25.2543.0.51135.00000	Blue Collar Personnel	\$229,312	\$186,876	per blue collar contract
001.25.2543.0.51160.00000	Strtrs, Rngrs, Golf Carts	\$40,000	\$42,479	8.3% increase to account for min wage law
001.25.2543.0.51305.00000	Commission Secretaries	\$1,625	\$1,625	assume FY21 budget
001.25.2543.0.51400.00000	Overtime	\$31,226	\$31,929	assume FY21 budget
001.25.2543.0.51510.00000	Part time & Summer Help	\$84,149	\$106,335	8.3% increase to account for min wage law
001.25.2543.0.51805.00000	Longevity	\$3,300	\$3,300	assume FY21 budget
		<u>\$498,789</u>	<u>\$478,373</u>	
001.25.2543.0.52010.00000	Worker's Compensation	\$15,672	\$13,802	
001.25.2543.0.52100.00000	Social Security	\$38,106	\$36,712	
001.25.2543.0.52110.00000	Unemployment Compensation	\$30,000	\$25,000	
001.25.2543.0.52200.00000	Pension	\$29,054	\$24,796	
001.25.2543.0.52220.00000	Insurance, Life, Disability	\$1,593	\$1,383	
001.25.2543.0.52235.00000	Health Insurance	\$63,480	\$86,321	assumes 10% increase
001.25.2543.0.52300.00000	Uniforms	\$5,400	\$4,900	assume FY21 budget
		<u>\$183,305</u>	<u>\$192,915</u>	
001.25.2543.0.53102.00000	Electricity	\$68,156	\$61,960	assume FY21 budget + 10%
001.25.2543.0.53105.00000	Natural Gas	\$21,428	\$19,480	assume FY21 budget + 10%
001.25.2543.0.53106.00000	Vehicle Fuel	\$37,500	\$26,000	Assume \$.230/Gal Gas per J. Simons
001.25.2543.0.53201.00000	Supplies	\$3,000	\$3,000	assume FY21 budget
001.25.2543.0.53202.00000	Irrigation	\$17,000	\$30,000	
001.25.2543.0.53208.00000	Equipment	\$7,500	\$40,000	
001.25.2543.0.53219.00000	Operating Materials	\$7,500	\$5,000	
001.25.2543.0.53233.00000	Auto Parts	\$30,000	\$30,000	assume FY21 budget
001.25.2543.0.53241.00000	Sand,Divot Mix, & Stone	\$10,000	\$10,000	assume FY21 budget
001.25.2543.0.53243.00000	Fertilizer, Seed, Chem.	\$120,000	\$93,000	Large increase advised by Distributors
001.25.2543.0.53245.00000	Maintenance & Repair	\$27,500	\$30,000	
001.25.2543.0.53501.00000	Pro share of cart rev.	\$28,747	\$27,397	6% of cart revenue +1.4% historical actuals factor
001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	\$156,640	\$144,400	contract
001.25.2543.0.53603.00000	Golf Cart Lease	\$52,741	\$52,741	contract
001.25.2543.0.53730.00000	Insurance	\$37,664	\$28,168	based on Timberlin share of LAP cost increase
001.25.2543.0.53813.00000	Computer Support	\$8,000	\$8,000	assume FY21 budget
001.25.2543.0.53823.00000	Refuse Disposal	\$6,861	\$6,237	assume 10% increase in cost
001.25.2543.0.53902.00000	Telephone	\$2,000	\$3,590	Elim JZ Cell Phone
001.25.2543.0.53917.00000	Water & Sewer	\$13,310	\$12,100	assume 10% increase in cost
001.25.2543.0.53940.00000	Advertising	\$8,500	\$8,000	New contractual cost
001.25.2543.0.53941.00000	Bank charges	\$28,996	\$25,799	based on FY22 actual % of greens fees + cart revenue
001.25.2543.0.53944.00000	Organizational Fees	\$650	\$1,250	Elim JZ Fees
001.25.2543.0.53945.00000	Training	\$300	\$415	Elim JZ Cost
001.25.2543.0.53950.00000	Internet Service	\$5,881	\$5,346	assume 10% increase in cost
		<u>\$699,874</u>	<u>\$671,883</u>	
Total Expenses		<u>\$1,381,968</u>	<u>\$1,343,170</u>	
% Expense increase from FY22		2.81%		
Net Income/(Loss)				
		\$611	\$5,359	

* Includes mid-year rate increase to single rider carts. Mid-year change is not included in FY21 since the FY21 column represents the adopted budget and original TC approved rates.

MULTICOURSE SURVEY CY2021

Description	Timberlin	Stanley	Keney	Rockledge	Hunter	Southington	Simsbury Farms
GREEN FEES							
RESIDENT - WEEKDAY							
9 holes	\$20.00	Bene Card = 20% Disc. \$5 Res, \$25	N/A	\$19.50	N/A	N/A	N/A
18 holes	32.00		N/A	32.00	N/A	N/A	N/A
Senior 9 holes	14.00		N/A	14.25	N/A	N/A	N/A
Senior 18 holes	23.00		N/A	23.50	N/A	N/A	N/A
Junior 9 holes	11.00		N/A	11.00	N/A	N/A	N/A
Junior 18 holes	18.00		N/A	18.00	N/A	N/A	N/A
RESIDENT - WEEKEND/HOLIDAYS							
9 holes	21.00		N/A	21.00	N/A	N/A	N/A
18 holes	34.00	N/A	34.50	N/A	N/A	N/A	
9 holes Senior	N/A	N/A	N/A	N/A	N/A	N/A	
18 holes Senior	N/A	N/A	N/A	N/A	N/A	N/A	
9 holes Junior	N/A	N/A	11.00	N/A	N/A	N/A	
18 holes Junior	N/A	N/A	19.00	N/A	N/A	N/A	
NON-RESIDENT WEEKDAYS							
9 holes	23.00	\$23.00	26.50	22.00	22.00	24.00	23.00
18 holes	39.00	39.00	44.00	38.00	38.00	41.00	40.00
9 holes Senior	19.00	17.00	26.50	16.00	17.00	18.00	19.00
18 holes Senior	31.00	29.00	44.00	30.00	27.00	30.00	30.00
9 holes Junior	11.00	N/A	11.00	16.00	13.00	N/A	11.00
18 holes Junior	18.00	N/A	19.00	30.00	20.00	N/A	22.00
NON-RESIDENT WEEKENDS/HOLIDAYS							
9 holes	26.00	23.00	26.50	24.00	26.00	28.00	25.00
18 holes	43.00	39.00	44.00	42.00	44.00	45.00	44.00
9 holes Senior	N/A	17.00	26.50	N/A	N/A	18.00	N/A
18 holes Senior	N/A	29.00	44.00	N/A	N/A	30.00	N/A
9 holes Junior	N/A	11.00	N/A	N/A	N/A	18.00	N/A
18 holes Junior	N/A	18.00	N/A	N/A	N/A	30.00	N/A
SEASON PASSES							
Adult Resident Unlimited	1,050.00	950.00	1,150.00	1,310.00	N/A	N/A	1,380.00
Senior Resident Unlimited	775.00	775.00	915.00	910.00	N/A	N/A	1,250.00
Junior Resident Unlimited	425.00	375.00	N/A	N/A	N/A	N/A	475.00
Senior Resident Restricted	460.00	475.00	N/A	675.00	N/A	N/A	725.00
Junior Resident Restricted	300.00	125.00	315.00	675.00	N/A	N/A	350.00
Adult Non Resident Unlimited	1,395.00	1,360.00	1,599.00	1,585.00	1,600.00	1,550.00	1,675.00
Senior Non Resident Unlimited	1,195.00	1,150.00	1,140.00	1,310.00	N/A	1,400.00	1,555.00
Junior Non Resident Unlimited	425.00	375.00	N/A	1,310.00	N/A	N/A	N/A
Senior Non Resident Restricted	875.00	775.00	N/A	975.00	900.00	1,000.00	925.00
Junior Non Resident Restricted	300.00	200.00	315.00	975.00	350.00	300.00	N/A
	Timberlin	Stanley (GPS)	Keney	Rockledge (GPS)	Hunter	Southington	Simsbury Farms
CARTS							
18 Holes	18.00	20.00	19.00	20.00	16.00	36.00	19.00
9 Holes	11.00	12.00	11.50	13.00	10.00	21.00	12.00
Senior Age Qualification	Senior 62+	Senior 62+		Senior 65+	Senior 62+	Senior 62+	Senior 65+

(*) Includes CIP, \$1.00 for 9 Holes , \$2.00 for 18 Holes.

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 24, 2022

SUBJECT: 2022 Fee Schedule

Summary of Agenda Item:

The fee schedule was developed with input from department managers (who consulted their respective commissions, if applicable) and with consideration of cost changes and current economic conditions. Changes to the schedule are highlighted in the attached file.

The Regional Health District sets its fees independently. The Board of Directors updated their fee schedule on 7/1/2020 and has the authority to alter fees at any time. If the District changes fees, they will be incorporated into the fee schedule by the Finance Director and the updated schedule will be posted to the Town website.

Action Needed:

Move to adopt the 2022 fee schedule and allow amendments to the 2022 fee schedule to include updated Regional Health District fees, if necessary.

Attachments:

Proposed 2022 fee schedule
Summary of fee schedule changes

Prepared By:

Kevin Delaney, Finance Director 

2022 Town of Berlin Fee Schedule Changes

- **New fees:** \$50.00 Pistol Creek field/facility key deposit
- **Fee changes:**
 - **Library:**
 - Eliminated passport photo fee (service no longer offered at the library)
 - Reduced color print fee (\$0.50 to \$0.25/page)
 - **Parks & Recreation:**
 - Removed per night fee for men's basketball & women's volleyball – per night no longer an option
 - Increased season pass rates for resident & non-resident men's basketball
 - Increased local field use fees
 - **Police:** increased photograph/video fee (+\$5 CD/DVD & +\$20 USB)
 - **Town Manager:** increased mobile home rent (from \$300 to \$350/month)
 - **Timberlin** changes as outlined by the Golf Course Director
- **Request approval to update fee schedule if Health Department updates their regional fees in 2022**

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

39	Building Inspection				
40	Building Permit (Per \$1,000)				
41	Per \$1,000, from \$1,000-\$3,000	29.75	0.25	30.00	
42	Per \$1,000 thereafter	14.75	0.25	15.00	
43	If work is started without a required permit, the applicable fee shall be increased by the lesser of \$1,000.00 or 100 percent of the fee that otherwise would be due. However, if the unpermitted work was completed prior to the date of transfer of the property to the applicant, then the Building Official shall waive the fee increase provided for in this section.				
44	The applicant shall have the burden of demonstrating the applicability of this section. The applicant shall provide a statement under oath and such other substantial proof and documentation as the Building Official deems necessary to validate the fee waiver request. The Building Official shall grant or deny the fee waiver request within 30 days of receipt of a complete application.				
45	The above includes the State of Conn. Building permit fee CGS Sec. 29-263 (0.26 per \$1,000) for the training of building officials - The Town gets to keep \$0.01 and the State receives \$0.25 per \$1,000.				
46	Penalty for Occupying a home without a Certificate of Occupancy-Ordinance	Set by court		Set by court	
47	Certificate of Occupancy, One or Two Family Dwelling, per visit building inspector or his Delegate	50.00		50.00	
48	Certificate of Occupancy, Any Other Dwelling Type or structure per visit fee	100.00		100.00	
49	Certificate of Building Compliance - Residential	25.00		25.00	
50	Certificate of Building Compliance - Commercial	50.00		50.00	
51	Certificate of Zoning Compliance	50.00		50.00	
52	Third Inspection Fee	25.00		25.00	
53	Engineering & Public Works				
54	Printing & Publications (Price per page):				
55	8 1/2 x 11	0.50		0.50	
56	8 1/2 x 14	0.50		0.50	
57	Map Copy 11 x 17	1.50		1.50	
58	Map Copy 17 x 24	3.00		3.00	
59	Map Copy 22 x 34	5.00		5.00	
60	Map Copy 34 x 44	8.00		8.00	
61	Inland Wetlands Map, 1" = 800'	5.00		5.00	
62	Property Map, any scale	5.00		5.00	
63	Contour Map, 1" = 200'	5.00		5.00	
64	Zoning Map, 1" = 800'	6.00		6.00	
65	Zoning Use and Bulk Table	2.00		2.00	
66	Water or Sewer Map, 1" = 800'	5.00		5.00	
67	Street Index Map (Printed), 1" = 2.5 mi.	2.00		2.00	
68	Street Index Map, 1" = 1,600'	5.00		5.00	
69	Plan of Development, 1" = 800'	6.00		6.00	
70	All Other Printing, Per Sq. Ft. (\$0.50 min.)	0.50		0.50	
71	Mylar Printing, Per Sq. Ft. (\$2 min.)	2.00		2.00	
72	Solid Waste Collection & Disposal Code Section 15-12	100.00		100.00	
73	Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$75.00				
74	Mattress/Box Spring Disposal (per unit charge) - curbside pickup only	15.00		15.00	
75	Trash Bins (Replacement) - Payable to Trash-Away (not to the town) \$75.00	50.00		50.00	
76	Contractor's License fee				
77	Permit - Excavation in public right of way (25' or less in length) includes refundable \$1,200 security fee (returned upon acceptance of permanent patch by Dept. of Public Works) and \$50 permit fee. The Water Control Commission and Connecticut Natural Gas are exempt from the \$1,200 security fee. Kensington Fire District, Worthington Fire District, Cable Companies, CL&P/NU, and Yankee Gas will be limited to a maximum \$5,000.00 permanent patch security fee (per calendar year), or until proof of a permanent patch contract is in place (and accepted) by the Dept. of Public Works.	1,250.00		1,250.00	
78	Plus \$1.00 per linear foot of openings longer than 25 feet.	1.00 + varies		1.00 + varies	
79	Late fee for failure to obtain permit (excluding emergency work)	100.00		100.00	

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

		Changes highlighted					
80	Street Signs (each)	600.00		600.00			
81	Monument Caps (each)	20.00		20.00			
82	Driveway Permits			25.00			
83	CD-CAD drawing (max. 3 files w/5 layers)	50.00		50.00			
84	Burning Permits	10.00		10.00			
85	Independent Testing for New Roadways Fee is \$5,000 Cash. As per Planning and Zoning Subdivision Regulation Appendix A Section IV 4.01, developers are required to deposit with the Town a fee of \$5,000 to be used by the Public Works Department to retain an independent testing company for field testing/inspection of new public roadways. Upon acceptance of the right-of-way by the Town, any funds remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed.						
		Varies - deposit fee of \$5,000.00		Varies - deposit fee of \$5,000.00			
86	Fire Marshal						
87	Blasting permits - state statute (29-349c)	60.00		60.00			
88	Golf Course - Timberlin						
89	Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and C/T Sales Tax)						
90	Weekend						
91	18 holes	34.50		34.50		2.50	2.50
92	9 holes	21.00		21.00		1.00	1.00
93	Weekday						
94	18 holes	31.50		31.50		1.50	1.50
95	9 holes	20.00		20.00		1.00	1.00
96	Senior - 18 holes	22.00		22.00		1.00	1.00
97	9 holes	14.00		14.00		1.00	1.00
98	Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and C/T Sales Tax)						
99	Weekend						
100	18 holes	43.00		43.00		2.00	2.00
101	9 holes	26.50		26.50		1.50	1.50
102	Weekday						
103	18 holes	39.00		39.00		2.00	2.00
104	9 holes	24.00		24.00		2.00	2.00
105	Senior - 18 holes	31.00		31.00		2.00	2.00
106	9 holes	19.25		19.25		1.25	1.25
107							
108	Resident/Non-Resident Junior Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and C/T Sales Tax)						
109	18 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	17.00		17.00		1.00	1.00
110	9 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	11.00		11.00		1.00	1.00
111							
112	Active Military, regardless of residency (ID required)						
113	18 holes (anytime)	25.00		25.00			
114	9 holes (anytime)	15.00		15.00			
115							
116	B/S Golf Team - no charge for matches & supervised practices	0.00		0.00			
117							
118	Resident Golf Passes (excludes Capital Improvement Program (CIP))						
119	Unlimited	1,100.00		1,100.00		50.00	50.00
120	Senior - Unlimited	815.00		815.00		40.00	40.00
121	Junior - Unlimited	440.00		440.00		15.00	15.00
122	Senior Restricted (Mon-Fri only)	490.00		490.00		30.00	30.00
123	Super Senior Restricted (Mon-Fri only; age 90 and above)	200.00		200.00		NEW	NEW
124	Junior - Restricted (Mon-Fri only)	315.00		315.00		15.00	15.00
125	Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))						
126	Unlimited	1,450.00		1,450.00		55.00	55.00
127	Senior - Unlimited	1,250.00		1,250.00		55.00	55.00
128	Junior - Unlimited	440.00		440.00		15.00	15.00
129	Senior Restricted (Mon-Fri only)	925.00		925.00		50.00	50.00

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

130	Junior - Restricted (Mon-Fri only)	315.00	315.00	15.00	15.00
131					
132	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)				
133	Shot Gun (minimum 100 players)	59.00	59.00	4.00	4.00
134	Shot Gun (over 100 players)	55.00	55.00	5.00	5.00
135	Night Golf	36.50	36.50	1.50	1.50
136					
137	Golf Carts (per person) - fees are gross before sales tax				
138	9 holes	11.99	11.99	0.99	0.99
139	18 holes	19.75	19.75	1.75	1.75
140	9 hole cart pass (10 rides for the price of 8)	96.00	96.00	8.00	8.00
141	18 hole cart pass (10 rides for the price of 8)	158.00	158.00	14.00	14.00
142	COVID 9 holes	4.00	4.00	0.50	0.50
143	COVID 18 holes	6.00	6.00	0.50	0.50
144					
145	Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered.				
146	Notes: (a) Non-resident taxpayers (up to 2 owners) with personal property, real estate or motor vehicles taxes paid in the current year of \$1,000 or greater and eligible to vote in town wide referenda - Fees same as resident; OR, non-resident who owns 50% or more of a Berlin-based business and the entity paid over \$4,000 in property tax in the current year - Fees same as resident (b) Residents must show ample proof of meeting condition in (a) and obtain a Timberlin ID card at Timberlin Pro Shop (no charge) to be eligible to play at resident rates. (c) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. (d) At their discretion, the Director of Golf and Head Golf Professional may reduce regular greens fees up to 50% (both must agree) (e) Golf Pass will expire on December 31st. (f) Rain checks will not be given for CIP fees. (g) Outing revenue does not include prize fund or driving range costs.				
147	League Fees - Resident	17.50	17.50	0.50	0.50
148	League Fees - Resident Senior	14.50	14.50	0.50	0.50
149	League Fees - Non-Resident	20.00	20.00	1.00	1.00
150	League Fees - Non-Resident Senior	16.00	16.00	1.00	1.00
151	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.				
152	18 holes	2.00	2.00		
153	9 Holes	1.00	1.00		
154	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS				
155					
156	Hatchery Brook Conservation Garden				
157	20' x 20' plot	40.00	40.00		
158	10' x 25' plot	35.00	35.00		
159	5' x 10' plot	25.00	25.00		
160	8' x 20' plot	30.00	30.00		
161	Non-Berlin Citizens will pay an additional \$10.00				
162	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee				
163					

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

Health Department – Regional Fees (https://www.echhd.org/forms) - EFFECTIVE 7/1/2020		For Profit	Non-Profit
164	Full Operation Food Establishment		
165	Class I	190.00	95.00
166	Class II	250.00	125.00
167	Class III 0-50 seats	310.00	155.00
168	Class III 51 – 100 seats	350.00	175.00
169	Class III 101+ seats	425.00	212.50
170	Class IV Daycares	175.00	87.50
171	Class IV Nursing/Med	425.00	212.50
172	Class IV Other	425.00	212.50
173			
174	Itin. Vendor Class I	150.00	75.00
175	Itin. Vendor Class II	250.00	125.00
176	Itin. Vendor Class III	300.00	150.00
177			
178	Caterers Class I	150.00	75.00
179	Caterers Class II	250.00	125.00
180	Caterers Class III	300.00	150.00
181	Caterers Class IV	375.00	187.50
182			
183	Seasonal - Class I	135.00	67.50
184	Seasonal - Class II	165.00	82.50
185	Seasonal - Class III	200.00	100.00
186			
187	Grocery - <10,000 sq./ft. - Class I	150.00	75.00
188	Grocery - <10,000 sq./ft. - Class II	250.00	125.00
189	Grocery - <10,000 sq./ft. - Class III	400.00	200.00
190	Grocery - >10,000 sq./ft.	800.00	400.00
191			
192	2 nd re-inspection fee	50% of license	50% of license
193	No license penalty fee	50% of license	50% of license
194			
195	Plan Review	100% of license	100% of license
196			
197	Temporary license		
198	Class I - 1 Day	40.00	20.00
199	Class I - 2-14 Days	70.00	35.00
200			
201	Class II & III - 1 Day	60.00	30.00
202	Class II & III - 2-14 Days	120.00	60.00
203			
204	farm market vendor-non-farmer, no food prep, individual portions, sampling	60.00	30.00
205	farm market vendor-non-farmer, with food prep, individual portions, sampling	100.00	50.00
206	farm market vendor – farmer selling farm products	0.00	n/a
207			
208			
209			

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

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210	Motels				
211	1 to 25 units	200.00			
212	26 to 50 units	300.00			
213	51 to 75 units	350.00			
214	>75 units	400.00			
215					
216	Septic Systems				
217	Plan review + Permit to install - new	400.00			
218	Plan review + Permit to install - repair	175.00			
219	Subdivision Plan Review (first 3 lot reviews)	200.00			
220	Subdivision Plan Review - additional lots (per lot)	50.00			
221	19-13-13100a Review	75.00			
222	Soil Testing - Additional (Different Day)	200.00			
223	Soil testing - new (up to 4 pits and 2 percs)	200.00			
224	Soil testing - repair or 19-13-13100a review	150.00			
225					
226	Private Well				
227	Permit to install (includes multiple geothermal wells)	50.00			
228	Well abandonment/well casing extension permit	25.00			
229	Water test review and approval	25.00			
230					
231	Public Swimming Pools				
232	Permit to Operate - Seasonal	200.00			
233	Permit to Operate - Year Round	250.00			
234	Each additional pool	75.00			
235	Re-inspection fee	\$50.00 per pool			
236					
237	Salon License				
238	1 to 4 stations	100.00			
239	5 to 9 stations	130.00			
240	10+ stations	160.00			
241	Plan review	100% Lic. Fee			
242	Re-inspection fee	50% Lic. Fee			
243					
244	Day Care Inspection				
245	Re-licensure Inspection fee	120.00			
246					
247	Inland Wetlands Commission				
248	Wetlands - Regulated Activity and Floodplain Permit				
249	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	152.00	58.00*	210.00	
250	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00	58.00*	310.00	
251	Inland Wetlands Regulation	252.00+	58.00*	310.00+	
252	*There is a \$60.00 Land Use Application fee established under CGS Sec. 22a-27j (effective 10/01/09). - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee	10.00		10.00	

Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education; private, not-for-profit schools and school-related activities; facilities owned and operated by the State of Connecticut; not-for-profit day care centers; not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

253	Mobile Home Park Rental					
254	Each Unit: 07/01/2022 – 06/30/2023 (per month)	350.00		350.00	50.00	50.00
255	Late Fee – \$15					
256	House - Currently vacant. Renovations needed. Fee TBD					
257	Parks & Recreation					
258	Halloween Event, per child	5.00		5.00		
259						
260	Youth Athletic Leagues and Teams					
261	Basketball – Winter 3 rd -8th Grade Basketball, Boys & Girls	85.00		85.00		
262	Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.	95.00		95.00		
263	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	105.00		105.00		
264	Adult Recreational Sport Activities					
265	Winter – Resident Men's 31 yrs. Plus Basketball - season	85.00		85.00	20.00	20.00
266	Winter – Non-Resident Men's 31 yrs. Plus Basketball - season	105.00		105.00	20.00	20.00
267	Winter – Resident Women's 30 plus Recreation Volleyball - season	60.00		60.00		
268	Winter – Non-Resident Women's 30 plus Recreation Volleyball - season	80.00		80.00		
269	Recreation Programs Special Revenue Fund					
	*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.					
270	Summer Program	85.00 per week		85.00 per week	5.00	5.00
271	Summer Program - 4th of July week or any 4 day week	75.00 per week		75.00 per week		
272	Junior Counselors Fee for Summer Program	55.00 per week		55.00 per week	5.00	5.00
273						
274	Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)					
275	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit	80.00		80.00		
276	Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00		50.00		
277	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00		100.00		
278	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00		60.00		
279	Meeting Room In Town Whole Day Profit or Non-Profit	30.00		30.00		
280	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00		25.00		
281	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00		40.00		
282	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00		30.00		
283	Berlin Community Center					
284	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.					
285	Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.					
286	Supervision/custodial costs will be added for all after hours use.					
287	All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.					

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

[illegible]

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

		Changes highlighted				
339	Non local/for Profit/Full Day (8 hours+)	300.00				
340	All fields deposits:					
341	Local	105.00				
342	Non Local/for Profit	120.00				
343	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00				
344	BHS & McGee Basketball and Tennis Courts – Local	25.00				
345	BHS & McGee Basketball & Tennis Courts Non-Local	35.00				
346	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)					
347	Lights Per Hour, Local	50.00				
348	Lights Per Hour, Non-local/for Profit	65.00				
349						
350	PISTOL CREEK					
351	Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).					
352	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00				
353	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00				
354	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00				
355	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00				
356	Outside Deck - Hourly Rate	25.00/hr				
357	Damage Deposit Required of All Groups	90.00				
358	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00					
359	Field/Facility use key deposit	50.00				50.00
360	All Supervision and Custodial costs will be paid out-of-pocket.					
361	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.					
362						

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

		Changes highlighted			
363	Planning & Zoning Commission*				
364	Subdivision or Resubdivision (2 lots)	352 minimum	58.00*		
365	Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*		
	Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft. over 5,000)	\$352 minimum	58.00*		
366	Minimum	352.00	58.00*		
367	Maximum	1,942.00	58.00*		
368	Special Event Site Plan Review	152.00	58.00*		
369	Subdivision Regulations	15.00			
370	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*		
371	Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00		
372	"Plan of Conservation and Development"	25.00			
373	Zoning Regulations	30.00			
374	Bulk Amendments to Zoning Regulations	10.00			
375	Zoning Map - Black & White	8.00			
376	Zoning Map - Color	20.00			
377	Zone Change	252.00	58.00*		
378	Text Amendment	402.00	58.00*		
379	Map Copy 11 x 17	1.50			
380	Map Copy 17 x 24	3.00			
381	Map Copy 22 x 34	5.00			
382	Map Copy 34 x 44	8.00			
383	Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*		
384	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled - if approved)	172.00+	58.00*		
385	Special Permit	222.00	58.00*		
386	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee				
387					
388	Police				
389	Headler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):				
390	\$50 application fee PLUS \$10 per month -or-	50.00			
391	\$100 per year	100.00			
392	Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations.)	100.00			
393	Parking Fine (Maximum) - Code Section 17-30	100.00			
394	Penalties for Town Ordinance 17-33(c) must be paid in 7 days. After 7 days penalties double. - Code Section 17-30	25.00			
395	Daily storage plus towing charges - Code Section 17-31	75.00			
396	Towing (Illegal Parking) - Code Section 17-31	25.00			
397	Additional charges for each 24 hours held - Code Section 17-31	75.00			
398	Snow ban, if not towed - Code Section 17-32, 17-33(14)	75.00			
399	Snow ban, if towed - Code Section 17-32	75.00			
400	Other between curb sidewalk - Code Section 17-33	75.00			
401	Parking on wrong side of street - Code Section 17-33(1)	75.00			
402	Double parked - Code Section 17-33(11)	75.00			
403	Obstructing driveway - Code Section 17-33(12)	75.00			
404	Parking more than 12" from curb - Code Section 17-33(2)	75.00			
405	Improperly parked - Code Section 17-33(2)	75.00			
406	Parking too near hydrant (10') - Code Section 17-33(3)	75.00			
407	Blocked Crosswalk - Code Section 17-33(4)	75.00			
408	Parking too near street corner (25') - Code Section 17-33(5)	75.00			
409	Parking too near a stop sign (25') - Code Section 17-33(6)	75.00			
410	Parking in restricted area - Code Section 17-33(7)	75.00			

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

		Changes highlighted			
411	No Parking Zone (7)(3)(9) – Code Section 17-33 (7)	75.00		75.00	
412	No parking-low zone, if not towed (1)-(13) – Code Section 17-33(7)	75.00		75.00	
413	Handicapped Parking violation – Code Section 17-54	100.00		100.00	
414	Parking in fire lanes – Code Section 17-77	100.00		100.00	
415	Private property posted, if not towed – Code Section 17-90	75.00		75.00	
416	Private property posted, if towed – Code Section 17-90	75.00		75.00	
417	Daily storage plus towing charges – Code Section 17-91	25.00		25.00	
418	Towing (private property) cost plus – Code Section 17-91	75.00		75.00	
419	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45	500.00		500.00	
420	Vendor Permits (Maximum) – Code Section 5-30	200.00		200.00	
421	Vendor Permits Penalty – per day – Code Section 5-36	199.00		199.00	
422	Guns Dealer's License (CGS 29-28(a))	200.00		200.00	
423	Photographs/Videos – per CD/DVD	15.00		15.00	
424	Photographs/Videos – per USB Drive	30.00		30.00	
425	Fingerprinting (CGS 29-17e)	10.00		10.00	
426	Police Reports (tOI-per page)	0.50		0.50	
427	Local Pistol Permit to carry (CGS 29-28(b))	70.00		70.00	
428	Raffle permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00		10.00-100.00	
429	Alarm Registration – Code Section 6-13 (Sec. 6-22 fine doubles if not paid within 30 days)	35.00		35.00	
430	Alarm Renewal – Code Section 6-13 (Sec. 6-22 fine doubles if not paid within 30 days)	10.00		10.00	
431	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 fine doubles if not paid within 30 days)	250.00		250.00	
432	Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 fine doubles if not paid within 30 days)	250.00		250.00	
433	Intentional False Alarm – Code Section 6-18 (Sec. 6-22 fine doubles if not paid within 30 days)	500.00		500.00	
	False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 rd alarm plus 25.00 each subsequent		50.00 3 rd alarm plus 25.00 each subsequent	
434		200.00		200.00	
435	Violation of littering – Ordinance – Code Section 7-10 (1-15)	100.00 first offense; 500.00 each subsequent		100.00 first offense; 500.00 each subsequent	
	Construction Noise Activity – Code Section 7-56	100.00		100.00	
436		100.00		100.00	
437	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00		100.00	
438	Snow/Ice Sidewalk – Code Section 14-11	100.00		100.00	
439	Violation of Off-Road Vehicles – Code Section 17-128	100.00		100.00	
440	Bingo Permit fees (P.A. 17-231) - see statute for exemption related to Sr. Cit & PTO/PTA				
441	Class A	75.00		75.00	
442	Class B	\$10 per day		\$10 per day	
443	Class C	50.00		50.00	
444					
445	Bazaar or Raffle Permit fees (P.A. 17-231) - see statute for exemption related to Sr. Cit & PTO/PTA				
446	Class 1	75.00		75.00	
447	Class 2	30.00		30.00	
448	Class 3	\$60 per day		\$60 per day	
449	Class 4	15.00		15.00	
450	Class 5	120.00		120.00	
451	Class 6	150.00		150.00	
452	Class 7	300.00		300.00	
453	Registrar of Voters				
454	Voters List, per diskette	25.00		25.00	
455	Labels, per name (Labels Must Be Provided) – per state statute	0.03		0.03	
456	Revenue Collector				

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

457	Delinquent Tax Payer List, paper form, per page – per state statute		0.50		0.50
458	Copy of a tax bill – per state statute		0.50		0.50
459	Certification - 1st page, per page		1.00		1.00
460	Certification - subsequent pages, per page		0.50		0.50
461	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)		24.00		24.00
462	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)		6.00		6.00
463	Certified Mail fee for notification of checks returned for non-sufficient funds		At cost		At cost
464	Senior Center				
465	Class Fee		4.00		4.00
466					
467	Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:				
468	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit		80.00		80.00
469	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit		50.00		50.00
470	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit		100.00		100.00
471	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit		75.00		75.00
472	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit		80.00		80.00
473	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit		50.00		50.00
474	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit		100.00		100.00
475	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit		75.00		75.00
476					
477	Kitchen with multi-purpose room, per hour fee		25.00/hr		25.00/hr
478					
479	Classroom - Whole Day - In-Town Profit or Non-Profit		50.00		50.00
480	Classroom - Half Day 4 hours in-Town Profit or Non-Profit		40.00		40.00
481	Classroom - Whole Day - Out of town Profit or Non-Profit		100.00		100.00
482	Classroom - Half Day - Out of town Profit or Non-Profit		80.00		80.00
483	Photocopies, per page – per state statute		0.50		0.50
484	Non-resident Membership Fee (Annually – originally adopted 02/05)		36.00		36.00
485	Supervision/Custodial Costs will be charged for all after-hours events.				
486					
487	Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.				
488	Town Clerk				
489	Dog Licenses				
490	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)		1.00	7.00	8.00
491	Dog License- Intact Male Dog – state statute 22-338(a)		1.00	18.00	19.00
492	New Owner of Already Licensed Dog – state statute 22-339		1.00		1.00
493	Replacement Tag – state statute 22-341		0.50		0.50
494	Kennel License – per state statute 22-342		2.00	49.00	51.00
495	Late fee on dog license - per month – state statute 22-338(a)		1.00		1.00
496	List of dogs - per name on list – FOI		0.03		0.03

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

		Changes highlighted				
497	Land Records – Maps – Trade Names					
498	Legal Documents (\$60 first page) – state statute 7-34a					
499	first page – state statute 7-34a	16.00	44.00			
500	each additional page – state statute 7-34a	5.00				
501	Map filing & indexing – state statute 7-34a (updated by PA 18-136)	20.00				
502	Land Recording involving MEIRS Document (other than Release or Assignment) first Page	49.00	110.00			
503	each additional page of the above	5.00				
504	Land Recording involving MEIRS Release or Assignment	32.00	127.00			
505	Land Record, copy per page (in any format) – state statute 7-34a	1.00				
506	Certification of land records per document – state statute 7-34a	2.00				
507	Trade Name Certificate – state statute – 7-34a (updated by PA 18-136)	10.00				
508	Subdivision Maps – state statute 7-34a	30.00				
509	Survey Maps – state statute 7-34a	10.00				
510	Map Copy 11 x 17	1.50				
511	Map Copy 17 x 24	3.00				
512	Map Copy 22 x 34	5.00				
513	Map Copy 34 x 44	8.00				
514	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	0.0025	0.0750			
515	Sales Ratio – state statute 7-34a	2.00				
516	Documents with no known last address of grantee (land records) – state statute 7-34a	5.00				
517	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00				
518	Vital Statistics					
519	Vital Statistics to Resident Towns – state statute 7-76	2.00				
520	Birth Certificate, full size (Certified) – state statute 7-74(a)	20.00				
521	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	15.00				
522	Death Certificate (Certified) – state statute 7-74(b)	20.00				
523	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00				
524	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00				
525	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00				
526	Marriage License – state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00			
527	Misc. Fees					
528	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00				
529	Notary Certification – state statute 7-34a	5.00				
530	Notary fee – state statute 3-95	5.00				
531	Campaign Financing – Late fee – state statute 9-623	100.00				
532	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00				
533	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00				
534	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00				
535	Violation of Town Seal – Sec. 2-1(d) code book	100.00				
536	Photocopies, per page – state statute 1-212(2)	0.50				
537	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00				
538	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00				
539	Fax, Per Page	1.00				
540	Municipal Code	50.00				
541	Filing Liquor Permits – state statute 30-53 (updated by PA 18-136)	20.00				
542	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00				

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

		Changes highlighted			
543	Town Manager				
544	Blighted Buildings - Code Section 4-16	150.00			150.00
545	Treasurer's Office				
546	Monthly processing fee for Cash Performance Bonds over \$5,000.00	8.00			8.00
547	Replacement check fee	10.00			10.00
548	Returned Check fee (C.G.S. 52-565a)	20.00			20.00
549	Cell tower rental				
550	A 'I' & 'I' monthly rent - contract expires November	3,306.76			3,306.76
551	Verizon monthly rent - contract expires December	2,860.22			2,860.22
552	T-Mobile monthly rent - contract expires March	1,884.47			1,884.47
553	Crown Base - contract expires March	1,724.52			1,724.52
554	Water Control				
555	Water Control Commission Regulations	16.00	WCC Fee	State Fee	Total
556	Inspection of water taps not made by BWCC staff	125.00			125.00
557	Permit Fee for Secondary Meter	100.00			100.00
558	Water Control Application for Sewer Tie-Ins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the application, public hearing and legal notice required.	250.00			250.00
559	Water System Connection Charge (Abutting Property): \$21 per front foot (\$30 per front foot on divided highway); plus \$2,000 for first unit; plus \$1,000 for each additional unit. For non-residential property: \$2,000 for first unit plus \$800 each, for the second through tenth unit PLUS \$250 for each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$375 for Water Permit.				
560	Sewer System Connection Charge (Abutting Property): \$30 per front foot (\$39 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,200 for each additional unit. For non-residential property: \$2,500 for the first unit plus \$600 for the second through tenth, PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$125 for Sewer Permit.				
561	Water System Connection Charge (Rear Lands): Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten. PLUS \$375 for Water Permit.				
562	Sewer System Connection Charge (Rear Lands): Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$125 for Sewer Permit.				
563					
564	Zoning and Zoning Board Fees				
565	ZBA Application (Approval, variance, special permits)	152.00	58.00*		210.00
566	Additional Related Variance on same property	77.00	58.00*		135.00
567	Appeals from Zoning Enforcement Officer's decision or determination	210.00			210.00
568	Zoning Compliance Letter or Certification	50.00			50.00
569	Home Occupation Approval Compliance Letter	50.00			50.00
570	Lot Line Revisions	50.00			50.00
571	ZBA Motor Vehicle License	322.00	58.00*		380.00
572	Gasoline License	322.00	58.00*		380.00
573	Zoning violations - Ordinance	150.00 per day			150.00 per day
574	ZBA Permits for Sale of Alcoholic Beverages	322.00	58.00*		380.00
575	Unkited, Wrecked, Abandoned Property - Code Sections 7-30-7-35	100.00 per day of non-compliance			100.00 per day of non-compliance
576	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee				

2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased items or services and those items or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance prior to execution.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with approval of the Town Manager.

ADOPTED BY THE BERLIN TOWN COUNCIL February xx, 2022

Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: January 26, 2022

SUBJECT: Standing Committees

Summary of Agenda Item:

At your last Town Council meeting it was decided to continue with the following committees (membership numbers can change).

- Calendar Committee (1 member)
- Community Conversations (1-2 members)
- Connecticut Conference of Municipalities (Mayor)
- Fire Committee (2-4 members)
- Manager's Evaluation (All seven Council Members)
- Mattabessett Watershed (1-2 members)
- Meeting House (1 member)
- Playing Fields Committee (2-4 members)

Action Needed:

Move to appoint Town Council Members to the following Subcommittees:

- Calendar Committee (1 member)
- Community Conversations (1-2 members)
- Connecticut Conference of Municipalities (Mayor)
- Fire Committee (2-4 members)
- Manager's Evaluation (All seven Council Members)
- Mattabessett Watershed (1-2 members)
- Meeting House (1 member)
- Playing Fields Committee (2-4 members)

Attachments:

None

Prepared By: Kate Wall, Town Clerk



Agenda Item No. 7
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: January 26, 2022
SUBJECT: Violation of the Ethics Policy and Code of Ethics

Summary of Agenda Item:

Please refer to the attached letter.

Action Needed:

Pursuant to Sections 1-4(a)(1) and 1-6 of the Berlin Ethics Policy and Section 9-5 of the Town Charter, consideration and action in response to the Board of Ethics' December 21, 2021, finding of a violation of the Ethics Policy and Code of Ethics relative to Complaint #2021-001.

Attachments:

Letter from Board of Ethics

Prepared By: Kate Wall





Town Of Berlin

Kate Wall, MMC
240 Kensington Road
Berlin, CT 06037
860-828-7036
kwall@town.berlin.ct.us

Office of the Town Clerk & Registrar of Vital Statistics

January 4, 2022

Mr. Aroscha Jayawickrema
Berlin Town Manager
240 Kensington Road
Berlin, CT 06037

Re: Board of Ethics Complain #2021-001

Dear Mr. Jayawickrema:

This letter will serve as notification pursuant to the Town's Ethics Policy that the Berlin Board of Ethics, following hearings on an Ethics Complaint filed by Donna Veach as Complainant against JoAnn Angelico-Stetson as Respondent, found a violation of the Ethics Policy was committed by the Respondent. The Berlin Board of Ethics concluded the hearing on Complaint 2021-001 on December 21, 2021. The Complainant, Donna Veach, and Respondent, JoAnn Angelico-Stetson, along with their respective legal counsel, were in attendance for the entirety of the hearing, including the Board's deliberations. The Board of Ethics, at its December 21st hearing, found the Respondent in violation of Section 1-5 of the Berlin Ethics Policy. To summarize, the Board found that the Respondent published/caused to be published/approved the publication of statements concerning the existence of a Complaint filed with the Board of Ethics. The Complaint, which was dismissed for lack of probable cause, and the existence of the Complaint, were, at all times, confidential pursuant to the Berlin Code of Ethics and Berlin Ethics Policy section 1-5(a). At all times relevant to the Complaint, the Respondent was bound by the Berlin Ethics Policy and the failure to comply with the confidentiality requirements of the Ethics Policy is a violation of the Policy.

In accordance with Berlin Charter Section 9-5 Administration of Code. "(b)... After the hearing, if the Board of Ethics finds that any of the provisions of this chapter have been violated by the person so charged, the Manager, with Council approval, shall take such appropriate action as deemed necessary..." Please proceed in accordance with the Ethics Policy and the Town Charter.

Sincerely,

Kevin Hines
Board of Ethics Chair

Board of Ethics



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.

22 JAN 6 PM 15
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. ETHICS COMMITTEE

2. _____

Name: ANNMARIE MAROLA

Telephone No.: 860 877-1085

Home Address: 433 TOLL GATE RD
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 16

Email Address: aemarolda@gmail.com

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

Party Affiliation: DEMOCRAT ✓

Educational Background (optional)

REGISTERED NURSE UCONN HEALTH

Present Employment (company/position)

263 FARMINGTON AVE. FARMINGTON CT.

Business Address

Current and Past Civic/Community Involvement: I AM AN ACTIVE PARENT IN MY COMMUNITY
I HAVE BEEN A PARENT FOR 8 YEARS (XC, TRACK, GYMNASIUM, SWIMMING)
I HAVE VOLUNTEERED IN THESE EVENTS IN VARIOUS POSITIONS & NEEDS FOR THE TEAMS.

Tell us why you feel qualified for this appointment: I AM AN INVOLVED PERSON IN THE COMMUNITY
AND I HAVE BEEN AN ALTERNATE ON THE ETHICS COMMITTEE FOR THE LAST 2 YEARS AS AN ALTERNATE BUT WAS VOTED IN AS A FULL MEMBER ON OCCASIONS

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

Signature: None ASa

Date: 1/3/2021

RECEIVED FOR RECORD

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



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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. Board of Ethics

2. _____

Name: Maura C. Chasse

Telephone No.: (860) 924-8328

Home Address: 168 Wildermere Road

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

Number of years in Berlin: 39

Email Address: mchasse2@comcast.net

Are you a Registered Voter? Yes

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

Party Affiliation: Democratic ✓

Assumption College, Bachelor of Arts degree (1976); Boston College Law School, Juris Doctor degree (1979)

Educational Background (optional)

Retired. (See attached for summary of professional experience.)

Present Employment (company/position)

N/A

Business Address

Current and Past Civic/Community Involvement: _____

Willard School PTO; St. Paul Church: CCD teacher; Berlin Fair Booth; Foodshare; Mercy High School Principal's Council

Tell us why you feel qualified for this appointment: _____

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BERLIN
2022 JAN 25 PM 12:46

BERLIN, CT.

I believe that my professional background supports my ability to analyze ethical issues fairly, with an objective view of the facts and a proper application of the law.

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

Signature: _____

Maura C. Chasse

Date: January 24, 2022

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

MAURA C. CHASSE

PROFESSIONAL EXPERIENCE

THE HANOVER INSURANCE GROUP, Glastonbury, Connecticut
National Claim Counsel

2008-2014

Management of attorney unit with primary responsibility for directing the defense of all Claim-related litigation filed country-wide by or against Hanover and/or its subsidiaries with specific focus on bad faith, extra-contractual exposures, company E&O claims, declaratory judgment actions and appeals.

AMTRUST UNDERWRITERS, INC., Rocky Hill, Connecticut
Senior Vice President, Regulatory and Claim

2006-2007

Operational and technical responsibility for two key business divisions in start-up insurance company. Director of Regulatory Unit responsible for assisting Corporate Compliance/Regulatory in securing company authority, licensing and form filing for all lines of business. Management of Claims Unit responsible for oversight of insurance programs with Auto, General Liability and Workers Compensation exposures, including financial analysis, reporting and auditing.

Vice President, Auto/General Liability Claims

2005-2006

Development of programs of insurance and relationships with external business partners assumed in Alea/AmTrust renewal rights transaction; Implementation of protocol for claim handling, internal and external reporting, and TPA audits.

ALEA ALTERNATIVE RISK, INC. Rocky Hill, Connecticut
Vice President, Auto/General Liability Claims

2004-2005

Responsibility for management of Claims Unit for Property and Casualty programs of business, including development of audit standards, claim practices and procedures and internal/external metric reporting.

Assistant Vice President, Auto/General Liability Claims

2003-2004

Responsibility for supervision of direct insurance and reinsurance programs with Auto and General Liability exposures; Audit of third party administrators; Coordination with the underwriting and loss control units regarding risk assessment issues.

HARTFORD FINANCIAL SERVICES CORP., Hartford, Connecticut
Home Office Claim Consultant

1997-2003

Responsibility for management and supervision of large Commercial Lines loss exposures to The Hartford, under both Auto and General Liability policies, involving serious bodily injury and property damage claims; Development of handling and litigation strategies for the field offices; Management of communication with underwriting and reinsurance recovery units.

COONEY, SCULLY AND DOWLING, Hartford, Connecticut
Attorney

1979-1994

Partner in a mid-sized general civil practice firm with an emphasis on insurance defense litigation. Broad-based experience trial practice, probate, corporate, contract and labor areas. Past memberships in Connecticut and Hartford County Bar Associations, National Association of College and University Attorneys.

GREATER BOSTON LEGAL SERVICES, Brighton, Massachusetts
Summer Legal Intern

1978

OFFICE OF THE ATTORNEY GENERAL, Hartford, Connecticut
Summer Legal Intern

1977



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 29 PM 2:33
TOWN OF BERLIN

Please list your Board/Commission preference below:

1. Planning + Zoning Commission 2. _____

Name: Steven Bialla Jr Telephone No.: (760) 883-8985

Home Address: 84 Bernard Road Number of years in Berlin: 5
(Note: To apply, you must be a resident of Berlin)

Email Address: Steven.Bialla@staxconstruction.com

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

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 Bialla Jr Date: 12/28/21

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

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TOWN OF BERLIN
21 DEC 29 PM 4:13

Kathy G. Wells

BERLIN, CT.

FRED CAMPANELLA

Zoning Board of Appeals

Town of Berlin | Generated 1/25/2022 @ 12:29 pm by OnBoard2 - Powered by ClerkBase

Status

Name

FRED CAMPANELLA

Application Date

1/25/2022

Expiration Date

1/25/2121

Status

Received

Board

Zoning Board of Appeals

Vacancies

2

Status

Pending

Basic Information

Name

FRED CAMPANELLA

Contact Information

Address

12 WATCH HILL RD
BERLIN, CT 06023

Resident

Yes

Phone

8609827332

Email

ACCURATEAUTOCT@AOL.COM

Occupation

Employer

ACCURATE AUTOMOTIVE

Job Title

OWNER

Other Questions

Question #1

Number of years in Berlin

65

Question #3

Current and Past Civic/Community Involvement

All-American Soap Box Derby, Berlin Little League, Berlin Softball Coach

Question #4

Tell us why you feel qualified for this appointment

I have lived in town my entire life, I've served the Berlin Police Department for 30+ years as one of their wrecker services. I have been in front of the board as my business grew from building to building in town as well as built my house here.

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?

• Independent Unaffiliated

Additional Information

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: [Signature]

Date: 10/10/21

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

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2021 DEC 20 PM 3:19

[Signature]

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.

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2022 JAN -3 AM 8:59

Please list your Board/Commission preference below:

1. Zoning Board of Appeals

2. _____

Name: Corey Whiteside

Telephone No.: 860.719.7021

Home Address: 386 Main St. East Berlin

Number of years in Berlin: 25

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

Email Address: coreyswhiteside@att.net

Are you a Registered Voter? yes

Party Affiliation: Republican ✓

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

Masters / Professional Accounting: CPA

Educational Background (optional)

Sound Community Services, Inc. New London CT

Present Employment (company/position)

21 Montauk Ave New London 06320

Business Address

Current and Past Civic/Community Involvement: ZBA; BRTC; St. Paul's; Sacred Heart

Tell us why you feel qualified for this appointment: Prior Experience; CPA = healthy skepticism and objectivity

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

Signature: Corey Whiteside

Date: 12/30/21

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

Mr. John M Russo, Jr.

Zoning Board of Appeals
Inland Wetlands

Town of Berlin | Generated 1/11/2022 @ 1:25 pm by OnBoard2 - Powered by ClerkBase

Status

Name

Mr. John M Russo, Jr.

Application Date

1/11/2022

Expiration Date

1/11/2121

Board Member

John M Russo, Jr.

Status

Validated

Republican ✓

Board (Rank)

Vacancies

Status

Zoning Board of Appeals (1)

2

Pending

Inland Wetlands and Water Courses Commission (2)

1

Pending

Basic Information

Name

Mr. John M Russo, Jr.

Contact Information

Address

17 Edgewater Circle
Berlin, CT 06037

Resident

Yes

Phone

2039078346

Email

jayrusso32@gmail.com

Occupation

Employer

State of Connecticut

Job Title

Assistant Attorney General

John M Russo, Jr.
Continued

Other Questions

Question #1

Number of years in Berlin

REDACTED

Question #2

Educational Background (optional)

REDACTED

Question #3

Current and Past Civic/Community Involvement

REDACTED

Question #4

Tell us why you feel qualified for this appointment

REDACTED

Question #5

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

REDACTED

Question #6

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

REDACTED

Political Party

What is your political party affiliation?

REDACTED

Additional Information

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/89345172194?pwd=U3MzYlplSTQ4amExOTFqM01kdmN5UT09>

Meeting ID: 893 4517 2194

Passcode: 728548

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

Special Meeting
Town Council and Public Golf Course Commission
Thursday, January 13, 2022
Board of Education – Conference Room
6:00 PM

1. Call to Order

Mayor Kaczynski called the meeting to order at 6:01 p.m.

2. Pledge of Allegiance

Attendance:

Town Council Members present:

Mayor Mark Kaczynski
Councilor Brenden Luddy
Councilor Charles Paonessa
Councilor Donna Veach
Councilor Mike Urrunaga

Town Council Members absent:

Councilor Fazzino
Councilor Rosso

Golf Commission Members present:

Chairman Peter DeFazio
Commissioner Nancy Berger
Commissioner James Bugella, Jr.
Commissioner James Green
Commissioner Gale Lemieux
Commissioner James Norton
Commissioner Sebastian Senia

Golf Commission Members absent:

None.

Board of Finance Members Present:

Chairman Bordonaro (left early)

Mr. Tim Grady

Mr. George Millerd

Mr. Gerry Paradis

Board of Finance Members Absent:

Raul Fernandes

Mark Holmes

Staff Present:

Arosha Jayawickrema – Town Manager

Kevin Delaney – Finance Director

Kate Wall – Town Clerk

3. Audience of Citizens

None.

4. Meeting Agenda (Immediately following the Audience of Citizens)

Town Manager Jayawickrema said the Town of Berlin received three RFP bid responses for golf maintenance at Timberlin Golf Course. Brightview came in the closest to what the town is looking for and is on-site to present their approach.

5. New Business

a. Presentation from BrightView on Timberlin Golf Course followed by questions

Mr. Ron Stepanek is a Business Development Executive at Brightview and said the presentation is to better understand who Brightview is and the benefits of using them for golf maintenance. Also on-site was Mr. Vince Gilmartin, Northeast General Manager at Brightview and the primary contact person for Timberlin Golf Course. Dr. Todd Bunnell, Vice President of Agronomy joined by Zoom meeting. Also, Mr. Erik Larsen, Brightview's on-staff Golf Architect was mentioned, but not in attendance. Mr. Larsen partners on golf course renovation and improvement projects.

Brightview is the largest landscaping company in the country. They are a \$2 billion company with 22,000 employees. Mr. Gilmartin said the company has 40 plus years of experience, more than 80 partner courses, primarily in CA and FL and 35% are municipal courses. There are 17 courses in the Northeast region and 5 in the NY / New England region, 2 in NY, 1 in CT and 2 MA. Also, 4 in NJ and 1 in eastern PA. Brightview has 7 municipalities in the Northeast with 11 year average tenure. The Taylor Meadows Golf Club was the number one rated municipal golf course

in the state of Michigan for two years in a row. Longshore Golf Course in Westport, CT has been with Brightview for 8 years and had a tornado in August 2020. The facility was without power for days and could irrigate much, it lost some turf and fairways needed renovation.

Timberlin Golf Course would receive a personalized plan built off of the RFP specifics. Brightview has a strong baseline in place having similar courses and uses a science based approach with agronomic planning that is fine-tuned. An agronomic audit would be done by taking soil nutrient samples and plant tissue. The agronomic plan is created for each week of the year and outlines fertilizer, control product, plant growth regulators and wetting agent and would be modified to the golf course needs. Also, a pest management plan is used for scouting annual bluegrass weevil insects and the goal with applications is to maximize product effectiveness. Agronomist visits are done twice per year, spring and mid to late summer. Soil nutrient testing samples are taken prior to spring and fall aerification and adjustments can be made. Plant tissue analysis is done during the growing season. Soil cores are tested each year for physical analysis and Brightview tracks the numbers over time, looking at the organic matter content and keeping it at healthy levels, making sure it's not retaining too much water. Dr. Bunnell added there has been a trend of using extremely fine sands for topdressing on putting greens during summer months to speed up the greens, which can cause problems over time by holding too much moisture at the surface. Brightview has quality control check measures to make sure the client is not topdressing with too fine of a material and that sand topdressing is within the specs.

Mr. Gilmartin said the operations calendar of scheduling is based on RFP information, the slide showed the frequencies and Brightview does trials on how long everything takes for efficiency purposes and then provides the required man-hours. Brightview's baseline staffing plan is up for adjustments to accommodate the golf course. Weather events can affect the staffing plan and Brightview would work with Timberlin Golf Course staff to ensure adequate staffing is available. Brightview employees wear uniforms and are equipped with PPE. Also, employees have a safety program and attend safety meetings. Brightview is extremely aggressive on safety. There is training provided on how to operate equipment. Communication is required between golf staff daily to discuss course conditions and provide project status updates. Weekly reports are sent out that provide an overview of the week and there is also a monthly report. Dr. Bunnell's site visits are followed up with a written report and Mr. Gilmartin meets with the golf course employees, the town and will attend any town hall meetings.

Brightview is a large company with lots of resources and the primary offices are located in Valley Crest, CA and Blue Bell, PA. Brightview is very aware of the materials being applied and how they interact with environment and Mr. Gilmartin is an Audubon steward for state of PA. The Town of Berlin can pursue Audubon certification if there is interest in having that goal.

Brightview has an existing transition plan in place to hit targets and it covers everything. It would be designed specifically for Timberlin Golf Course. Mr. Stepanek said that Brightview would add value to Timberlin Golf Course. Brightview's specialty is maintaining golf courses and being accountable to meet conditions. The goal is to work smarter, keep costs down and reduce maintenance expenses. The Town of Berlin can save significant money on maintenance by

having a fixed annual cost. Brightview is a proven reliable company in the golf course industry and there is consistency with the maintenance program. They provide long range plans 3 to 5 years out with recommendations. Brightview is confident that Timberlin Golf Course would see high levels of customer satisfaction and the golfers would be appreciative of the conditions.

Questions from the audience:

Bob asked if fixed cost is annually, or term of the contract? It is set for the term of the contract. Bob also asked if there are any CPI (Capital Improvement Project) increases? Yes, it is a 3 year contract, plus cost of inflation increase.

Mr. Pajor asked if Brightview, or the Town of Westport did the clean-up work to assist Longshore Golf Course after the tornado? Brightview helped with clean-up work and did the wood chipping of big trees that arborists had removed. Brightview does not have arborists.

Commissioner Norton provided a list of questions to Brightview:

Question 1: What is the CPI progress going forward? Ongoing or separate?
Separate and evaluated yearly, if it is an in-house project then Brightview defers labor and material. The plan is to minimize the cost and be flexible with labor and materials. Not included in price.

Question 2: After storms, to what extent does Brightview clean-up? What about pruning and tree removal? No, Brightview does not do arborist work and only trims up to 15 ft. off the ground. Also, there is no extra workorder for storm clearing. Brightview would dedicate staff to clean-up's on days the course is closed and not open for play. There is an additional set-up cost.

Question 3: How does Brightview handle town equipment maintenance and repair? Brightview has a cap using a 3 year average, \$20k cap for equipment repair if an engine goes in a tractor. If it is not a normal maintenance expense, it would be applied towards cap. Based on typical average maintenance cost.

Question 4: Staff turnover is part of the business, with labor shortages how does that effect laborers, mechanics and Superintendents for Brightview? Superintendents and Mechanics are fairly stable, but labor is a struggle. Brightview needs to be aggressive, it is a non-stop effort with posting and ultimately fixing the problem by spending a lot of money on general labor.

Question 5: What about cart path repair and upkeep, Timberlin Golf Course has milling, the ends are horrendous in spots, how will you repair and prevent this? Brightview said although millings are not the ideal surface, they would do consistent maintenance on those areas and if millings are provided (was not in RFP), Brightview would apply millings at no additional cost as general maintenance.

Question 6: How will Brightview maintain and repair tee boxes and level them, the tee box areas have gullies. The gullies are a result of years of top dressing and filling divots. The only remedy is to resurface, level and re-sod. If there are gullies that would be addressed with a construction based approach.

Question 7: How would Brightview describe the fairways and divots repair process? Brightview tries to educate the golfers with resources available and it is helpful to provide divot buckets on golf carts for golfers, then go out and aerify those areas and reseed them, our responsibility.

Question 8: Sand debt is being maintained and adjusted one time annually, with the type of soil that we have, is the tonnage enough? Brightview was given a number of annual tonnage and budgeted that in the RFP proposal.

Question 9: How will you maintain areas around water ponds as far as growth? On the exterior of the ponds. Brightview would use a general maintenance program around the exterior of the ponds, hedge trim work, etc., but no aquatic control in the ponds. That requires a special skill set and would be outsourced.

Question 10: What is the escalation process for items not addressed? If Brightview is not doing something satisfactorily and not in compliance, the Town of Berlin has the right to terminate. We never want to get to that point, but we will communicate and address issues.

Question 11: Who will the Superintendent report to? What are the time requirements, full-time, part time, or one day a week? The Superintendent would report to Mr. Gilmartin and Mr. Bunnell, but every course is a little bit different. Sometimes they go through a General Manager and then a Director of Parks and Recreation. Also the Pro shop has daily communication with the Superintendent and reports go out weekly.

Question 12: Are you renewing with LongShore, Lake Isles and East Chester? Brightview hopes to renew and has very good relationships.

Commissioner DeFazio asked about turnover, how many Superintendents and mechanics at LongShore? They have hired a Director of Parks Superintendent, but Brightview is not familiar with the town's overall structure. Turnover at LongShore Golf Course is good and bad. The plan is to hire talented individuals, but sometimes they do not stay.

Chairman DeFazio asked if the schedule created through the RFP is a good estimation. Yes, the proposal shows different types of aeration, 2 core and 2 solid time applications, bunkers 4x.

Chairman DeFazio said the Timberlin Golf Course bunkers have liner coming up, would that stress the bunkers? Brightview would limit that by raking the edges and controlling the level of sand. That was in the RFP, but Brightview is flexible if it doesn't work.

Chairman DeFazio added that Timberlin Golf Course had lots of rain last summer, if the course needs more chemicals, who foots the bill? There is an average of overages not to exceed cost and that is Brightview's responsibility.

Commissioner Millerd asked for Brightview's professional opinion on the current state of Timberlin Golf Course and what to expect 3 years from now. Brightview toured the facility and saw fair to very good conditions throughout with some damage to greens from the aeration process. Cart and foot traffic damage stood out, there is a lot of wear and tear. Brightview could address that aesthetically and provide recommendations for tree removal.

Mr. Pajor asked what is the chemical budget? No cap for chemicals, that is Brightview's responsibility and they take the average spend over a period of time and apply that to irrigation and equipment.

Zoom audience questions:

Commissioner Senia asked if Erik Larsen would be involved in tree removal decisions? Erik would be involved in the recommendations, focusing on trees that need to be removed to improve playability, or trees that are safety hazards. Dr. Bunnell would discuss the turf conditions and turf health portion. A plan would be put together.

Commissioner Senia asked if Erik would also be involved in changing over some of the bunkers into grass bunkers? Erik can minimize the number of bunkers on the golf course and maximize the strategy associated with the bunkers. He is minimizing the construction cost, maintenance cost and maximizing the impact around the golf course. Commissioner Senia added that every year Timberlin Golf Course replenishes the sand around the bunkers and there is an amount budgeted in the RFP. Mr. Gilmartin would address sand washout near bunkers with Acting Director Salvio, 100 ton is a fair amount of sand.

Commissioner Senia asked if Brightview staff would repair a break in the irrigation line? Brightview is able to repair about 95% of irrigation issues in-house, but occasionally a main line break may require specialized tools. Our goal is to repair it within 24 hours.

Commissioner Senia said some courses lose their greens due to weather, what does Brightview do to keep the greens in good shape? Mr. Gilmartin said Brightview is proactive in hitting application targets and the timing of visits with those applications. The use of summer patch, pre-emergent application helps. Mr. Gilmartin sees the progression 2 weeks in advance moving from Baltimore/Delaware and up to New Jersey and would properly time visits to Connecticut. There are measures not to over water the greens, monitor hot spots and avoid having an over saturated situation. If we get into excessive rain, or heat, it is all hands on deck to keep the greens healthy. Moisture management is key. Also, Mr. Gilmartin's visits and any emergency visits are at fixed cost.

Golf Pro Bayram asked if Brightview was able to able to stimp the green during the site visit? No, Brightview didn't stimp the green. Golf Pro Bayram said the RFP says green speed of 9 or more, but is that realistic? What would Brightview do to get the green speeds at that quickness, or better? Mr. Gilmartin said that's fairly average and he spoke with Acting Director Salvio about stresses Timberlin Golf Course is experiencing. Consistent mowing would help.

Golf Pro Bayram asked what kind of communications do you need daily with the Golf Shop? Brightview has a weekly report that rolls into a monthly summary and covers every area of the golf course. It is a check box format and frequencies are plugged in and a notes section is available to list any applications made, the amount of rain, obstacles, issues, etc. It is a brief report and Brightview wants Superintendents communicating, but not using up all of their time in the office.

Chairman DeFazio asked about mulches and course beautification designs such as plants and tall grasses. Brightview budgets annual change out, but improvements depend on the scale, mulch around the tee box can be done. If it's a large scale landscaping project, Brightview has a sister company available as a resource and they can make recommendations.

Chairman DeFazio asked if weeding is part of the daily program? Brightview uses post-emergent and pre-emergent.

Chairman DeFazio asked what would be the hours for Brightview staff? Brightview hours are contingent upon first tee time. If tee time is 7 am, the staff would be in by 6 a.m. and out by 6 p.m. Brightview would have a staggered crew in the summer monitoring hot spots during the heat of the day.

Chairman DeFazio asked about adjusting for shot gun starts. Brightview said yes and that is where communication works best.

Mayor Kaczynski said he appreciated Brightview's time and the Town of Berlin has some decisions to make. Town Manager Jayawickrema added that Acting Director Salvio and Finance Director Delaney have prepared the budget for next year and suggested that at the next Golf Commission meeting they discuss the presentation and where to go with it. The next Golf Committee meeting is January 20th at 6 p.m.

6. Adjournment

Mayor Kaczynski motioned to adjourn at 7:38 p.m.

Seconded by Mr. Paradis.

Submitted by:
Alina Brown

Received on 1/19/2022
at 9:42:31 AM by Town Clerk
Kathryn J Wall

Join Zoom Meeting

<https://berlingov.zoom.us/j/89705855132?pwd=akJWZjljbUJqVDRqbFZ1dzQxSTV6QT09>

Conference Call Information:

Meeting ID: 897 0585 5132

Passcode: 546623

1-929-205-6099 (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, January 18, 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:

Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

None

E. MAYOR'S UPDATE

- A meeting of the Community/Senior Center Advisory Committee will be held on Thursday January 20th. The Committee continues to visit other Centers in the State.

- A second distribution of Covid tests was held at Sage Park on Saturday January 8th with approximately 1,000 test kits distributed.
- The Affordable Housing Committee has finalized an electronic version of the Housing Survey. The release of the survey was announced in the Spotlight section of the Town's website and on the Town's Facebook page. An announcement will run twice in the Berlin Citizen and twice in the Sunday addition of the New Britain Herald, and an email was sent to all Town employees and Board and Commission members.

The Town Manager is working on distribution of the survey through the Berlin Public Schools' newsletters, and distribution to religious and community organizations. The Economic Development Director and Director of Community, Recreation and Park Services will also be distributing through their distribution lists, and a short presentation is being planned for the Seniors to obtain their perspective on housing needs for the Town.

The Affordable Housing Committee will next meet on Wednesday January 19th.

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

G. NEW BUSINESS:

1. Topic re: Discussion concerning the memorandum of understanding prepared by the union and approved by the police commission, regarding injury leave. - Police Department

Mayor Kaczynski introduced this item and stated that at a previous Town Council meeting there was discussion to allow the Police Union to follow the same Workers Comp procedures as other Town unions.

Human Resources Director Denise Parsons stated that other Town departments have contractual language that provides them with a differential if their Workers Comp net pay is less than their regular net pay wages. In most cases that does give the Mid-Management and White-Collar employees a differential. The Blue-Collar employees sometimes get the differential and sometimes don't because Workers Comp wages are based on the prior 12-months and includes overtime.

In conversation with the Police Union President, it was determined that in most cases if the Police Union members followed the same Workers Comp procedures as other Town unions it would not net them the differential pay option because their overtime wages are higher than what they would be getting in their net pay.

What the Town suggested, and what was submitted to Legal Counsel for review, was to change the process so that Workers Comp payments are made to the Town directly. Legal Counsel is working on language which was not yet available for tonight's meeting.

Ms. Parsons stated that the difference in language for the memorandum of understanding still needs to be reviewed with the Police Union.

NO ACTION TAKEN

2. Topic re: Presentation of the Police Department Strategy - Police Department

Police Chief Matthew McNally presented his department's strategy for the upcoming year to the Board of Finance on January 11, 2022. Mayor Kaczynski has asked that the presentation also be given to the Town Council.

The Chief made the following points:

- When asked by the Town Manager what he felt was the most important thing that the Police Department needed the Chief's reply was officer retention, adding that this is an issue throughout the State and the Country. With the Police Accountability Law in Connecticut many police officers are retiring or leaving the field.
- The Chief was asked by the Police Commission to develop a five-year strategic plan and in doing so he reviewed the last plan and found that it is very similar to what is still done today.
- Training was one focus of that strategic plan. Training has a cost associated with it as an agency is trying to maintain its' minimum level of employees which leads to constant hiring. It takes a minimum of one year of training to become a police officer in Connecticut. Agencies began hiring trained police officers to be cost effective, however older officers tend to not stay in the job for long due to the nature of the job.
- The Chief has discussed forecasting with the Board of Finance however forecasting is difficult because if an officer were to leave today that position may not be filled for a year or more due to the hiring process. Finding an applicant with a clean background, no social media issues, or drug usage, that has some college or military background, is becoming much more difficult.
- Lateral entries would be an option if the Town were in a bind.
- He will be asking for two seats in the June Academy. Unfortunately, departments must rely on the State to run the Academy and therefore must wait until the academy is held to send new officers for training. Towns are also not guaranteed seats.
- Retention is the foundation then building upon that is recruitment and possible expansion.

Councilor Urrunaga asked the Chief if he has any ideas on how to get young people excited about a law enforcement career. The Chief stated that he has a meeting scheduled for the 28th to discuss starting a Police Cadet program in Berlin. He has been involved with the former Police Explorer program which has become the Police Cadets and he is on the Executive Board of the Northeast Regional Law Enforcement Education Association of which he is a founding member. The program reaches out to young people that might have an interest in law enforcement as well as public safety in general.

Chief McNally added that he is also considering internships that will provide those interested the opportunity to experience the job before fully committing. Other ideas are a Citizen's Police Academy and continued Community Involvement.

Law enforcement needs to attract career minded people with agencies focusing on that and not just filling vacancies as they come about therefore the Chief he would like to build on this idea. By providing officers with things like the change to the Workers Comp payment method mentioned previously or changing to a Defined Benefit Plan the Town would be attracting more career minded individuals.

The culture of the agency is also important and Chief McNally stated that the culture of the Berlin agency is rated very high among other law enforcement officers in the State, but more training is needed, we need to get our officers to become instructors and we need to reach out to surrounding departments for support. The Chief would like to expand the Midstate Accident Reconstruction Team to include other towns as many agencies have limited resources.

Chief McNally stated that having a good relationship with Geographical Area courts is important adding that he has experience testifying in a number of criminal cases and has a good reputation with the courts in regard to criminal investigation.

The Chief added that Berlin has been invited into a Consortium for enhanced training for the development of officers at little or no cost to the Town.

NO ACTION NEEDED

3. Topic re: Grant permission to the Town of Berlin Fire Department to display the mentioned flags in accordance with Town policy adopted on January 4, 2022. – Fire Administrator

Fire Administrator Jim Simons stated that with the Town's new Flag Flying Policy the Berlin Fire Department is requesting permission to display flags other than the American flag.

The request is to display the FDNY/MIA 9/11 Flag which has been flown since 2001, the Police Thin Blue Line flag has been flown for approximately seven years, and the Fire Thin Red Line flag has not been flown but they would like to fly it in support of lost brother and sister fire/rescue partners.

Councilor Luddy moved to grant permission to the Town of Berlin Fire Department to display the mentioned flags in accordance with Town policy adopted on January 4, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

4. Topic re: Authorize the sale of one 2009 Spartan/Rosenbauer fire apparatus to CPA CFA for \$100,000 and deposit the proceeds into the Fire Truck Account. – Fire Administrator

Fire Administrator Simons stated that in right-sizing the fire apparatus within the department the Town was offered \$100,000 from Command Fire Apparatus of Pennsylvania for the above-mentioned truck. CFA will provide a ten percent down payment with the balance paid upon delivery.

Councilor Luddy moved to authorize the sale of one 2009 Spartan/Rosenbauer fire apparatus to CFA for \$100,000 and deposit the proceeds into the Fire Truck Account.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

5. **Topic re: Abolish the following subcommittees of the Town Council: Physical Services Committee; Central Connecticut Health District (subcommittee of the Council only); Technology Committee; and Plan of Development Committee (subcommittee of the Council only). Combine the Committee to Oversee the “Robert Wolf Incentive Plan”; Fire Strategic Committee; and the Fireman’s Incentive Plan Committee into one committee entitled Fire Committee. Appoint Town Council Members to the following Subcommittees: Calendar Committee (1 member); Community Conversations (1-2 members); Connecticut Conference of Municipalities (Mayor); Fire Committee (2-4 members); Manager’s Evaluation (All seven Council Members); Mattabessett Watershed (1-2 members); Meeting House (1 member); Playing Fields Committee (2-4 members) – Town Council**

Town Clerk Kate Wall stated that she was charged by Town Council to review all of their standing committees. A meeting of the Rules and Procedures Subcommittee was held on January 10, 2022 with Councilor Paonessa selected as chair. That subcommittee determined that some standing committees could be abolished while others could be combined adding that even if a committee is abolished it can be reinstated if needed.

Ms. Wall added that the Community Conversations Subcommittee could be beneficial as it is a nationwide program which addresses the issues facing students and educators by engaging community leaders with those from education and social services in discussion.

Councilor Luddy moved to abolish the following subcommittees of the Town Council: Physical Services Committee; Central Connecticut Health District (subcommittee of the Council only); Technology Committee; and Plan of Development Committee (subcommittee of the Council only).

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to combine the Committee to Oversee the “Robert Wolf Incentive Plan”; Fire Strategic Committee; and the Fireman’s Incentive Plan Committee into one committee entitled Fire Services.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Appoint Town Council Members to the following Subcommittees: Calendar Committee (1 member); Community Conversations (1-2 members); Connecticut Conference of Municipalities (Mayor); Fire Committee (2-4 members); Manager’s Evaluation (All seven Council Members); Mattabessett

Watershed (1-2 members); Meeting House (1 member); Playing Fields Committee (2-4 members) – Town Council.

NO ACTION TAKEN

6. Topic re: Approve the changes made to the Town Council Rules and Procedures document and to adopt the Town Council Rules and Procedures as amended. – Town Council

Town Clerk Kate Wall stated that when the Rules and Procedures Subcommittee met on January 10, 2022 they reviewed the Town Council's Rules and Procedures document and made changes and updates that have been reviewed by Corporation Counsel and the Town Manager.

Ms. Wall added that the document had not been revised since 2005 and Charter changes led to several updates.

Councilor Luddy moved to approve the changes made to the Town Council Rules and Procedures document and to adopt the Town Council Rules and Procedures as amended.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Approve the appointment of Mr. Mike Ahern as the Temporary Town Manager during the absence of the Town Manager effective Sunday, January 16, 2022 until the Town Manager resumes managerial powers and duties. – Town Manager

Mayor Kaczynski stated that the Town Manager's mother passed away and he needs to be out of the country. The Town Council sends their condolences to the Town Manager and his family.

Councilor Luddy moved to approve the appointment of Mr. Mike Ahern as the Temporary Town Manager during the absence of the Town Manager effective Sunday, January 16, 2022 until the Town Manager resumes managerial powers and duties.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

H. 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.

Councilor Luddy placed in nomination the name of Robert Lewis (U) of 27 Pondsides Drive for appointment to the Berlin-Peck Memorial Library Board.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Robert Lewis (U) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2025.

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.

Councilor Luddy placed in nomination the name of Gail Marino (R) of 24 Casner Drive for appointment to the Berlin-Peck Memorial Library Board.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Gail Marino (R) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2025.

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.

Councilor Luddy placed in nomination the name of Karen Pagliaro (D) of 221 Still Meadow Lane for appointment to the Berlin-Peck Memorial Library Board.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Karen Pagliaro (D) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2025.

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.

Councilor Luddy placed in nomination the name of Barbara Gombotz (R) of 24 Sterling Drive for appointment to the Commission for the Aging.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Barbara Gombotz (R) to serve on the Commission for the Aging. Term ending January 31, 2027.

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.

Councilor Luddy placed in nomination the name of Mary Kathryn LaRose (R) of 26 Woodruff Lane for appointment to the Conservation Commission.

Councilor Fazzino placed in nomination the name of Karen Pagliaro (D) of 221 Still Meadow Lane for appointment to the Conservation Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Roll call vote:

Those voting in favor of Mary Kathryn LaRose; Councilor Luddy, Councilor Paonessa, Councilor Veach, Mayor Kaczynski

Those voting in favor of Karen Pagliaro; Councilor Fazzino, Councilor Rosso, Councilor Urrunaga

Vote being 4-3 in favor of Mary Kathryn LaRose (R) to serve on the Conservation Commission. Term ending January 31, 2024.

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.

Councilor Luddy placed in nomination the name of Thomas Heisler (D) of 482 Lower Lane for appointment to the Conservation Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Thomas Heisler (D) to serve on the Conservation Commission. Term ending January 31, 2027.

- 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).

Councilor Luddy placed in nomination the name of John Kozak (R) of 28 Devonshire Way for appointment as Constable.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of John Kozak (R) to serve as Constable. Term ending December 2023.

- 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.

Councilor Luddy placed in nomination the name of Lucas Van Zandt (R) of 52 Skyview Drive for appointment as Constable.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Lucas Van Zandt (R) to serve as Constable. Term ending December 2023.

- 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.

Councilor Luddy placed in nomination the name of Tom Poplawski (R) of 137 Metacomet Drive for appointment as Constable.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Tom Poplawski (R) to serve as Constable. Term ending December 2023.

- 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.

Councilor Luddy placed in nomination the name of Gale Lemieux (D) of 102 Wildermere Road for appointment to the Golf Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Gale Lemieux (D) to serve on the Golf Commission. Term ending January 31, 2025.

- 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.

Councilor Luddy placed in nomination the name of Sebastian Senia (D) of 8 Dunham Drive for appointment to the Golf Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Sebastian Senia (D) to serve on the Golf Commission. Term ending January 31, 2025.

- 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. She does not wish to be reappointed. 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.

Councilor Luddy placed in nomination the name of Amy Prescher (D) of 850 Worthington Ridge for appointment as an Alternate to the Historic District Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Amy Prescher (D) to serve as an Alternate on the Historic District Commission. Term ending January 31, 2027.

- 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.

Councilor Luddy placed in nomination the name of William Jackson (R) of 289 High Road for appointment to the Inland Wetlands & Water Courses Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of William Jackson (R) to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2025.

- 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.

Councilor Luddy placed in nomination the name of Gary Pavano (R) of 67 Hickory Hill Road for appointment to the Inland Wetlands & Water Courses Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Gary Pavano (R) to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2025.

- 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.

Councilor Luddy placed in nomination the name of David Rogan (R) of 775 High Road for appointment to the Inland Wetlands & Water Courses Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of David Rogan (R) to serve on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2025.

- 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.

Councilor Luddy placed in nomination the name of John M. Russo Jr. (R) of 17 Edgewater Circle for appointment as an Alternate to the Inland Wetlands & Water Courses Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of John M. Russo Jr. (R) to serve as an Alternate on the Inland Wetlands & Water Courses Commission. Term ending January 31, 2023.

- 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.

Councilor Luddy placed in nomination the name of Joseph Pulcini (U) of 162 Crater Lane for appointment to the Parks and Recreation Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Joseph Pulcini (U) to serve on the Parks and Recreation Commission. Term ending January 31, 2025.

25. Parks and Recreation Commission – Dinesh Patel (D) term expires on 1/31/2022. He does not wish to be reappointed. 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.

Councilor Luddy placed in nomination the name of Donald Dellaquila (D) of 4 Grapevine Lane for appointment to the Parks and Recreation Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Donald Dellaquila (D) to serve on the Parks and Recreation Commission. Term ending January 31, 2025.

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. He does not want to be reappointed. 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.

Councilor Luddy placed in nomination the name of Jason Scarano (U) of 191 Still Meadow Lane for appointment to the Public Building Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Jason Scarano (U) to serve on the Public Building Commission. Term ending January 31, 2023.

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 a D or U if above appointment is filled with a R.

Councilor Luddy placed in nomination the name of Donald Lombardo (R) of 38 Park View Road for appointment to the Public Building Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Donald Lombardo (R) to serve on the Public Building Commission. Term ending January 31, 2027.

- 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.

Councilor Luddy placed in nomination the name of Paul Eshoo (R) of 218 Brooke Meadow Road for appointment to the Veteran's Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Paul Eshoo (R) to serve on the Veteran's Commission. Term ending January 31, 2025.

- 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.

Councilor Luddy placed in nomination the name of Dean Revoir (R) of 167 Percival Avenue for appointment to the Veteran's Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Dean Revoir (R) to serve on the Veteran's Commission. Term ending January 31, 2025.

- 34. VNA – Vacancy** - Replacement term would be until January 31, 2023. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Andrew Legnani (G) of 32 Overhill Drive for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Andrew Legnani (G) to serve on the VNA. Term ending January 31, 2023.

- 34a. VNA – Vacancy** - Replacement term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of Cyndi McKinnon (D) of 46 Deerfield Drive for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Cyndi McKinnon (D) to serve on the VNA. Term ending January 31, 2024.

- 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.

Councilor Luddy placed in nomination the name of Brenda Chyra (R) of 49 Briar Lane for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Brenda Chyra (R) to serve on the VNA. Term ending January 31, 2025.

- 36. VNA – Taylor Cope (D)** term expires on 1/31/2022. He does not wish to be reappointed. Replacement would be until January 31, 2025. Can be filled with a D, R or U.

Councilor Luddy placed in nomination the name of David Veronesi (D) of 314 Tollgate Road for appointment to the VNA.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of David Veronesi (D) to serve on the VNA. Term ending January 31, 2025.

- 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.

Councilor Luddy placed in nomination the name of Cyndi McKinnon of 46 Deerfield Drive for appointment to the Youth Services Advisory Board – Service Consumer.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Cyndi McKinnon to serve on the Youth Services Advisory Board – Service Consumer. Term ending 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.

Councilor Luddy placed in nomination the name of Nancy Cavaliere of 230 Vineyard Drive for appointment to the Youth Services Advisory Board – Service Consumer.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Nancy Cavaliere to serve on the Youth Services Advisory Board – Service Consumer. Term ending 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.

Councilor Luddy placed in nomination the name of Jan Zagorski of 63 Grandview Avenue for appointment to the Youth Services Advisory Board – School Rep.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Jan Zagorski to serve on the Youth Services Advisory Board – School Rep. Term ending 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.

Councilor Luddy placed in nomination the name of Theodore Fuini of 240 Kensington Road for appointment to the Youth Services Advisory Board – Youth Officer.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Theodore Fuini to serve on the Youth Services Advisory Board – Youth Officer. Term ending 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.

Councilor Luddy placed in nomination the name of Adam Marzi of Hungerford Nature Center for appointment to the Youth Services Advisory Board – Youth Agency Representative.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Adam Marzi to serve on the Youth Services Advisory Board – Youth Agency Representative. Term ending 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.

I. TOWN MANAGER’S REPORT:

- Temporary Town Manager Mike Ahern stated that a mid-year departmental update was made available to Town Council members tonight.
- Town Clerk Kate Wall reminded the Council that there is a tour of McGee Middle School and Griswold Elementary scheduled for Thursday January 27th at 6:30 p.m.

J. SPECIAL COMMITTEE REPORTS:

The Community/Senior Center Advisory Committee will be meeting on January 20th at 6:00 p.m. in the Board of Education Conference Room.

The Affordable Housing Plan Advisory Committee will be meeting on January 19th at 6:00 p.m. in Town Council Chambers.

Councilor Paonessa thanked Town Clerk Kate Wall for her assistance with the Rules and Procedures Subcommittee meeting.

K. COUNCILORS’ COMMUNICATION:

Councilor Fazzino stated he had residents reach out to him inquiring if the Town does anything to recognize the Martin Luther King Day. The Councilor suggested if the Town did not already have anything in place it would be nice to do that in the future. Mayor Kaczynski agreed.

Councilor Urrunaga stated that the Council members received an email inquiring about reinstating the Yankee Peddler Day in Berlin as a celebration of the town's history. Councilor Veach stated she had also been contacted as a member of the Berlin Historical Society regarding the idea. All agreed it would be a wonderful idea.

L. ACCEPTANCE OF MINUTES:

January 4, 2022 – Regular Meeting

Councilor Luddy moved to accept the Town Council Regular meeting minutes of January 4, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

January 6, 2022 – Joint Meeting

Councilor Luddy moved to accept the Town Council Joint meeting minutes of January 6, 2022.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

M. EXECUTIVE SESSION:

1. 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

Councilor Luddy moved to go into Executive Session: 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 at 8:16 p.m. Invited in: Corporation Counsel Donofrio, Temporary Town Manager Ahern and Economic Development Coordinator Jim Mahoney.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 8:27 p.m.

Agenda Item #8

Councilor Luddy moved to add Agenda Item #8: The possible purchase of a parcel of land on Reservoir Road.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

Councilor Luddy moved to authorize the Town Manager to enter into a purchase agreement with Roger SSSS for acquisition of a one-acre parcel on Reservoir Road subject to review and approval of Corporation Counsel and referral to the Planning and Zoning Commission for 8-24 review pursuant to the Connecticut General Statutes.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

N. ADJOURNMENT

Councilor Luddy moved to adjourn at 8:28 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting