

Join Zoom Meeting

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Meeting ID: 896 6876 6923

Passcode: 575393

+1 929 205 6099 US (New York)

**Special Town Meeting –**

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, June 7, 2022 at 6:45 p.m. for the following purposes:

Accept the non-budgeted appropriation of the State of Connecticut Local Prevention Council in the amount of \$2,950 for deposit in the Local Prevention Council revenue account and appropriate those funds to the Local Prevention Council expenditure account, subject to approval by the Board of Finance. – Social Services

TOWN OF BERLIN  
TOWN COUNCIL MEETING  
AMENDED AGENDA  
Tuesday, June 7, 2022  
Town Council Chambers  
Remote Meeting  
7:00 P.M.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PRESENTATION OF PROCLAMATION Recognition of June 19, 2022 as JUNETEENTH
- E. AUDIENCE OF CITIZENS
- F. MAYOR’S UPDATE
- G. MEETING AGENDA – Immediately Following the Mayor’s Update
- H. CONSENT AGENDA:
  - 1. Topic re: Transfer \$188,000, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. - Finance

2. Topic re: Accept monetary donations totaling \$961.88 for the Berlin Peck Memorial Library and deposit \$263.95 into the friends of the library credit card account to purchase adult summer reading prizes and deposit \$697.93 into the friends of the library miscellaneous account to purchase children's/teen program supplies and a museum pass renewal. Also accept the donation of a knitted shawl, a puzzle, and a board game with a total approximate value of \$80.00 to be used as adult summer reading prizes. – Berlin-Peck Memorial Library
3. Topic re: Authorize the Town Manager to accept the \$4,000 Juvenile Review Board Grant on behalf of the Town, and to appropriate the funds to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance. – Social Services
4. Topic re: Approve CFC North, LLC to charge a registration fee of \$150 for a youth soccer camp which will take place July 11-15, 2022 from 9:00AM – 12:00PM at Sage Auxiliary at Sage Park. The camp will have approximately 35 children. – Parks and Recreation
5. Topic re: Approve Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords, etc. on Wednesday, June 22, 2022, at Percival Pool to participants on the Berlin Dolphin Swim Team and to waive the vendor fee of \$200.00. – Parks and Recreation
6. Topic re: Approve Berlin Dolphin Swim Team Booster Club to sell food and beverages at Berlin Dolphin Swim Team home meets at Percival Pool this summer 2022. – Parks and Recreation

#### I. PUBLIC HEARINGS

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, Connecticut on Tuesday, June 7, 2022 at 7:00 p.m. to discuss the following topics:

Proposals from the Prudence Crandall Center and the Kensington Congregational Church for the 2022 CT NAA Tax Credit Program.

Solicit citizen input and designate Arosha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters for 2022.

#### J. NEW BUSINESS:

1. Topic re: Accept the non-budgeted appropriation of the State of Connecticut Local Prevention Council in the amount of \$2,950 for deposit in the Local Prevention Council revenue account and appropriate those funds to the Local Prevention Council expenditure account, subject to approval by the Board of Finance. – Social Services
2. Topic re: Update on the Community/Senior Center and forward report to the Board of Finance - Mayor
3. Topic re: Waive the Town's bidding requirement and approve the purchase of three (3) 2022 Ford passenger wagons in the amount of \$31,320.76 each; totaling the amount of \$93,962.28 pursuant to State Contract No: 19PSX0161, pending approval of the funding transfer by the Board of Finance, as this is in the best interest of the Town. Also approve the transfer of funds from Townwide



Professional Services (\$12,250), Development Services Mid-Manager's Personnel (\$18,500), Development Services Pension (\$9,000), Building Maintenance & Repair (\$4,000), Animal Control Part-time & Summer Help (\$5,000), Emergency Management Dam EAPs (\$10,000), Health Department Regional Health Services (\$17,250), VNA Department Head (\$13,000) and VNA Pension (\$5,000), all in the General Fund, pending approval by the Board of Finance. – Board of Education

4. Topic re: Authorize the Town Manager to acquire of a 40-foot-wide lot of 1 acre along the western boundary of the parcels Map 13-3, Block 13, Lots 2 & 3 and a 0.1-acre easement (Reservoir Road) per the attached map for \$42,000, subject to review and approval of the Corporation Counsel and Town Planner. – Economic Development/Planning and Zoning
5. Topic re: Approve the waiving of the town's bidding requirements the repair Detroit Diesel engines utilizing Stewart Stevenson for an amount not to exceed \$25,767, as this is in the best interest of the town. – Municipal Garage
6. Topic re: Award the Fiscal Year 2023 diesel contract to East River Energy of Guilford, CT utilizing a "differential" option in CRCOG Bid # 730, as this is in the best interest of the Town. – Municipal Garage
7. Topic re: Utilize the Sourcewell Contract #03211-CAT for the purchase of a new Caterpillar 259D3 HF Compact Track Loader from H.O. Penn of Newington, CT for \$45,481, pending approval of the budget transfers by the Board of Finance. Also approve a transfer from the Waterways Treatment account (\$10,000.37) and the Storm-related overtime account (\$2,889.00), both in the General Fund, and from the Flat Bed Truck account (\$14,846.34), the Wood Chipper account (\$15,281.91), the Bobcat Accessories account (\$511.11), the Excavator account (\$343.75), the Pick Up Truck account (\$150.00), the Timberlin Clubhouse Roof Replacement account (\$400.20), the Lightning Detection account (\$140.00), the Rack Body (\$8.80), the Trailer (\$284.02) and the Storage Unit account (\$625.50), all from the Capital Non-Recurring Fund to the Skid Steer account in the Capital Non-Recurring Fund. – Public Grounds
8. Topic re: Approve a transfer of \$60,000 from the School Worker's Compensation account and \$65,000 from the School Contractual Services account to the Hubbard Playground account, all in the General Fund, pending approval of the Board of Finance. – Finance/Public Grounds
9. Topic re: Call a Town Meeting at 6:45 p.m. on June 21, 2022, to approve a non-budgeted appropriation of \$288,000 from the Outside Police Services account to the Extra Duty Police Officer account, both in the General Fund. - Finance
10. Topic re: Appropriate \$5,048,046.16 of America Rescue Plan (ARPA) grant funds to the HVAC Upgrades account in the American Rescue Plan fund, pending approval by the Board of Finance. - Finance
11. Topic re: Discussion of FY23 Capital and Major Capital Projects/Purchases – Finance
12. Topic re: Authorize the Town Manager to approve Task Amendment No. 4 for the LOTCIP Road Project involving Christian Lane, Deming Road and Porters Pass, and to increase Contract #2021-01 with Fuss and O'Neill of Manchester, CT to an amount not to exceed \$148,500.00. - Public Works

13. Topic re: Affirm prior support proposals from the Prudence Crandall Center and for the Kensington Congregational Church for the 2022 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program. – Town Manager
14. Topic re: Charter Revision appointment – Mayor
15. Topic re: Update on Complaint 2021-001 the violation of the Ethics Policy and Code of Ethics. - Mayor

K. APPOINTMENTS:

1. **Board of Ethics - Alternate – Vacancy** - Term would be until January 31, 2025. Can only be filled with a D or U.
2. **Cemetery Committee – Alternate – Vacancy** - Term would be until January 31, 2027. Can be filled with a D, R or U.
3. **Central Connecticut Health District** - Lecia Paonessa's (R) term expires on June 30, 2022. Reappointment or replacement term would be until June 30, 2025. Can be filled with a D, R, or U.
4. **Commission for Persons with Disabilities – Vacancy** - Term would be until January 31, 2025. Can be filled with a D, R or U.
5. **Conservation Commission – Vacancy** - Term would be until January 31, 2025. Can be filled with a D, R or U.
6. **Conservation Commission - Alternate – Vacancy** - Term would be until January 31, 2026. Can be filled with an R or U.
7. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
8. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
9. **Constables – Vacancy** - Term would be until December 2023. Can only be filled with D or U (with no more than a bare majority to be from one political party (Section 8-6)).
10. **Historic District Commission – Vacancy** - New term would be until January 31, 2027. Can be filled with a D, R or U.
11. **Inland Wetlands & Water Courses Commission – Vacancy** – Term will be until January 31, 2024. Can be filled with a D or U.
12. **Parks and Recreation Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R, or U.



**13. 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.

**14. VNA – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R or U.

**15. Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U

**16. Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U

**17. Water Control Commission – Alternate - Vacancy** - New term would be until January 31, 2024. Can only be filled with a D or U if both of the above are R.

**18. Zoning Board of Appeals - Alternate – Vacancy** – Term would be until January 31, 2024. Can be filled with D, R, or U.

L. TOWN MANAGER’S REPORT:

M. SPECIAL COMMITTEE REPORTS:

N. COUNCILORS’ COMMUNICATION:

O. ACCEPTANCE OF MINUTES:

May 12, 2022

May 17, 2022

April 19, 2022 (Minutes amended)

P. ADJOURNMENT





# TOWN OF BERLIN

*Office of the Mayor*

TOWN HALL • BERLIN, CT 06037

*Mayor*

**Mark H. Kaczynski**

*Deputy Mayor*

**Brenden T. Luddy**

## PROCLAMATION

**WHEREAS,** The Town of Berlin recognizes that June 19th is celebrated nationwide as Juneteenth and that it serves to commemorate the emancipation of enslaved African-Americans within our nation: and

**WHEREAS,** we further recognize Berlin's role in the abolition movement and its contributions towards obtaining emancipation for those who were enslaved. Physical and historical reminders of this rich history stand within our town to this day. Specifically, the Hotchkiss House located at 289 Main Street in Kensington which housed a local abolitionist and served as a stop on the Underground Railroad: and

**WHEREAS,** the journey north on the Underground Railroad was long, hard and dangerous, but worth it for so many looking to escape slavery in the south. We recognize the courage and sacrifice the Hotchkiss family made by opening their home to shelter the brave souls along their road to freedom: and

**WHEREAS,** the Town of Berlin does hereby proclaim June 19<sup>th</sup> as Juneteenth to honor and celebrate our African-American citizens and all those who aided and supported their emancipation.

**NOW, THEREFORE, BE IT RESOLVED,** that I, Mark H. Kaczynski, Mayor of the Town of Berlin, Connecticut do officially recognize June 19, 2022 as

## JUNETEENTH

Dated this 7<sup>th</sup> day of June 2022 at Berlin, Connecticut.



Mark H. Kaczynski, Mayor



**LEGAL NOTICE  
TOWN OF BERLIN  
SPECIAL TOWN MEETING**

**JUNE 7, 2022**

A special meeting of the electors and citizens qualified to vote in town meetings of the Town of Berlin, will be held at the Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, June 7, 2022 at 6:45 p.m. for the following purposes:

1. Accept the non-budgeted appropriation of the State of Connecticut Local Prevention Council in the amount of \$2,950 for deposit in the Local Prevention Council revenue account and appropriate those funds to the Local Prevention Council expenditure account, subject to approval by the Board of Finance. – Social Services

Dated at Berlin, Connecticut this 23<sup>rd</sup> day of May 2022.

BERLIN TOWN COUNCIL

ATTEST: Kathryn J. Wall

**Publish Date:**  
**June 1, 2022**

Consent

Agenda Item No. 1  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** May 26, 2022

**SUBJECT:** Budget Transfers to Clear Overbudget Accounts

**Summary of Agenda Item:**

Over the course of the fiscal year some accounts exceed budget for different reasons. All the higher than budgeted costs are offset in other parts of the budget or contingency. No new money is being appropriated with this request. These items are summarized on the Budget Adjustments spreadsheet submitted with this action item.

**Action Needed:**

Move to transfer \$188,000, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts.

**Attachments:**

Budget Adjustments spreadsheet  
Budget Change forms

**Prepared By:**

Kevin Delaney, Finance Director




# Budget Adjustments June 7, 2022

<u>Department</u>	<u>GL Account #</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
Golf Course	001.25.2543.0.51135.00000		\$30,000.00	The Town and the Blue Collar union agreed to establish a new position at the Golf Course. The new position is a 9-month, non-benefits eligible position (9BCS) that replaces the part-time position in prior years. The Golf Course has five 9BCS positions. This transfer moves funding from the Part-time account to the Blue Collar (union labor) account to fund the change.
	001.25.2543.0.52200.00000		\$2,500.00	
	001.25.2543.0.52010.00000		\$2,250.00	
	001.25.2543.0.51510.00000	\$34,750.00		
Golf Course				
	001.25.2543.0.53105.00000		\$8,250.00	
	001.25.2543.0.51510.00000	\$8,250.00		Due to inflation, the cost of Natural Gas is higher than budgeted.
Police				
	001.15.1532.0.51400.00000		\$100,000.00	
	001.15.1532.0.51140.00000	\$85,000.00		At the request of the Police Commission, the Department has deployed an extra officer per shift and paying with overtime. The FY23 budget request included two additional officers that were expected to reduce overtime costs while enhancing public safety.
	001.15.1532.0.52200.00000	\$15,000.00		
Police				
	001.15.1532.0.52010.00000		\$25,000.00	
	001.15.1532.0.51811.00000	\$25,000.00		The Department has experienced higher worker's compensation costs because of increased overtime.
Police				
	001.15.1532.0.53916.00000		\$8,500.00	
	001.15.1532.0.53238.00000	\$8,500.00		Significant reduction in sign purchases resulted in excess funds in the traffic account, which are needed to cover expenses related to background investigation costs, additional training classes, and POSTC tuition for a 43rd officer.
Human Resources				
	001.05.0514.0.51100.00000		\$10,000.00	
	001.05.0514.0.52100.00000		\$1,000.00	
	001.05.0514.0.52010.00000		\$500.00	
	001.30.3053.0.52200.00000	\$11,500.00		
	<b>GENERAL FUND TOTAL</b>	<u><u>\$188,000.00</u></u>	<u><u>\$188,000.00</u></u>	
Water Control				
		<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	
	<b>WATER CONTROL TOTAL</b>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	
	<b>GRAND TOTAL</b>	<u><u>\$188,000.00</u></u>	<u><u>\$188,000.00</u></u>	



**TOWN OF BERLIN**  
BUDGET CHANGE FORM

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


Department:	<b>Golf Course</b>	Fiscal Year:	<b>FY2022</b>	Date:	<b>5/25/22</b>
To Acct #:	Description:	Amount:	Requested by:  <b>J. Salvio</b>		
001.25.2543.0.51135.00000	Blue Collar Personnel	\$30,000.00			
001.25.2543.0.52200.00000	Pension	\$2,500.00			
001.25.2543.0.52010.00000	Worker's Compensation	\$2,250.00			
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2543.0.51510.00000	Part-time & Summer Help	\$34,750.00			

Contingency Balance (If applicable):

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

The Town and the Blue Collar union agreed to establish a new position at the Golf Course. The new position is a 9-month, non-benefits eligible position (9BCS) that replaces the part-time position in prior years. The Golf Course has five 9BCS positions. This transfer moves funding from the Part-time account to the Blue Collar (union labor) account to fund the change.

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

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	<b>5/25/22</b>
Comments:				
				

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

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

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

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

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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

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

Department:	<b>Golf Course</b>	Fiscal Year:	<b>FY2022</b>	Date:	<b>5/25/22</b>
To Acct #:	Description:	Amount:	Requested by:		
001.25.2543.0.53105.00000	Natural Gas	\$8,250.00	J. Salvio		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.25.2543.0.51510.00000	Part-time & Summer Help	\$8,250.00	[Signature]		

Contingency Balance (If applicable):

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

Due to inflation, the cost of Natural Gas is higher than budgeted.

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

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	<b>5/25/22</b>
Comments:				

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

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

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

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


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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

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

Department:	<b>Police</b>	Fiscal Year:	<b>FY2022</b>	Date:	<b>5/25/22</b>
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.51400.00000	Overtime	\$100,000.00	C. Ciuci		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51140.00000	Police Personnel	\$85,000.00			
001.15.1532.0.52200.00000	Pension	\$15,000.00			

Contingency Balance (If applicable):

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

At the request of the Police Commission, the Department has deployed an extra officer per shift and paying with overtime. The FY23 budget request included two additional officers that were expected to reduce overtime costs while enhancing public safety.

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

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	<b>5/25/22</b>
Comments:				

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

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

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

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

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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

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

Department:	<b>Police</b>	Fiscal Year:	<b>FY2022</b>	Date:	<b>5/25/22</b>
To Acct #:	Description:	Amount:	Requested by:		
001.15.1532.0.52010.00000	Worker's Compensation	\$25,000.00	C. Ciuci		
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.15.1532.0.51811.00000	In Lieu of Sick Pay (retiree)	\$25,000.00	V.D.		

Contingency Balance (If applicable):

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

The Department has experienced higher worker's compensation costs because of increased overtime.

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

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date:	<b>5/25/22</b>
Comments:				

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

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

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

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

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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

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

Department: **Police** Fiscal Year: **FY22** Date: **5/24/22**

To Acct #: <b>001.15.1532.0.53916.00000</b>	Description: <b>Professional Development</b>	Amount: <b>\$8,500.00</b>	Requested by: <b>C. Ciuci</b>
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Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #: <b>001.15.1532.0.53238.00000</b>	Description: <b>Traffic</b>	Amount: <b>\$8,500.00</b>	Approved by: <b>[Signature]</b>
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Contingency Balance Before Transfer (If applicable):

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

Significant reduction in sign purchases resulted in excess funds in the traffic account, which are needed to cover expenses related to background investigation costs, additional training classes, and POSTC tuition for a 43rd officer.

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

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/25/22**

Comments:

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

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

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

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TOWN OF BERLIN**  
BUDGET CHANGE FORM

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

Department:	<b>Human Resources</b>	Fiscal Year:	<b>FY2022</b>	Date:	<b>5/26/22</b>
To Acct #:	Description:	Amount:	Requested by:  <b>A. Jayawickrema</b>		
001.05.0514.0.51100.00000	Department Head	\$10,000.00			
001.05.0514.0.52100.00000	Social Security	\$1,000.00			
001.05.0514.0.52010.00000	Worker's Compensation	\$500.00			
Are there funds from another account which can be requested: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Don't Know <input type="checkbox"/>					
From Acct #:	Description:	Amount:	Approved by:		
001.30.3053.0.52200.00000	Pension	\$11,500.00			

Contingency Balance (If applicable):

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

To ensure continuity in the critical Human Resources Director position, the Town hired the new Director as of 6/6/2022. This position was added in the FY23 adopted General Fund budget. Funding is available in the VNA Pension account because former employee's pension match was forfeited when these employees left before vesting.

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

Request approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/>	Partially Approved <input type="checkbox"/>	Date: <b>5/26/22</b>
Comments:			

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

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

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

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

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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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**TO:** The Honorable Mayor and Town Council

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** May 27, 2022

**SUBJECT:** Accept Library Donations

**SUMMARY:**

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
<b>Cash</b>	\$263.95	FOL Credit Card Acct	adult summer reading prizes	Friends of the Library
	697.93	FOL Misc. Acct	child/teen program supplies, museum pass renewal	Friends of the Library
<b>Total</b>	<b>961.88</b>			
<b>Equip/Merch</b>	40.00	Knitted Shawl	adult summer reading prizes	Grace Rossi
	40.00	Puzzle and Board Game	adult summer reading prizes	anonymous patron
<b>Total</b>	<b>\$80.00</b>			

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

**ACTION NEEDED:**

Move to accept monetary donations totaling \$961.88 for the Berlin Peck Memorial Library and deposit \$263.95 into the friends of the library credit card account to purchase adult summer reading prizes and deposit \$697.93 into the friends of the library miscellaneous account to purchase children's/teen program supplies and a museum pass renewal.

Move to accept the donation of a knitted shawl, a puzzle, and a board game with a total approximate value of \$80.00 to be used as adult summer reading prizes.

**ATTACHMENTS:**

None

**PREPARED BY:**

Kimberly McNally, Director

Consent  
Agenda Item No. 2  
Request for Town Council Action

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** May 26 2022

**SUBJECT:** Juvenile Review Board Grant

**Summary of Agenda Item:**

Berlin Social & Youth Services is applying to renew the \$4,000 Juvenile Review Board Grant we receive from the Connecticut Department of Children and Families and the Connecticut Youth Services Association for fiscal 2022-23. The grant supports providing case management services to JRB clients.

Funds will be deposited in the revenue account 001.00.0000.8.45301.00000, appropriated to the Part Time Help 001.30.3054.0.51510.00000, Worker's Comp. 001.30.3054.0.52010.00000, and Social Security 001.30.3054.0.52100.00000 expense accounts to be used according to the terms of the grant.

**Action Needed:**

Move to authorize the Town Manager to accept the \$4,000 Juvenile Review Board Grant on behalf of the Town, and to appropriate the funds to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance.

**Attachments:**

None

**Prepared By:**

Doug Truitt, Director of Social & Youth Services



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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** May 19, 2022

**SUBJECT:** CFC North, LLC

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, May 12, 2022 recommended that CFC North, LLC be able to charge a registration fee of \$150 for a youth soccer camp, which will take place July 11-15, 2022 from 9:00AM – 12:00PM on Sage Auxiliary Field at Sage Park. The camp will have approximately 35 children.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

**ACTION NEEDED:**

Move to approve CFC North, LLC to charge a registration fee of \$150 for a youth soccer camp which will take place July 11-15, 2022 from 9:00AM – 12:00PM at Sage Auxiliary at Sage Park. The camp will have approximately 35 children.

**ATTACHMENTS:**

None

**PREPARED BY:**

Jennifer Ochoa, Director of Community, Recreation and Park Services

*JO*



Consent  
**Agenda Item No. 5**  
**Request for Town Council Action**

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** May 16, 2022  
**SUBJECT:** Permission to Sell/Vendor Fee Waiver – Metro Swim

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, May 12, 2022 recommended approval for Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords etc. on Wednesday, June 22, 2022, at Percival Pool to participants on the Berlin Dolphin Swim Team, and to waive the vendor fee of \$200.00.

Metro Swim Shop provides us with a service. They do not charge a fee to come to the pool. They have all the merchandise there so participants buy it and take it at that time eliminating shipping and handling cost. Their staff can answer any questions that parents may have about sizes. No matter how many suits are purchased, participants receive the discount price. Girl's suits our price \$36.95 + tax (retail \$45.95 + tax). Boy's suits our price \$30.95 + tax (retail \$37.95 + tax). Metro Swim Shop has always given the discount when they sell to our swim team participants.

The Berlin Parks and Recreation Commission is asking for Berlin Town Council approval of this recommendation.

**ACTION NEEDED:**

Move to approve Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords, etc. on Wednesday, June 22, 2022, at Percival Pool to participants on the Berlin Dolphin Swim Team and to waive the vendor fee of \$200.00.

**ATTACHMENTS:**

Request for fee waiver

**PREPARED BY:**

Debbie Dennis, Superintendent of Recreation *DD*



# TOWN OF BERLIN

## Request for Fee Waiver

<b>Requesting Organization:</b> metro Swim Shop	<b>Date:</b> 5/31/2022
<b>Contact Name:</b> Debbie Cosme	
<b>Phone Number:</b> 860-651-5063	
<b>Event:</b> Swim Team Suit Sales	<b>Date of Event:</b> TBO June 22, 2022
<b>Location of the Event:</b> Festival Pool	
<b>What fee do you want waived:</b> Vendor permit fee	
<b>Identify the hardship incurred:</b> We sell suits at a discount to team members	
<b>Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:</b> provides suits at a discount	

### Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes ☐ No ☐

If so, which criteria:

- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of Berlin students.
- ☐ Raises funds for elderly citizens.

☒ Provides a service for Town supported program. This action defrays the cost for the children to participate in this program at no cost to the Town.

TMO Form 092011

**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: Metro Swim Shop

Comments:

Debra H Cosme  
Signature

5/3/2022  
Date

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

**1. Fee Waiver Policy**

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.



Consent

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

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

**FROM:** Arosha Jayawickrema, Town Manager

**DATE:** May 16, 2022

**SUBJECT:** Selling food and beverages: Berlin Dolphin Swim Team Booster Club

**SUMMARY:**

The Berlin Parks and Recreation Commission at its meeting on Thursday, May 12, 2022 recommended approval for the Berlin Dolphin Swim Team Booster Club to sell food and beverages at Berlin Dolphin Swim Team home meets at Percival Pool this summer 2022.

The Berlin Parks and Recreation Commission is requesting Berlin Town Council approval of this recommendation.

**ACTION NEEDED:**

Move to approve Berlin Dolphin Swim Team Booster Club to sell food and beverages at Berlin Dolphin Swim Team home meets at Percival Pool this summer 2022.

**ATTACHMENTS:**

None

**PREPARED BY:**

Debbie Dennis, Superintendent of Recreation DD

**NOTICE OF PUBLIC HEARING**

**TOWN OF BERLIN**

**JUNE 7, 2022**

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, Connecticut on Tuesday, June 7, 2022 at 7:00 p.m. to discuss the following topics:

1. Proposals from the Prudence Crandall Center and the Kensington Congregational Church for the 2022 CT NAA Tax Credit Program.
2. Solicit citizen input and designate Arosha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters for 2022.

Dated at Berlin, Connecticut this 23<sup>rd</sup> day of May 2022.

BERLIN TOWN COUNCIL

ATTEST: Kathryn J. Wall, Town Clerk

**Publish Date:**  
**June 1, 2022**

Agenda Item 1  
Request for Town Council Action

**TO:** The Honorable Mayor and Town Council  
**FROM:** Arosha Jayawickrema, Town Manager  
**DATE:** May 31, 2022  
**SUBJECT:** Local Prevention Council Grant Adjustment

**Summary of Agenda Item:**

The State of Connecticut has awarded the Town an additional \$2,950 for the Local Prevention Council Grant. This agenda item is to appropriate the additional funds to revenue account:

001.00.0000.6.44551.00000 (Local Prev. Council Grant)	\$2,950
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And expenditure account:

001.30.3054.0.53437.00000 (Local Prev. Council Grant)	\$2,950
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**Action Needed:**

Move to accept the non-budgeted appropriation of the State of Connecticut Local Prevention Council in the amount of \$2,950 for deposit in the Local Prevention Council revenue account and appropriate those funds to the Local Prevention Council expenditure account, subject to approval by the Board of Finance.

**Attachments:**

None

**Prepared By:**

Doug Truitt, Social & Youth Services Director





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

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: June 2, 2022**

**SUBJECT: Community/Senior Center Update**

**Summary of Agenda Item:**

The town held two forums on Thursday, June 2, 2022, at the Berlin Senior Center to inform the public on the report from the Community/Senior Center Advisory Committee. Chairman Luddy presented the attached power point presentation.

At this time, the Town Council should forward the report to the Board of Finance for their review of the Committee's findings.

**Action Needed:**

Update on the Community/Senior Center forums and forward the report to the Board of Finance for their review.

**Attachments:**

Forum Presentation

**Prepared By:** Kate Wall, Town Clerk



# Berlin Community and Senior Center

Advisory Committee Report to Town Council  
Public Forum  
June 2, 2022

## Committee Members

Brenden Luddy – Chair (Deputy Mayor, Town Council)

Donna Bovee – Vice-Chair (Chair, Parks and Recreation Commission)

Mike Urrunaga (Town Council)

Tim Grady (Board of Finance)

Barbara Gombotz (Chair, Commission for the Aging)

Dave Cyr (Chair, Economic Development Commission)

Town Staff Liaison – Jen Ochoa (Director Community, Recreation and Park Services)

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• Statement of Needs	
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# Advisory Committee Tasks – Town Council Meeting July 20, 2021

- Fact Gathering Committee; No Personal Opinions
- Visit with Other Towns with Community and Senior Centers
  - Lessons learned
  - Services offered
  - Any consultants used other than architect
  - Cost (Build Facility and Operations) and Funding
    - Grants or other funding sources other than property taxes
- Visit and Evaluate YMCA Option
- Understand Berlin Debt Position & Funding for Construction
  - State, Federal, Private and Non-profit Grants
- Impact to Mill Rate/Taxes for Town Funded Option
  - Potential Capital and Operational Savings
  - Future Plans for Current Community and Senior Centers
- Present two options (Town Funded and YMCA Options)
  - Pros and Cons
  - Potential Changes in Design

# Advisory Committee Tasks – Areas Not Evaluated

- Economic Impact to Berlin Businesses
- Renovate existing Community and Senior Center as an Option to New Build
- What to do with and Resulting Costs of Current Senior Center and Current Community Center
  - Consider if libraries are expanding or contracting given internet and digital information age
- Traffic on Patterson Way (traffic study would have to be done)
- Lower Lane Access Road
- Neighbors and Abutting Property Owners' Input
- Closing of any Outdoor Pools – Refer to Appendix H for costs and requested capital investments

# Toured Facilities

Alvin & Beatrice Wood Human Services Center (Bloomfield) – 56,000 sq ft.

Mansfield Community Center – 38,000 sq. ft

Glastonbury Riverfront Senior Center w/ Community Multi-Purpose Room – 21,500 sq. ft.

Newtown Community and Senior Center – 50,000 sq. ft. (39K CC/11K SC)

Joseph Trapazzo Community House & Canoe Brook Center (Branford Community & Senior Center) – 33,000 sq. ft.

Windham Community & Senior Center – 33,000 sq. ft.

Rocky Hill Community & Senior Center – 16,500 sq ft.

Meriden YMCA – 33,000 sq ft.

Putnam YMCA – 46,000 sq ft.

Refer to Appendix D .... for notes of visits & fees



# Town Funded Community & Senior Center Pros

1. Berlin controls use and operation of facility
2. Pool would be close to BHS and residents need not leave town for pool usage
3. Berlin gets brand new/combined Community and Senior Center- one stop shopping
4. New and additional programming opportunities offered
5. Peck Memorial Library may expand its use in abandoned Community Center space
6. Possibility of more senior housing at current Senior Center
7. Mental health and wellness benefits for users and youth development
8. Near center of town and walking distance to 3 Berlin schools
9. Provides expanded and year-round activities for children/families/teens/seniors
10. Includes indoor competitive and diving pools, as well as a recreational pool and therapy pool
11. Meets Parks and Recreation Commission and Commission on Aging Statements of Need
12. Elimination of 2 separate facilities and duplicate space
13. Eliminates parking challenges/safety concerns at current Senior Center
14. Intergenerational, flexible facility to adapt and change programs/activities as community changes

# Town Funded Community & Senior Center Cons

1. Any shortfall in design, construction and annual operating costs will be taxpayer funded
2. Berlin taxes will increase via 10-15-20 year bonds
3. Bonding levels for Berlin will remain high
4. Other bondable projects will have to wait or not get done
5. Increased town staff/employees to be hired (salaries and benefits) and annual operating and maintenance costs required which increases the town budget and taxes
6. "Opportunity Cost" of 10.84-acre land use
7. Over and above the costs to build a new facility, furniture, fixtures and equipment expenses are required
8. Membership costs (perhaps for pools, etc.) will exist where none exist now at the current Senior Center and Community Center
9. Town must decide what to do with current Community Center and at what cost
10. Possible traffic issues
11. Potential issues with neighbors and property owners
12. Town may need to spend additional money on Lower Lane access road (entrance/exit)
13. Fundraising and grants are applied for and handled by Town staff
14. Seniors who live at the current Percival Heights Senior Housing will have to travel for services and functions
15. Construction of this facility exposes Berlin to "Abnormal Conditions" (pandemic, current inflation, supply chain and related rising construction costs, etc.)
16. Current QA&M Conceptual Design is beyond the Statements of Needs

## YMCA Pros (1 of 2)

1. Berlin does not bond any money or pay to build a facility
2. Berlin taxes do not increase
3. Not a taxpayer funded project
4. YMCA builds and runs the facility with their own people
5. Pool would be close to BHS and residents need not leave town for pool usage
6. Includes indoor competitive and diving pool
7. Berlin gets a new facility for seniors and residents to use
8. Other bondable and non-bondable projects do not have to wait or not get done
9. No need to hire additional town staff to run a facility (i.e. salaries and benefits)
10. High bond levels continue to drop
11. No need to spend for furniture, fixtures and equipment
12. Will not turn away anyone who cannot afford membership fees
13. State Rep Cathy Abercrombie and State Senator Rick Lopes are on the BOD of YMCA
14. "Abnormal Conditions" (pandemic, inflation, supply chain, rising construction costs, etc.) are not as much of a concern as if we built are own facility
15. Fundraising and grants are applied for and handled by YMCA staff



## YMCA Pros, (2 of 2)

14. New and additional programming opportunities offered
15. Remaining \$750k grant may be repurposed within Berlin (State approval)
16. Berlin may not need to spend funds to re-purpose current Community Center
17. Town staff resources not required to prepare bonding package documents (will require significant resources to approve/negotiate with YMCA)
18. No need to consider a reduced size Berlin built and run facility to lower costs
19. Mental health and wellness benefits for users and youth development
20. Near center of town and walking distance for 3 Berlin schools (if Patterson Way site selected)
21. Provides expanded and year-round activities for children/families/teens/seniors

# YMCA Cons

1. Berlin does not control use and operations of facility and pool
2. Possible traffic issues
3. "Opportunity Cost" of 10.84-acre land use and possible Town of Berlin additional financial contribution
4. Membership costs will exist, and Berlin would not control these fees
5. Potential issues with neighbors and property owners
6. Berlin does not get a brand-new combined Community and Senior Center
7. A feasibility study could take up to 1 year to complete with no guarantees
8. The earliest and most optimistic date to have a shovel in the ground for a new Berlin YMCA is 1 ½ years
9. A new Berlin YMCA is not a replacement to the existing Berlin Senior Center or Community Center, but will act as a supplement to it
10. Does not meet the Parks and Recreation Commission and Commission on Aging Statements of Need
11. Usage not limited to only Berlin residents
12. Specific and detailed plans were not available for the Advisory Committee to review
13. Seniors who live at the Percival Heights Housing will have to travel if they choose to use the YMCA
14. Construction of this facility exposes the YMCA and as a result Berlin to "Abnormal Conditions" (pandemic, inflation, supply chain, rising construction costs, etc.)
15. YMCA would not pay property taxes due to tax exempt status
16. Does not eliminate parking challenges/safety concerns at current Senior Center

# Berlin Debt Levels

- Berlin is #3 in State of CT for debt per capita (\$3,835)
- Debt & interest payment is currently 8% of the town's annual operating budget; normal, standard levels should be 3-5%
- Debt as of 6/30/21 \$81.6 million
- Assuming no significant debt between 2022-2026, debt & interest payments in 2026 will be approx. 4% of budget , with debt and interest owed of approx. \$40 million
- Note - Approx. \$10 million of school HVAC projects maybe bonded in FY '24 and FY '25, along with other smaller projects
- See Page 20 of the Report for Future Bonding/Projects



# Town Funded Design & Construction Costs

- 72,000 sq. ft. facility at Patterson Way Combined Community and Senior Center
- Inflationary Environment – tough to estimate without detail bids & no bids without town approval
- Current estimate of conceptual design is \$35.7M plus incremental \$0.5M for furniture, activity asset, etc. = \$36.2M (assumed '22 late summer build)
- Total guesstimate 10% or more one year later; perhaps \$40M (10%) - \$44M (20%)
- Grants maybe available once shovel ready, but cannot plan on them until known
- To reduce cost to construct, reduce facility size, prioritize needs with ability to expand later

# Estimated Operating Expenditures

- Operating Hours: M-F 6 am – 10 pm; Weekends 7 am – 5 pm
- Town Staff estimates \$1.6 million in incremental expenses
  - \$1.1 million – staff and fringes; 11 full time, incl. 6 custodial staff
  - \$0.4 million – utilities and facility supplies
  - \$0.1 million – supplies and materials
  - Potential Net operating Costs of \$1 million.
- Union agreements; maybe able to reduce with outside maintenance

***Refer to Detailed Report Page 13***

## Potential Budget Savings (not included in Net Operating Loss)

	<u>Operating</u>
• Community & Senior Center Utilities	\$50,000
• BHS Swim Team Transportation Costs	\$28,000

Other potential savings (custodial staff & time at senior center, outdoor pools' capital costs (Appendix H), etc. )



# Mill Rate/Tax Impact

	<u>Potential Capital Costs Estimates \$(000's)</u>		
Design, construction & equipment *	<u>\$36M</u>	<u>\$40M</u>	<u>\$44M</u>
	\$4,080	\$4,533	\$4,987
Net Operating Loss	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total (w/o any grants)	\$5,080	\$5,533	\$5,987
<u>Mill Rate Impact (15 yr., 5% debt assumed)</u>			
Tax Impact for Home w/ Mkt Value \$280,000	\$424	\$462	\$500
Tax Impact for Home w/ Mkt Value \$450,000	\$681	\$742	\$803

- Amounts represent debt service payments – highest level year 1 & 2; future years are lower

***Refer to Detail Report pages 16-18 for Project's Capital Cost Debt Schedules***

# YMCA Background

- Berlin part of Meriden/New Britain/Berlin YMCA
- In Berlin, currently operates before and after school day care, summer camp at Willard School and is expanding to full day child care at McGee and Hubbard Schools
- Revenue and profit from childcare
- Process to Building YMCA facility in Berlin
  - Feasibility Study – critical to ensure no saturation of Y's in area
  - Design
  - Secure capital – fundraise and financing
  - Construction
  - At best 1 ½ yrs to start construction

## YMCA – Committee Discussions with Exec. Staff

- YMCA believes approx. 33,000 sq ft. facility may be right size for Berlin
  - Important to note, they do not provide senior specific services Berlin currently provides
- Currently accepts Silver Sneakers for those on Medicare
- No specific conceptual design available (initial discussions only)
- YMCA does not meet Commission on Aging and Parks and Recreation Statement of Needs
  - Does not replace Senior Center or Parks and Recreation

***Refer to Appendix D for Area YMCA Membership Fees and Appendix G for Answers to Written Questions Submitted to YMCA***



# Conclusion and Next Steps

Recommendations to Town Council and Consider Detailed Report and Appendices in your review and determination of path forward:

- Town Funded Facility – work toward April '23 referendum
  - Determine if there is a level of debt that the Council can support
  - Send back to Commissions (P&R, Aging and Building Commissions), work with architect to propose project cost reductions and alternatives (size, offerings, etc.)
  - Adjust estimated operating budget based on alternatives
  - Hire a Fundraising Professional Dedicated to This Project – knows private and public funding
- Start discussions with YMCA to determine if feasibility study can be done now & identify YMCA needs from town (land, ...)
  - Identify how town will address Statement of Needs of Commission on Aging given current outdated and unsafe parking
  - Limit risk of delay or not being able to build a YMCA in Berlin
  - Silver Sneakers – possibly tie the Y to accepting it for x years; understand how YMCA will and can take good custodial care of Berlin facility with older buildings in Meriden and New Britain
- Evaluate Cons of Town Funded and YMCA options and determine how to eliminate or minimize
- Perform Public Outreach to various business and community groups and consider feedback before determining final path

Agenda Item No. 3  
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 26, 2022

**SUBJECT:** Purchase of three (3) vans to be used for Student Transportation by the Berlin Public Schools and the New Britain Transportation Company (NBTC).

**Summary of Agenda Item:**

The Berlin Public Schools transports students every school day to and from various facilities inside and outside of the District. Pursuant to the Agreement with the Berlin Board of Education, NBTC provides all the drivers and buses; while the BOE and Town provide the necessary vans. The fleet of vans provided includes approximately 30+/- vans of varying size. Each year we need to replace vans that have logged excessive miles and/or need expensive repairs in order to continue to provide efficient, economical and safe transportation for the students. This fiscal year we plan to purchase three (3) passenger wagons at the State Contract price from Gengras Ford.

Funds are available in various accounts (listed below) within the fiscal year 2022 General Fund budget.

FROM:

<u>Account</u>	<u>Name</u>	<u>Amount</u>
001.05.0507.0.53920.00000	Professional Services	\$12,250
001.10.1014.0.51125.00000	Mid-Manager's Personnel	\$18,500
001.10.1014.0.52200.00000	Pension	\$ 9,000
001.10.1029.0.53245.00000	Maintenance & Repairs	\$ 4,000
001.15.1530.0.51100.00000	Part-time & Summer Help	\$ 5,000
001.15.1533.0.53837.00000	Dam EAPs	\$10,000
001.30.3052.0.53824.00000	Regional Health Services	\$17,250
001.30.3053.0.51100.00000	Department Head	\$13,000
001.30.3053.0.52200.00000	Pension	\$ 5,000

TO:

<u>Account</u>	<u>Name</u>	<u>Amount</u>
001.35.3561.0.54000.01729	Capital Equipment	\$94,000

**Action Needed:**


Move to waive the Town's bidding requirement and approve the purchase of three (3) 2022 Ford passenger wagons in the amount of \$31,320.76 each; totaling the amount of \$93,962.28 pursuant to State Contract No: 19PSX0161, pending approval of the funding transfer by the Board of Finance, as this is in the best interest of the Town.

Move to approve the transfer of funds from Townwide Professional Services (\$12,250), Development Services Mid-Manager's Personnel (\$18,500), Development Services Pension (\$9,000), Building Maintenance & Repair (\$4,000), Animal Control Part-time & Summer Help (\$5,000), Emergency Management Dam EAPs (\$10,000), Health Department Regional Health Services (\$17,250), VNA Department Head (\$13,000) and VNA Pension (\$5,000), all in the General Fund, pending approval by the Board of Finance.

**Attachments:**

Quote submitted by Gengras Ford, LLC (State Contract No: 19PSX0161) dated April 22, 2022  
Budget Transfer Form

**Prepared By:**

Jeffrey P. Cugno, Director of Operations, Berlin Public Schools 

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**225 Now Britain Avenue  
Plainville, CT 06062  
Phone: 860.793.8885  
www.gengras.com**



STATE CONTRACT NO: 19PSX0161

Mako	MY	Model	Contract Price
Ford	2022	Passenger Wagon - 180" Swing-Out Rear Cargo Doors with Fixed Glass - S9F	\$ 25,987.00

Option Code	Description	List Price
1 Z2	Frozen White	\$ -
2 PK	Cloth Seats - Palazzo Gray	\$ -
3 992	2.0L I4 GDI engine	\$ -
4 448	Eight speed Automatic Transmission	\$ -
5 STD	One (1) Spare Key	\$ -
6 76S	Front and rear sensing system	\$ 200.00
7 58Y	SYNC3/RR CAM/SSR/IID	\$ 495.00
8 526	Adaptive Cruise Control	\$ 795.00
9 43W	Quickclear Defrost	\$ 300.00
10 94F	Front Fog Lamps	\$ 125.00
11 96F	Splash Guards	\$ 140.00
12 98A	Flex Fuel Compatible	\$ 165.00
13 PRI	Retail to fleet	\$ 1,500.00
14		\$ -
15		\$ -
16		\$ -
17		\$ -
18		\$ -
19		\$ -
20		\$ -
21		\$ -
22		\$ -
23		\$ -
24		\$ -
25		\$ -
Total Options per Contract Price (list price)		\$ 3,720.00
Total Factory Options Discount (6%)		\$ (223.20)
Total Options per Contract Price (net price)		\$ 3,496.80



**Gengras Ford, LLC**

225 New Britain Avenue  
Plainville, CT 06062  
Phone: 860.793.8885  
www.gengras.com



Page 2

Quote Number: 220330002

**Aftermarket Accessories**

	Vendor / Manufacturer	Hours	Description	List Price
1	Other	1.0	Required Lettering (base STV required lettering only)	\$ 475.00
2	Other	0.5	Carrying School Children Roof Sign	\$ 895.00
3	Other	1.0	All Safety Equipment required for STV	\$ 129.95
4	Other	2.4	CT DMV Inspection (labor time only)	\$ -
5		0.0		\$ -
6		0.0		\$ -
7		0.0		\$ -
8		0.0		\$ -
Total Hours		4.9		
Total Aftermarket Options (list price)				\$ 1,499.95
Total Aftermarket Options Discount (20%)				\$ (299.99)
Total Hours x \$130 / hour rate				\$ 637.00
Total Net Aftermarket Options plus Total Labor				\$ 1,836.96

**Trade Allowance**

Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
				\$ -
Total Trade In Allowance				\$ -

**Comments:**

Factory order. Gengras Ford will arrange for CT DMV inspection. The van will be delivered with a CT DMV STV inspection decal and inspection report marked as "passed". The BOE will be responsible for STV registration.

**Additional fees / Charges**

Customer:	Berlin Board of Education	State of CT Trade In Assessment (Note: Fee is payable to State of CT):	\$ -
FIN Code:	QF476	Dealer Conveyance Fee (\$699.00)	\$ -
VIN:		Registration Fee (estimated)	\$ -
		DMV Inspection Fee (as required)	\$ -
		Total Additional Fees	\$ -
Total (per unit)			\$ 31,320.76
Quantity	3	Grand Total (all)	\$ 93,962.28

②

\* Need Town P.O

JPC 5/2/22




# TOWN OF BERLIN

## BUDGET CHANGE FORM

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

Department:	<b>Schools</b>	Fiscal Year:	<b>FY2022</b>	Date:	<b>5/25/22</b>
To Acct #:	Description:	Amount:	Requested by:		
001.35.3561.0.54000.01729	Capital Equipment	\$94,000.00	J. Cugno		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by: 
001.10.1014.0.51125.00000	Mid-Managers Personnel	\$18,500.00	
001.10.1014.0.52200.00000	Pension	\$9,000.00	
001.30.3052.0.53824.00000	Regional Health Services	\$17,250.00	
001.05.0507.0.53920.00000	Professional Services	\$12,250.00	
001.30.3053.0.51100.00000	Department Head	\$13,000.00	
001.15.1530.0.51510.00000	Part-Time & Summer Help	\$5,000.00	
001.15.1533.0.53837.00000	DAM EAPs	\$10,000.00	
001.10.1029.0.53245.00000	Maintenance & Repairs	\$4,000.00	
001.30.3053.0.52200.00000	Pension	\$5,000.00	

Contingency Balance (If applicable):

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

Over the last few years, the BOE has removed nine (9) vans from the fleet for safety reasons. The BOE purchased vans in FY21 and FY22, and this transfer will fund the purchase of three new vans. After this purchase, the BOE vans will be back to a level that supports student transportation needs.

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

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/25/22**

Comments:

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

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

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

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

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

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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Agenda Item No. 4  
**Request for Town Council Action**

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

**FROM: Arosha Jayawickrema, Town Manager**

**DATE: May 31, 2022**

**SUBJECT: Authorization for the Town Manager to Purchase a Parcel on Reservoir Road for Open Space**

**Summary of Agenda Item:**

The Town Council previously authorized the Town Manager to enter into a purchase agreement with Roger Svensk for acquisition of a one-acre property and a 0.1-acre easement on Reservoir Road for a price of \$42,000. The parcel to be acquired is a 40-foot-wide lot of 1 acre along the western boundary of the parcels Map 13-3, Block 13, Lots 2 & 3 per the attached map. The acquisition will help improve the connection between Timberlin Park and Ragged Mountain and it would secure a portion of the path for the New England National Scenic Trail (NET)/Metacomet Trail through Timberlin Park to Reservoir Road. At present the NET goes over Short Mountain and passes through private properties. Rights to pass through these private properties are subject to rescission.

This matter was referred to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes. The Conservation Commission also reviewed the proposed acquisition. The Planning and Zoning Commission voted unanimously to support the acquisition and it was also unanimously supported by the Conservation Commission.

Staff coordinated with Corporation Counsel to conduct additional due diligence related to the property acquisition. A phase 1 environmental site assessment was prepared by Loureiro Engineering and the report recommends no additional investigations but advises that it would be prudent to remove debris from a small shed on the property and to place woodchips on the walking path to be created at this location. The seller has agreed to remove the debris and the Town will cover the path with woodchips when it creates the trail.

A title search was ordered, and the Town requested the seller to resolve a potential title issue related to an incomplete probate court filing. The probate court filing was amended, and this title issue has been resolved.

For the Town to acquire this property and easement the Planning and Zoning Department needs to approve a lot line revision to add this property to Timberlin Park. The Town has obtained a survey of the property that will be reviewed by the Town Planner so that the map can be recorded as part of the transfer of property if the Town Council authorizes the Town Manager to acquire the

property. The lot line revision will also adjust the lot lines so that the remaining lots are compliant with the dimensional requirements of the MR-1 zone.


**Action Needed:**

Move to authorize the Town Manager to acquire of a 40-foot-wide lot of 1 acre along the western boundary of the parcels Map 13-3, Block 13, Lots 2 & 3 and a 0.1-acre easement (Reservoir Road) per the attached map for \$42,000, subject to review and approval of the Corporation Counsel and Town Planner.

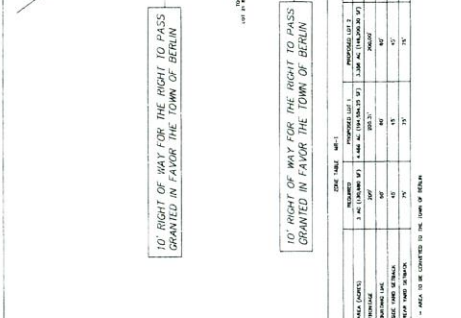
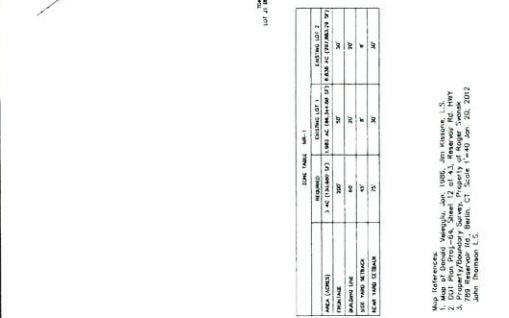
**Attachments:**

1. Draft survey and description of the property and easement area.
2. Section 8-24 report from the Planning and Zoning Commission.
3. Phase 1 environmental site assessment by Loureiro Engineering.

**Prepared By:**

Jim Mahoney, Economic Development Coordinator  
Chris Edge, Economic Development Director  
Maureen Giusti, Town Planner 





**LEGEND**

STATE	ROUTE	SECTION	DATE
MASSACHUSETTS	1A	10	10/10/10
<p>1. 100' = 100' (1:100,000)</p> <p>1 inch = 100 feet</p>			

**GRAPHIC SCALE**

100' 0' 10' 20' 30' 40' 50' 60' 70' 80' 90' 100'

1 inch = 100 feet



# Town of Berlin

## Planning and Zoning Department

240 Kensington Road  
Berlin, Connecticut 06037  
[www.berlinct.gov](http://www.berlinct.gov)

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

May 10, 2022

### TOWN OF BERLIN

### NOTICE OF DECISION

SUBJECT: Connecticut General Statute §8-24 Referral for acquisition of property of Svensk, Reservoir Road of approximately 1 acre of land, 40 feet wide and adjacent land easements for open space connectivity to Timberlin Park.

At its Regular Meeting of May 5, 2022, after review in accordance with Section 8-24 of the Connecticut General Statutes, the Berlin Planning and Zoning Commission voted unanimously to forward a favorable recommendation to the Town Council for the acquisition of property of Svensk Reservoir Road of approximately 1 acre of land 40 feet wide and adjacent land easements for open space connectivity to Timberlin Park.

  
\_\_\_\_\_  
Maureen Giusti, AICP  
Town Planner

Maureen K. Giusti, AICP, Acting Town Planner/ZEO. 860-828-7060. [mgusti@berlinct.gov](mailto:mgusti@berlinct.gov)  
Zoning Enforcement Officer, 860-828-7008.  
Frances Semnoski, Land Use Administrator. 860-828-7066. [fsemnoski@berlinct.gov](mailto:fsemnoski@berlinct.gov)

# Phase I Environmental Site Assessment

**789 Reservoir Road,  
Berlin, Connecticut 06037**

May 2022

Prepared for  
Town of Berlin  
240 Kensington Road,  
Berlin, Connecticut 06037



**Loureiro Engineering Associates, Inc.**

100 Northwest Drive • Plainville, Connecticut 06062 • (860) 747-6181 • Fax • [www.Loureiro.com](http://www.Loureiro.com)

An Employee-Owned Company

Comm. No. 06BW201



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**FIGURES**

- Figure 1 - Site Location Map
- Figure 2 - Site Plan and Vicinity
- Figure 3 - Site Plan and AOCs

## **1. INTRODUCTION**

### **1.1 Purpose and Scope**

Loureiro Engineering Associates (LEA) has been retained by the Town of Berlin to conduct a Phase I Environmental Site Assessment (ESA) of the property located at 789 Reservoir Road in Berlin, Connecticut (hereinafter referred to as "the Site"). The Site is comprised of two parcels (approximately 7.3-acres and 1.9-acres) totaling 9.2-acres. The Site is owned by Mr. Roger Svensk and is currently a vacant lot. LEA understands that the Town of Berlin plans to acquire a 40-foot wide strip of land at the western boundary of the Site for a recreational trail.

This Phase I ESA report has been prepared at the request of the Client to document the environmental condition of the Site and to evaluate the potential for activities conducted at the Site and in the surrounding area to have affected the environmental condition of the Site. The Phase I ESA was performed in general accordance with the guidance provided in the American Society for Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, ASTM E 1527-13 (ASTM, 2013), as well as the relevant portions of the Site Characterization Guidance Document (SCGD) published by the Connecticut Department of Energy and Environmental Protection (DEEP) dated September 2007 and revised December 2010. The ASTM standard is recognized by the United States Environmental Protection Agency (EPA) as being consistent with the All Appropriate Inquiry (AAI) Rule of the 2005 amendments to the Small Business Liability Relief and Brownfields Revitalization Act of 2002 (40 Code of Federal Regulations [CFR] 312).

The activities summarized in this ESA were performed to identify, as warranted, Recognized Environmental Conditions (RECs), Historical Recognized Environmental Conditions (HRECs), Controlled Recognized Environmental Conditions (CRECs), and Areas of Concern (AOCs).

The term REC is defined by ASTM E1527-13 as "the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment". The term includes hazardous substances or petroleum products even under conditions in compliance with laws." RECs exclude de minimis conditions that do not present a significant threat to human health or the environment and would not be subject to enforcement action if brought to the attention of a regulatory agency.

The terms HREC and CREC as defined by ASTM E1527-13 are as follows:

- HREC (clarified from ASTM E1527-05) - "a past release of any hazardous substances or petroleum products that has occurred in connection with the property and has been addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted residential use established by a regulatory authority, without subjecting the property to any required controls (for example, property use restrictions, activity and use limitations, or institutional controls, or engineering controls)," and
- CREC (addition from ASTM E1527-05) - "a REC resulting from a past release of hazardous substances or petroleum products that has been addressed to the satisfaction of the applicable regulatory authority (for example, as evidenced by the issuance of a no further action letter or equivalent, or meeting risk-based criteria established by regulatory authority), with hazardous substances or petroleum products allowed to remain in place subject to the implementation of required controls (for example, property use restrictions, activity and use limitations, institutional controls, or engineering controls)."

At the time of the assessment, the environmental professional must determine whether a release which at the time of remediation was addressed to the satisfaction of the applicable regulatory authority (i.e. HREC) is under the present conditions a REC (e.g. if there has been a change in regulatory criteria, change in property use or other information which determines the adequacy of the original determination no longer valid). Identification of conditions that represent a CREC in this assessment does not imply that those conditions under which the release is "controlled" are evaluated or confirmed adequate or effective.

The SCGD defines an AOC as areas at a site where hazardous waste and/or hazardous substances (including petroleum products) have been or may have been used, stored, treated, handled, disposed, spilled, and/or released to the environment. AOCs are a critical component of the conceptual site model, required by the DEEP for site assessment and site closure of properties or businesses legislated under the Connecticut Property Transfer Act, Connecticut General Statute 22a-134 *et seq.*

The information contained in this report is based upon the following references and resources including:

- Site reconnaissance performed by LEA on May 11, 2022;
- Interviews with individuals who have knowledge of current or past practices at the site;



- A radius report prepared by Environmental Data Resources, LLC (EDR), which presents the results of searches of federal and state databases for the subject site, as well as properties near the subject site. The radius searched for each database, as well as the databases themselves, was selected in accordance with the ASTM Standard;
- The EPA's Envirofacts database, which provides site information contained in multiple EPA regulatory databases;
- Historical and site-specific information obtained from the following agencies of the Town of Berlin: the Building Department, Fire Marshal, Fire Department, Parks and Recreation, Planning and Zoning Department, and Town Clerk as well as the Central Connecticut Health District;
- A review of files managed by the DEEP;
- Readily available historical sources, including (where available) historical topographic maps and aerial photographs, city directories, and Sanborn Maps, to develop a history of the previous uses of the site and surrounding area;
- A review of physical setting sources, as defined in the ASTM standard and geologic, hydrogeologic, or hydrologic sources as provided in the EDR report;
- Readily available previous environmental reports prepared for the Site (if any); and
- A review of any information provided by the user of this assessment, including information consistent with Appendix X3 of the ASTM Standard. Pertinent information, if any, is discussed in the appropriate sections of this report.

## **1.2 Report Reliance**

This report may be distributed and relied upon by The Town of Berlin, their successors and assigns. Reliance on the information and conclusions in this report by any other person or entity is not authorized without the written consent of LEA.

## **1.3 Limiting Conditions, Deletions, and Deviations**

Section 12.10 of ASTM E 1527-13 requires that all limiting conditions, deletions, and deviations from the standard (if any) be listed individually and in detail, and that data gaps be



identified. In performing this Phase I ESA, the following deviations from the ASTM standard, limiting conditions are noted below:

- The format of this report does not specifically follow the recommended format indicated in Appendix X4 of ASTM E 1527-13.

Data gaps are identified in Section 9.1

Based upon the information documented and reviewed for the Site, it is unlikely that these deviations would significantly affect the outcome and recommendations of this Phase I ESA.

#### **1.4 Non-Scope Considerations**

Section 13 of ASTM E 1527-13 identifies "additional issues" that are beyond the scope of the ASTM Phase I Standard practice, including the following non-scope considerations: Asbestos-Containing Building Materials; Radon; Lead-based Paint; Lead in Drinking Water; Cultural and Historic Resources; Industrial Hygiene; Health and Safety; Ecological Resources; Endangered Species; Indoor Air Quality; Mold, Fluorescent Light Ballasts; and High Voltage Power Lines. These issues were not evaluated as part of the Phase I ESA.

#### **1.5 User-Provided Information**

An Owner/Occupant Questionnaire and a User Questionnaire have been provided to James Mahoney Economic Development Coordinator for the Town of Berlin. The User Questionnaire was completed by James Mahoney. The Owner/Occupant Questionnaire was completed by Timothy Stewart. The completed questionnaires are included in Appendix A.

In addition, Mr. Mahoney provided a draft survey of the property to be acquired. Mr. Mahoney also provided a blue print of the property from 1941. The blue print is also included in Appendix A.

## 2. SITE DESCRIPTION

This section provides general information regarding the Site and surrounding area.

### 2.1 General Site Information

The Site is comprised of a 9.2 acres of land with a physical address of 789 Reservoir Road Berlin, Connecticut. The parcels that comprise the Site are listed on the Town of Berlin Tax Assessor Card as Map 13-3-13-1 and 13-3-13-2. A driveway connects the Site to Reservoir Road to the north. The Site is occupied by woodlands. The Site location, local topography, nearby water bodies, surrounding structures, and major access routes are depicted on Figure 1, which was developed using the United States Geological Survey 7.5-minute series topographic quadrangle map for the Berlin Quadrangle.

According to the Town of Berlin Planning and Zoning Department, the Site is zoned 'MR-1', a Mountain Reserve district. A copy of the pertinent portion of the zoning map is provided in Appendix B. Relevant site features and property boundaries are depicted on Figure 2.

### 2.2 Surrounding Properties

The Site is bounded to the north by Reservoir Road with residential properties beyond. The Site is bounded to the east and west by residential properties. The Site is bounded to the south by forested land.

According to the Town of Berlin Zoning Department, the surrounding properties north, east, and south are zoned 'MR-1'. According to the Town of Southington Zoning Department, the surrounding properties to west are zoned 'R-80', a residential district.

**TABLE 2-1 - Site Information Summary**

<b>Municipality</b>	Berlin
<b>State</b>	Connecticut
<b>Physical Address</b>	789 Reservoir Road
<b>Map-Block-Lot</b>	13-3-13-1 13-3-13-2
<b>County</b>	Hartford
<b>Zoning</b>	MR-1, a Mountain Reserve district
<b>Site Size</b>	9.2-acres
<b>Latitude</b>	41.611826
<b>Longitude</b>	-72.818174
<b>Universal Transverse Mercator</b>	Zone 18T Northing: 681,797.9 meters Easting: 4,608,765.5 meters
<b>Structure(s)/Current Use</b>	None. The Site is a vacant wooded.

Site Utilities	
<b>Sanitary</b>	Historic septic tank
<b>Water Supply</b>	Historic well water
<b>Natural Gas</b>	Connecticut Natural Gas Corporation
<b>Electrical</b>	Eversource Energy - Electric Distribution
<b>Heat</b>	NA
Adjacent Land-Use	
<b>North</b>	Reservoir Road with residential properties beyond.
<b>South</b>	Forested land.
<b>East</b>	Residential properties.
<b>West</b>	Residential properties.



### 3. ENVIRONMENTAL SETTING

Environmental setting information is based on available information from municipal, state, and federal sources, included published mapping for the Site and vicinity. The environmental setting information was used to evaluate the potential for releases or environmental conditions within the surrounding area to affect the quality of soil, soil vapor or groundwater at the Site. Environmental setting information was also used in developing the preliminary CSM, particularly with respect to migration pathways and potential receptors for known or potential releases from identified REC's and/or AOCs.

Pertinent information with regard to the environmental setting is provided in Table 3-1.

<b>TABLE 3-1 - Environmental Setting</b>	
<b>Topography</b>	The Site is located at approximately 304 feet above mean sea level. Topography at the Site and immediate vicinity is relatively flat with a slight grade to the west.
<b>Surface Water and Drainage</b>	A brook runs through the southern part of the Site. The brook connects to Upper Hart Ponds flowing from west to east.  Precipitation falling onto the the Site infiltrates directly into the subsurface.
<b>Wetland</b>	According to the DEEP and the Town of the Berlin, wetland soils are located in the southern part of the Site. According to the United States Fish and Wildlife Wetlands Inventory, wetlands are not mapped within the Site.
<b>Floodplain</b>	According to the Federal Emergency Management Agency Flood Insurance Rate Map, the Site is located in a minimal flood hazard zone (Zone X). A copy of the pertinent portion of the Flood Insurance Rate Map is included in Appendix B.
<b>Closest Surface Water Body</b>	The closest surface water body to the Site is the unnamed stream that runs though the southern part of the Site. The Upper Hart Ponds and Smith Brothers Pond are located approximately 2,000 feet to the east and 3,500 feet to the northwest, respectively.
<b>Surface Water Classification</b>	The unnamed stream, Upper Hart Ponds and Smith Brothers Pond have been classified by the DEEP as class 'AA' surface water body (DEEP, 2018). The class 'AA' designated uses are existing or proposed drinking water supplies; habitat for fish and other aquatic life and wildlife; recreation; and water supply for industry and agriculture.
<b>Surficial Geology</b>	Surficial deposits below the Site are characterized as coarse sand and gravel glacial meltwater deposits (DEEP, 2009).
<b>Bedrock Geology and Depth to Bedrock</b>	The bedrock beneath the Site is mapped as either the Shuttle Meadow Formation or the Holyoke Basalt (Rogers, 1985 and Hanshaw, 1968). The Shuttle Meadow Formation is described as a reddish-brown silty shale. The Holyoke Basalt is described as a dark-gray, orange- to brown-weathering basalt.
<b>Depth to Groundwater and Groundwater Flow</b>	Depth to groundwater is unknown but presumed to be shallow due to the proximity of the unnamed stream. Groundwater flow is unknown but presumed to the south or southeast.
<b>Groundwater Classification</b>	Groundwater beneath the Site has been classified by the DEEP as 'GA' (DEEP, 2018). Class GA groundwater designated uses include: existing private and potential public or private supplies of water suitable for drinking without treatment and baseflow for hydraulically connected surface water bodies.
<b>Potential Human and Ecological Receptors</b>	Potential human receptors would include sensitive uses and residential areas situated hydraulically down gradient of the Site. The Site is surrounded by residential properties. Sensitive uses are not known to exist in the vicinity of the Site. The Site is not located within an Aquifer Protection Area (DEEP, 2021a). According to the EDR Radius search, there are no public water supply well systems within 0.5 miles of the Site. The southern part of the Site is located within a Natural Diversity Database Boundary (DEEP, 2021b). Natural Diversity Data

<b>Potential Human and Ecological Receptors</b>	Base Areas represent known locations, both historic and extant, of state listed species and significant natural communities.
---	--

#### 4. SITE HISTORY

The information provided in this section is based on available information from municipal, state, and commercial sources, including published mapping for the Site and vicinity. Some user-provided information and information from other sources (such as internet research) may also be included.

##### 4.1 Site Ownership/Occupant History

The Site is owned by Roger Svensk. The following table summarizes the ownership history of the Site as established through review of municipal land records. Land records prior to 1948 were not reviewed. Reviewed land records are included in Appendix B.

Table 4-1 - Summary of Site Ownership			
Grantor	Grantee	Date of Transaction	Volume/Page in Town Land Records
Martha H. Schleichr	Roger Svensk	09/02/99	425/623

A review of City Directories from selected years ranging from 1955 through 2017 was conducted from the EDR City Directory findings to identify previous occupants of the Site, adjoining properties, and nearby cross streets. Available directories were reviewed at approximately five-year intervals or at intervening years when a commercial occupant of the Site changes. Copies of the City Directories provided by EDR are included in Appendix D.

Table 4-2 - City Directory Listing		
Date(s)	Address	Tenants
1955	RESERVOIR RD	-
1957	RESERVOIR RD	-
1964	RESERVOIR RD	-
1968	RESERVOIR RD	-
1992	RESERVOIR RD	-
1995	RESERVOIR RD	-
2000	RESERVOIR RD	-
2005	RESERVOIR RD	-
2010	RESERVOIR RD	622- AES Remedial Contracting 668- Just Design & Drafting
2014	RESERVOIR RD	668- Just Design & Drafting
2017	RESERVOIR RD	668- Just Design & Drafting

City directories containing residential listings were not included in the above table.

##### 4.2 Site Operational History

Based on available aerial photographs, city directories, and records on file with the Town of Berlin, it appears that the Site was first developed prior to 1934. Aerial photographs from the 1934 to 1957 suggest the Site and surrounding area was used for possible agricultural purposes or farmland. In the 1960s it appears that the Site was redeveloped for residential purposes. In



2015, the previous residence located on the Site was demolished. The Site has not been used or built on since that time.

#### **4.3 Previous Investigations**

No previous investigations of the Site have been identified during this Phase I ESA.

A summary of aerial photograph, topographic map, and Sanborn Fire Insurance Map observations are provided below in Tables 4-2a, 4-2b, and 4-2c, respectively.

TABLE 4-3a - Summary of Aerial Photograph Observations			
Year(s)	Building(s)	Other Relevant Site Features	Surrounding Areas
1934	None observed.	The Site appears to be cleared land possibly used for agricultural purposes.	Several plots of land in the surrounding area have been cleared of woodlands.
1941	No obvious difference.	No obvious difference.	No obvious difference.
1951	No obvious difference.	No obvious difference.	No obvious difference.
1957	No obvious difference.	No obvious difference.	Several properties in the surrounding area are occupied by [residences].
1962	No obvious difference.	No obvious difference.	No obvious difference.
1966	There appears to be a structure located along the west side of the property boundary.	No obvious difference.	Several properties in the surrounding area are occupied by [residences].
1970	No obvious difference.	No obvious difference.	Additional development is present in the surrounding area.
1972	No obvious difference.	No obvious difference.	No obvious difference.
1986	No obvious difference.	No obvious difference.	No obvious difference.
1989	No obvious difference.	No obvious difference.	No obvious difference.
1991	No obvious difference.	No obvious difference.	No obvious difference.
1992	Site is unmapped.	Site is unmapped.	The western half of the view is unmapped.
1995	No obvious difference.	No obvious difference.	No obvious difference.
2005	No obvious difference.	No obvious difference.	No obvious difference.
2008	No obvious difference.	No obvious difference.	No obvious difference.
2012	No obvious difference.	No obvious difference.	No obvious difference.
2016	No obvious difference.	No obvious difference.	No obvious difference.

Information included in brackets [ ] is included to provide clarity or context.

TABLE 4-3b - Summary of Topographic Map Observations			
Year(s)	Building(s)	Other Relevant Site Features	Surrounding Areas
1892	None observed.	The unnamed stream is shown running through the southern part of the Site.	Ragged Mountain is depicted to the north. The Harts Ponds are shown to the east.
1893	No obvious difference.	No obvious difference.	No obvious difference.
1906	No obvious difference.	No obvious difference.	No obvious difference.
1946	No obvious difference.	No obvious difference.	Several buildings are shown in the surrounding area.
1953, 1955	No obvious difference.	No obvious difference.	No obvious difference.
1966, 1967	No obvious difference.	None observed.	Additional buildings are shown in the surrounding area. Wesel Reservoir is depicted to the northwest.
1972	No obvious difference.	No obvious difference.	Additional buildings are shown in the surrounding area.
1976	No obvious difference.	No obvious difference.	No obvious difference.
1984, 1984	No obvious difference.	No obvious difference.	Additional buildings are shown in the surrounding area.
1992, 1992	No obvious difference.	No obvious difference.	Additional buildings are shown in the surrounding area.
2012, 2012	None shown.	None shown.	No features shown except for streets, topography, and surface water bodies.
2015, 2015	No obvious difference.	No obvious difference.	No obvious difference.
2018, 2018	No obvious difference.	No obvious difference.	No obvious difference.



TABLE 4-3c - Summary of Sanborn Fire Insurance Maps Observations

TABLE 4-3c - Summary of Sanborn Fire Insurance Maps Observations			
Year(s)	Building(s)	Other Relevant Site Features	Surrounding Areas
-	According to EIDR Report, the Site has not been mapped on a Sanborn Fire Insurance Map.	-	-

## 5. SITE RECONNAISSANCE AND INTERVIEWS

As part of this ESA, a site reconnaissance survey was completed by Ms. Lauren Izabel of LEA on May 11, 2022. Ms. Izabel was accompanied by Timothy Stewart, Sales and Leasing Associate of Reno Properties Group, LLC. Weather conditions at the time of the site reconnaissance were sunny with a temperature of approximately 75 degrees Fahrenheit. Observations made during the Site reconnaissance survey are summarized in Table 5-1 located at the end of this section. Pertinent features are depicted on Figure 2. Photographs from the reconnaissance survey are included as Appendix E.

<b>TABLE 5-1 - Summary of Site Reconnaissance Exterior Observations</b>	
<b>Parking Area(s)</b>	One small gravel clearing located off of Reservoir Road closest to the west property line. The parking area is large enough for one vehicle and is surrounded by dense vegetation to the east, south and west.
<b>Vegetated Area(s)</b>	The entire lot is comprised of dense vegetation and woodlands.
<b>Staining / Stressed Vegetation</b>	None observed.
<b>Building Construction</b>	None observed.
<b>Loading / Unloading Areas</b>	None observed.
<b>Site Topography</b>	The Site is relatively flat with a downward slope from north to south.
<b>Surface Water</b>	A small brook runs through the southern part of the Site.
<b>Manholes / Catch Basins / Drywells</b>	None observed.
<b>Aboveground Storage Tanks (ASTs)</b>	None observed.
<b>Underground Storage Tanks (USTs)</b>	None observed.
<b>Transformers</b>	A utility pole-mounted transformer is located along Reservoir Road on the north west corner of the property line.
<b>Drums / Storage Containers and / or Equipment</b>	None observed.
<b>Miscellaneous Storage</b>	None observed.
<b>Septic Systems</b>	None observed.
<b>Wells</b>	None observed.
<b>Miscellaneous Observations</b>	The remnants of a shed were present along the western side of the Site. The debris comprised of metal roofing, scrap wood, old lawn equipment, a few empty metal containers, and other metal debris. Tar paper and possible mineral wool insulation were also observed. Reportedly this shed was not the owners and was believed to have been dumped on the Site. In the middle of the Site is a tree stand.
<b>Limitations</b>	Due to dense vegetation parts of the property were not able to be observed.

## **6. REGULATORY RECORDS REVIEW**

The information presented in this section was obtained during a review of records at various federal, state and local agencies and supplemented using a computerized database search, as indicated in Section 6.1.1. The pertinent information from the computerized database report and federal, state, and local record review is summarized in Table 6-1, Table 6-2, and Table 6-3.

### **6.1 Methodology**

Reasonably ascertainable federal, state and local records were reviewed as part of this assessment and are presented below. The ASTM standard defines reasonably ascertainable as information that is publicly available, obtainable from its source within reasonable time and cost constraints and is practically reviewable or is provided by the source in a manner and in a form that, upon examination, yields information relevant to the property without the need for extraordinary analysis of irrelevant data.

#### **6.1.1 EDR Federal Regulatory Review**

A computerized database search was conducted by EDR for the Site and surrounding area and transmitted in an EDR Radius Map<sup>TM</sup> Report with GeoCheck® provided on April 15, 2022. The EDR Radius Map<sup>TM</sup> Report provides a summary of pertinent electronic environmental records maintained by federal and state agencies. The available information provided in the database report includes, but is not limited to, the following: summaries of records maintained by the EPA and DEEP on the Resource Conservation and Recovery Act (RCRA) database (such as Corrective Action Sites), Hazardous Waste, RCRA Facility Assessments, Solid Waste Management Units, Toxic Substances Control Act inspections, as well as DEEP Permitting, Comprehensive Environmental Response, Compensation, and Liability Act listings, Superfund listings, Air Quality Pollution Control, Superfund Amendments and Reauthorization Act Right-to-Know (Title 3) information, Emergency Response Notification System, the Facility Index System, Oil and Chemical Spills, Connecticut Leachate and Wastewater Discharge Sites, Property Transfer Filings and other relevant information regarding the Site or properties within the approximate minimum search distances prescribed in ASTM E1527-13. The complete copy of the EDR Radius Map<sup>TM</sup> Report is included as Appendix D.

#### **6.1.2 Federal Agency Reviews**

On May 13, 2022 LEA conducted a search of the Envirofacts database. This search of the databases revealed no records for the Site or surrounding properties. Copies of the Envirofacts search results are provided in Appendix C. At the request of the EPA, formal Freedom of Information Act requests for routine file reviews are no longer required. Searches of the Envirofacts database are equivalent to a Freedom of Information Act request. The EDR Report



searches the Facility Registry System, which includes all databases maintained by the EPA. The EDR provided in Appendix D searches the Facility Registry System, which includes all databases maintained by the EPA.

### **6.1.3 State Agency Reviews**

To supplement information provided in the EDR report regarding the Site, on April 13, 2022, LEA conducted a review of the files and maps maintained by DEEP. The file search included a review of records maintained in the DEEP public records room under the following categories: Remediation, Water Orders, Oil and Chemical Spills Reports and Correspondence, Air Permitting, Enforcement, and Questionnaires, Industrial Water Correspondence Files, Stormwater Correspondence Files, Solid Waste, Water Industry Surveys, Hazardous Waste, Underground Storage Tanks, Tank Closure Reports, Gas Station Vapor Recovery Documentation. A LEA representative also searched for the Site in the following online databases maintained by DEEP: Remediation, Hazardous Waste Manifest, Underground Storage Tank, and Spills. Copies of the documents obtained during the DEEP record file review are included in Appendix E.

The EDR provided in Appendix D searches the several databases maintained by the DEEP including: CT State Hazardous Waste Sites, CT Solid Waste Facility/Landfill, CT Aboveground Storage Tanks, CT Underground Storage Tanks, CT Leaking Underground Storage Tanks, CT Engineered Controls, CT Voluntary Remediation Sites, CT Brownfields, CT Solid Waste Recycling, CT Environmental Liens, CT Spills, CT Enforcement, CT Financial Assurance, CT Lead Inspection, CT Leachate and Wastewater Discharge Sites, CT National Pollutant Discharge Elimination Listing, CT Significant Environmental Hazard Listing, and CT Underground Injection Control Listing. Records found in the review of online DEEP files is presented in Section 6.2.1 or 6.2.2 and included in Appendix E.

### **6.1.4 Municipal File Reviews**

Available records maintained by the Town of Berlin including the Assessor's Office, Building Department, Town Clerk, Fire Department, Public Works, Fire Marshal, Planning and Zoning Department and Public Works as well as the Central Connecticut Health District were reviewed by LEA representative on May 11, 2022. The purpose of the file review was to identify past or present uses of the Site, Site development history, former site characteristics that may not have been evident at the Site at the time the site reconnaissance was conducted, potential contaminant migration pathways, potential receptors and other information pertinent to the identification of potential AOCs and REC's at the Site. Copies of the documents obtained during the municipal record file review are included in Appendix B.

## **6.2 Findings**

Pertinent information from the computerized database report and federal, state, and local record review for this Phase I ESA is summarized below and in Tables 6-1 and 6-2.

Table 6-1 - Summary Electronic Database Report Findings								
Database	Target Property	Search Distance (Miles)	< 1/8	1/8 - 1/4	1/4 - 1/2	1/2 - 1	> 1	Total Plotted
NPL		1	0	0	0	0	NR	0
Proposed NPL		1	0	0	0	0	NR	0
NPL LIENS		1	0	0	0	0	NR	0
Delisted NPL		1	0	0	0	0	NR	0
FEDERAL FACILITY		0.5	0	0	0	NR	NR	0
SEMS		0.5	0	0	0	NR	NR	0
SEMS-ARCHIVE		0.5	0	0	0	NR	NR	0
CORRACTS		1	0	0	0	0	NR	0
RCRA-TSDF		0.5	0	0	0	NR	NR	0
RCRA-LQG		0.25	0	0	NR	NR	NR	0
RCRA-SQG		0.25	0	0	NR	NR	NR	0
RCRA-VSQG		0.25	0	0	NR	NR	NR	0
LUCIS		0.5	0	0	0	NR	NR	0
US ENG CONTROLS		0.5	0	0	0	NR	NR	0
US INST CONTROLS		0.5	0	0	0	NR	NR	0
ERNS		TP	NR	NR	NR	NR	NR	0
HMIRS		TP	NR	NR	NR	NR	NR	0
DOD		1	0	0	0	0	NR	0
FUDS		1	0	0	0	0	NR	0
US BROWNFIELDS		0.5	0	0	0	NR	NR	0
CONSENT		1	0	0	0	0	NR	0
UMTRA		0.5	0	0	0	NR	NR	0
ODI		0.5	0	0	0	NR	NR	0
TRIS		TP	NR	NR	NR	NR	NR	0
TSCA		TP	NR	NR	NR	NR	NR	0
FTTS		TP	NR	NR	NR	NR	NR	0
SSTS		TP	NR	NR	NR	NR	NR	0
LUCIS		0.5	0	0	0	NR	NR	0
DOT OPS		TP	NR	NR	NR	NR	NR	0
ICIS		TP	NR	NR	NR	NR	NR	0
HIST FTTS		TP	NR	NR	NR	NR	NR	0
RADINFO		TP	NR	NR	NR	NR	NR	0
LIENS 2		TP	NR	NR	NR	NR	NR	0
PADS		TP	NR	NR	NR	NR	NR	0
MLTS		TP	NR	NR	NR	NR	NR	0
FINDS		TP	NR	NR	NR	NR	NR	0



Database	Target Property	Search Distance (Miles)	< 1/8	1/8 - 1/4	1/4 - 1/2	1/2 - 1	> 1	Total Plotted
RAATS		TP	NR	NR	NR	NR	NR	0
UXO		1	0	0	0	0	NR	0
PCB TRANSFORMER		TP	NR	NR	NR	NR	NR	0
LEAD SMELTERS		TP	NR	NR	NR	NR	NR	0
FUSRAP		1	0	0	0	0	NR	0
SCRD DRYCLEANERS		0.5	0	0	0	NR	NR	0
EDR Hist Auto		0.125	0	NR	NR	NR	NR	0
EPA WATCH LIST		TP	NR	NR	NR	NR	NR	0
COAL ASH EPA		0.5	0	0	0	NR	NR	0
DOCKET HWC		TP	NR	NR	NR	NR	NR	0
US MINES		0.25	0	0	NR	NR	NR	0
PRP		TP	NR	NR	NR	NR	NR	0
DEBRIS REGION 9		0.5	0	0	0	NR	NR	0
USGS WATER WELLS		1	0	0	0	0	NR	0
2020 COR ACTION		0.25	0	0	NR	NR	NR	0
US FIN ASSUR		TP	NR	NR	NR	NR	NR	0
ROD		1	0	0	0	0	NR	0
US AIRS		TP	NR	NR	NR	NR	NR	0
MINES MRDS		TP	NR	NR	NR	NR	NR	0
RCRA NonGen / NLR		0.25	0	0	NR	NR	NR	0
EDR Hist Cleaner		0.125	0	NR	NR	NR	NR	0
PWS		TP	NR	NR	NR	NR	NR	0
IHS OPEN DUMPS		0.5	0	0	0	NR	NR	0
ABANDONED MINES		0.25	0	0	NR	NR	NR	0
US HIST CDL		TP	NR	NR	NR	NR	NR	0
RMP		TP	NR	NR	NR	NR	NR	0
COAL ASH DOE		TP	NR	NR	NR	NR	NR	0
ECHO		TP	NR	NR	NR	NR	NR	0
FUELS PROGRAM		0.25	0	0	NR	NR	NR	0
US CDL		TP	NR	NR	NR	NR	NR	0
FEMA UST		0.25	0	0	NR	NR	NR	0
SHWS		1	0	0	0	0	NR	0
SWELF		0.5	0	0	0	NR	NR	0
UIC		TP	NR	NR	NR	NR	NR	0
LUST		0.5	0	0	0	NR	NR	0
UST		0.25	0	0	NR	NR	NR	0
AST		0.25	0	0	NR	NR	NR	0

Database	Target Property	Search Distance (Miles)	< 1/8	1/8 - 1/4	1/4 - 1/2	1/2 - 1	> 1	Total Plotted
CT MANIFEST		0.25	0	0	NR	NR	NR	0
LIENS		TP	NR	NR	NR	NR	NR	0
SPILLS		TP	NR	NR	NR	NR	NR	0
ENG CONTROLS		0.5	0	0	0	NR	NR	0
AUL		0.5	0	0	0	NR	NR	0
VCP		0.5	0	0	0	NR	NR	0
DRYCLEANERS		0.25	0	0	NR	NR	NR	0
BROWNFIELDS		0.5	0	0	0	NR	NR	0
CDL		TP	NR	NR	NR	NR	NR	0
AIRS		TP	NR	NR	NR	NR	NR	0
PFAS		0.5	0	0	0	NR	NR	0
CT PROPERTY		TP	NR	NR	NR	NR	NR	0
RGA HWS		TP	NR	NR	NR	NR	NR	0
SPILLS 90		TP	NR	NR	NR	NR	NR	0
ENFORCEMENT		TP	NR	NR	NR	NR	NR	0
Financial Assurance		TP	NR	NR	NR	NR	NR	0
DAY CARE		TP	NR	NR	NR	NR	NR	0
LWDS		0.25	0	0	NR	NR	NR	0
SDADB		0.5	0	0	0	NR	NR	0
ASBESTOS		TP	NR	NR	NR	NR	NR	0
SEH		0.5	0	0	0	NR	NR	0
LEAD		TP	NR	NR	NR	NR	NR	0
WELLS		1	0	0	0	0	NR	0
NPDES		TP	NR	NR	NR	NR	NR	0
CPCS		0.5	0	0	0	NR	NR	0
RGA LUST		TP	NR	NR	NR	NR	NR	0
SWRCY		0.5	0	0	0	NR	NR	0
INDIAN LUST		0.5	0	0	0	NR	NR	0
INDIAN UST		0.25	0	0	NR	NR	NR	0
INDIAN VCP		0.5	0	0	0	NR	NR	0
INDIAN ODI		0.5	0	0	0	NR	NR	0
INDIAN RESERV		1	0	0	0	0	NR	0
EDR MGP		1	0	0	0	0	NR	0

### **6.2.1 Site**

Several documents were identified for the Site on file with the Town of Berlin. According to the Town of Berlin, records after a certain date are no longer kept with the town and are discarded. Identified documents found included building permit and permit applications, drawings of the property and a demolition permit. No information for the Site was discovered in the EDR and during the state and city file reviews. Pertinent records are included in the tables below.



Table 6-2a - Summary of Federal, Municipal, and State Findings					
Site Identification	Address	Source of Record	Record Type	Date	Comments
-	789 Reservoir Road	Town of Berlin	Drawing	January 20, 2012	- This map identifies an old car, tree stand, brook and 60 foot dead oak tree on the property.
-	789 Reservoir Road	Town of Berlin	Application for Building Permit, and or Use of Existing Building and Land	June 18, 1948	- Application Number: 604 - Application covers the construction of a 16' X 16' addition to present building
-	789 Reservoir Road	Town of Berlin	Application for Building Permit, and or Use of Existing Building and Land	October 25, 1950	- Application covers the construction of a 12' X 24' wood garage.
-	789 Reservoir Road	Town of Berlin	Application for Building Permit, and or Use of Existing Building and Land	December 1, 1954	- Application covers the construction of a 18 1/2' X 8' enclosed porch.
-	789 Reservoir Road	Town of Berlin	Demolition Permit	September 14, 2015	- Permit covers the demolition of a small single family residence.

### **6.2.2 Off-Site Locations with the Potential to Affect the Site**

None of the surrounding properties were identified as having environmental records in the EDR report. Several hazardous waste manifests were identified at the DEEP for a property located at Reservoir Road. The location of this property along Reservoir Road is unknown but it is unlikely that these manifests pertain to the Site.

## **7. PRELIMINARY CONCEPTUAL SITE MODEL**

This section identifies RECs at the Site where releases to the environment are known, or reasonably suspected of having potential, to have occurred and AOCs at the Site where hazardous waste and/or hazardous substances (including petroleum products) have been or may have been used, stored, treated, handled, disposed, spilled, and/or released to the environment or where information gathered during the Phase I ESA and previous investigative work indicate the potential for such a release to occur or to have occurred. The information was used to identify the RECs and AOCs gathered throughout the course of the Phase I ESA. Locations of the RECs and AOCs are shown on the Site Plan presented as Figure 3.

### **7.1 Definitions and Evaluation Rationale**

As discussed in Section 1.1, the SCGD defines an AOC as areas at a Site where hazardous waste and/or hazardous substances (including petroleum products) have been or may have been used, stored, treated, handled, disposed, spilled, and/or released to the environment. ASTM E1527-13 defines a REC as the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property due to release to the environment; under conditions indicative of a release to the environment; or under conditions that pose a material threat of a future release to the environment. ASTM E1527-13 defines a HREC when as a past release of any hazardous substances or petroleum products that has occurred in connection with the property and has been addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted residential use established by a regulatory authority, without subjecting the property to any required controls (for example, property use restrictions, activity and use limitations, or institutional controls, or engineering controls. ASTM E1527-13 further defines a "de minimis" condition as a condition that generally does not present a threat to human health of the environment and that generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental agencies.

Information regarding the characteristics of the constituents of concern, the mechanisms by which releases could have occurred, the potentially affect media, and the potential transport mechanisms and pathways is used to evaluate whether an AOC would be considered a REC or a "de minimis" condition.

### **7.2 Recognized Environmental Conditions/Areas of Concern**

In developing the preliminary CSM for the Site, the findings of this Phase I ESA were incorporated to identify the following AOCs. The preliminary CSM for each AOC is provided in Table 7-1 and each AOC is shown on Figure 3.



- AOC-1: Possible Historic Agricultural Use of the Site and Surrounding Lands
- AOC-2: Apparent Dumping of Debris

No RECs were identified during this Phase I ESA.

Although several properties were identified in Section 6 as having the potential to impact the Site, given the location, distance, nature of the properties, and/or nature of the contaminants, none of those properties are expected to impact the Site.

### 7.3 Release Mechanisms, Potentially Affected Media, and Potential Migration Pathways

A contaminant release mechanism can be described as any process that results in migration of contamination from a primary source into the surrounding environment. For the AOCs at the Site, the most likely release mechanisms are direct releases or releases or tank/pipe failures. Constituents released into the soil may migrate vertically deeper into the unsaturated zone and then into groundwater, depending on the nature and total volume of the material released. Alternatively, contaminants adsorbed to or mixed with soil may leach to groundwater. Volatile substances may partition to the vapor phase and migrate through unsaturated soils, potentially impacting indoor air quality.

### 7.4 Constituents of Concern

Constituents of concern identified for the Site include volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), extractable total petroleum hydrocarbons (ETPH), metals, pesticides, and herbicides.

**Table 7-1 - Preliminary Conceptual Site Model**

RECs/AOC	Area Name	Description and Potential Release Mechanism	Potential Affected Media	Constituents of Concern	Previous Investigations and/or Remediation
AOC - 1	Possible Former Agricultural Use of Site and Surrounding Lands	<p>The majority of the Site appears to have been historically used for agricultural purposes according to aerial photographs dated from 1934 to 1962.</p> <p>Pesticides and herbicides would be released to the environment through the direct application. Pesticides and herbicides could also be mixed or stored on Site as well and could be released from leaking containers or spills. Once released, contaminants could migrate deeper into</p>	Shallow Soil Deeper Soil Groundwater	Pesticides Herbicides Metals	None.

		the subsurface and potentially impact local groundwater.			
AOC - 2	Apparent Dumping of Debris	<p>The remnants of a shed and associated debris were present along the western side of the Site. The debris is comprised of roofing material with tar paper and possible mineral wool insulation, scrap wood, old lawn equipment, a few empty metal containers, and other metal debris.</p> <p>Contaminants present on dumped materials can be released to the environment by being leached by infiltrating precipitation. Once released, contaminants can impact surrounding soils and infiltrate into deeper soils.</p>	Shallow Soil Deeper Soil Groundwater	PAHs ETPH Metals Asbestos Containing Materials	None.

## 8. STATE-SPECIFIC REGULATORY CONTEXT

This ESA report has been prepared to document current and historical operations conducted at the Site and to assess the potential for these operations to affect the environmental condition of the Site and surrounding properties. CGS Sections 22a-134 through 22a-134(e), also known as the Property Transfer Act, as amended by Public Act 95-183, Public Act 01-204, and Public Act 06-76, require an assessment of any discharge, spillage, uncontrolled loss, seepage, or filtration of hazardous waste at an "Establishment". Section 22a-134(3) defines an establishment as follows:

*Any real property at which or any business operation from which (A) on or after November 19, 1980, there was generated, except as the result of remediation of polluted soil, groundwater or sediment, more than one hundred kilograms of hazardous waste in any one month, (B) hazardous waste generated at a different location was recycled, reclaimed, reused, stored, handled, treated, transported or disposed of, (C) the process of dry cleaning was conducted on or after May 1, 1967, (D) furniture stripping was conducted on or after May 1, 1967, or (E) a vehicle body repair facility was located on or after May 1, 1967.*

According to Public Act 19-75, passed on October 1, 2019, the following addendum is made to the definition of an "Establishment":

*"Establishment" does not include any real property or any business operation from which more than one hundred kilograms of hazardous waste was generated in any one month solely as a result of either:*

*(i) The one-time generation of hazardous waste in any one month, as a result of either the first time such waste was generated or such a one-time generation since the last time a Form I, Form II, Form III or Form IV was required to be submitted; or*

*(ii) One or more of the following:*

*(I) Remediation of polluted soil, groundwater or sediment;*

*(II) The removal or abatement of building materials or removal of materials used for maintaining or operating a building;*

*(III) The removal of unused chemicals or materials as a result of the emptying or clearing out of a building,*

*provided such removal is supported by facts reasonably established at the time of such removal; or*

*(IV) The complete cessation of a business operation, provided the waste is removed not later than ninety days after such*



*cessation and such cessation is supported by facts reasonably established at the time of such cessation;*

Based on the findings of this Phase I ESA it appears that no activities defined above have occurred at the Site. Legal counsel should be consulted to verify whether or not the property or business operations at the Site are an "Establishment" pursuant to the Property Transfer Act.

## **9. SUMMARY AND CONCLUSIONS**

LEA conducted a Phase I ESA to document any changes to the environmental condition of the Site, to assess the potential for activities conducted at the Site and in the surrounding area to have affected the environmental condition of the Site, and to perform an "all appropriate inquiry" into the previous ownership and use of the property, consistent with good commercial and customary practices as defined in Title 42 of the United States Code, Section 9601(35) (B). The assessment was conducted in accordance with the guidance provided in the ASTM Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, ASTM E1527-13 (ASTM, 2013), which incorporates the AAI Final Rule (40 CFR Part 312) and the SCGD.

### **9.1 Data Gaps**

The ASTM Standard defines a data gap as "a lack of or inability to obtain information required by the practice despite good faith efforts by the environmental professional to gather such information. " A data gap is only significant if other information obtained during the ESA, or professional experience, raises reasonable concerns and affects the ability of the environmental professional to identify whether a given issue is a REC or AOC.

The following data gaps were identified following the completion of the Phase I ESA:

- Former owners, occupants, or other personnel knowledgeable of the history of the Site were not available to be interviewed by LEA as part of this Phase I ESA.

Based on the information documented and reviewed for the Site, it is unlikely that these data gaps would significantly affect the outcome and recommendations of this Phase I ESA.

### **9.2 Findings**

Based on LEA's investigation into the documented history of the Site, as obtained from an electronic environmental database search, a review of information obtained from available state and federal sources, and observations performed during the site reconnaissance survey on May 11, 2022; the following is a summary of findings pertaining to the Site.

- The Site is approximately a 9.2 acre of land owned by Roger Svensk and is a vacant lot. Roger Svensk has owned the property from 1999 to present. The parcels that comprise the Site are listed on the Town of Berlin Tax Assessor Card as Map 13-3-13-1 and 13-3-13-2.

- A driveway connects the Site to Reservoir Road to the north. The Site is occupied by woodlands and is undeveloped.
- Woodlands and residential properties throughout the surrounding area.
- According to the Town of Berlin Planning and Zoning Department, the Site and surrounding properties are zoned 'MR-1', a Mountain Reserve district. According to the Town of Southington Planning and Zoning Department, properties to the west are zoned 'R-44, a residential district'.
- Based on available aerial photographs, city directories, and records on file with the Town of Berlin, it appears that the Site was first developed prior to 1934. Aerial photographs from the 1934 to 1957 suggest the Site was used for possible agricultural purposes. In the 1960s it appears that the Site was redeveloped for residential purposes. In 2015, the previous residence located on the Site was demolished. The Site has not been used or built on since.
- The DEEP has classified the groundwater beneath the Site as 'GA' for groundwater quality.
- Wetland soils are located in the southern part of the Site, along an unnamed stream.
- No previous investigations of the Site were identified during the completion of this Phase I ESA.

### **9.3 Recognized Environmental Conditions/Areas of Concern**

In developing the preliminary CSM for the Site, the findings of this Phase I ESA were incorporated to identify the following AOCs. The preliminary CSM for each AOC is provided in Table 7-1 and each AOC is shown on Figure 3.

- AOC-1: Possible Historic Agricultural Use of the Site and Surrounding lands
- AOC-2: Apparent Dumping of Debris

LEA understands that the Town of Berlin plans to acquire a 40-foot strip of land at the western boundary of the Site for a hiking trail. The trail will be approximately 10-foot wide after limited tree clearing. Wood chips from the tree clearing process are expected to be placed on



the trail as surfacing. Based on the proposed reuse of the 40-foot wide strip of land, no further assessment of the possible historical agricultural use is considered necessary.

It is recommended that the owner be required to clear all existing debris from the 40-foot strip of land prior to the transfer of ownership. Some of the debris associated with the former shed (tar paper and apparent mineral wool insulation) is suspect asbestos containing material and should be managed accordingly.

No RECs were identified during this Phase I ESA.

Although several properties were identified in Section 6 as having the potential to impact the Site, given the location, distance, nature of the properties, and/or nature of the contaminants, none of those properties are expected to impact the Site.

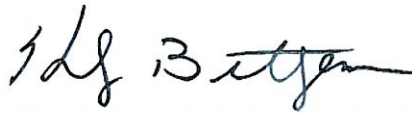
## STATEMENT OF THE ENVIRONMENTAL PROFESSIONAL

As required by 40 CFR Part 312.21(d), the Phase I ESA report shall include the following statements of the environmental professional(s) responsible for conducting the Phase I Environmental Site Assessment and preparation of the report.

*I declare that, to the best of my professional knowledge and belief, I meet the definition of an Environmental Professional as defined in 312.10 of this part (40 CFR Part 312).*

*I have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. I have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.*

Environmental Professional



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Kevin J. Bitjeman  
Senior Project Manager

Date: May 24, 2022

## REFERENCES

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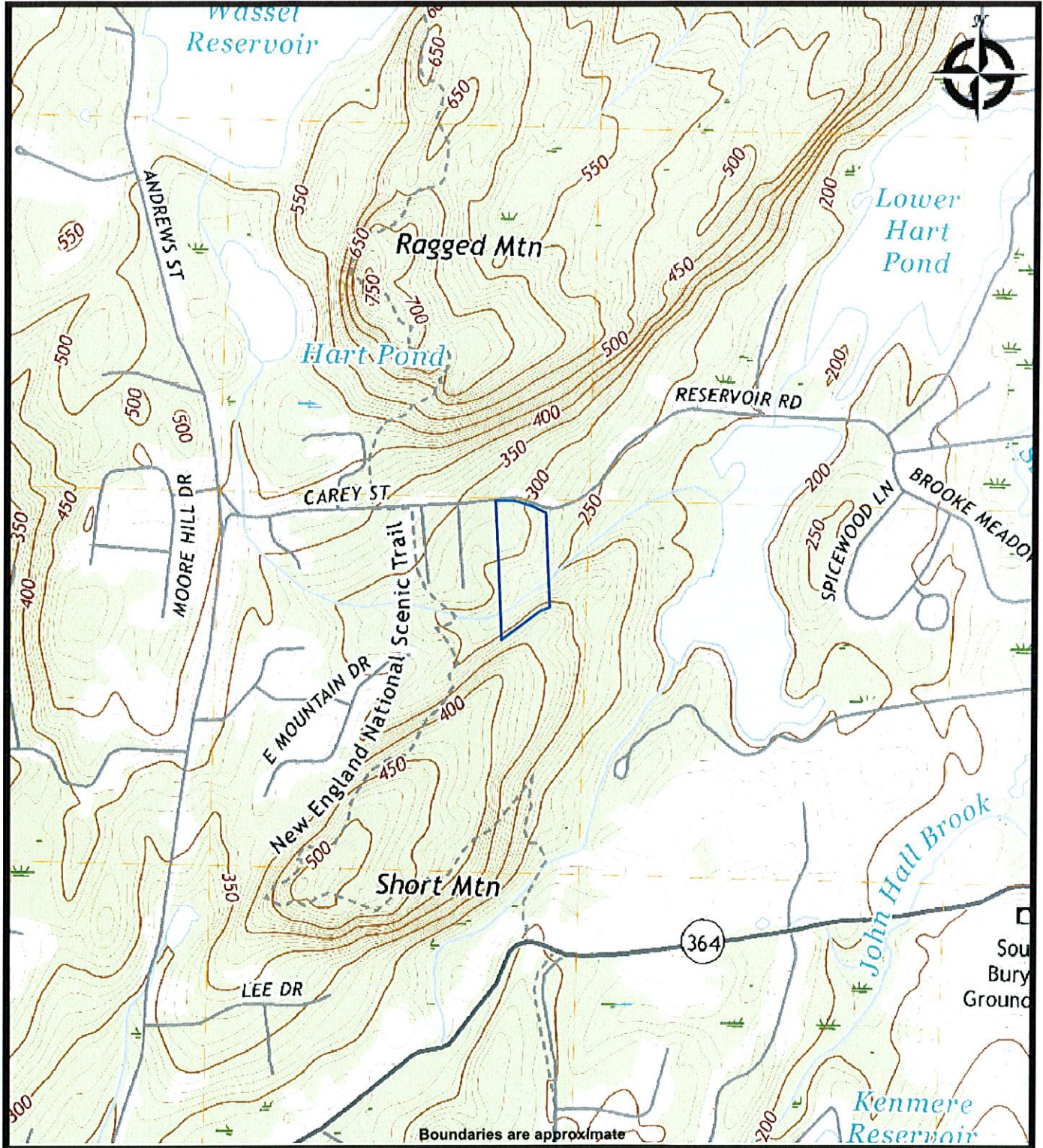
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## FIGURES



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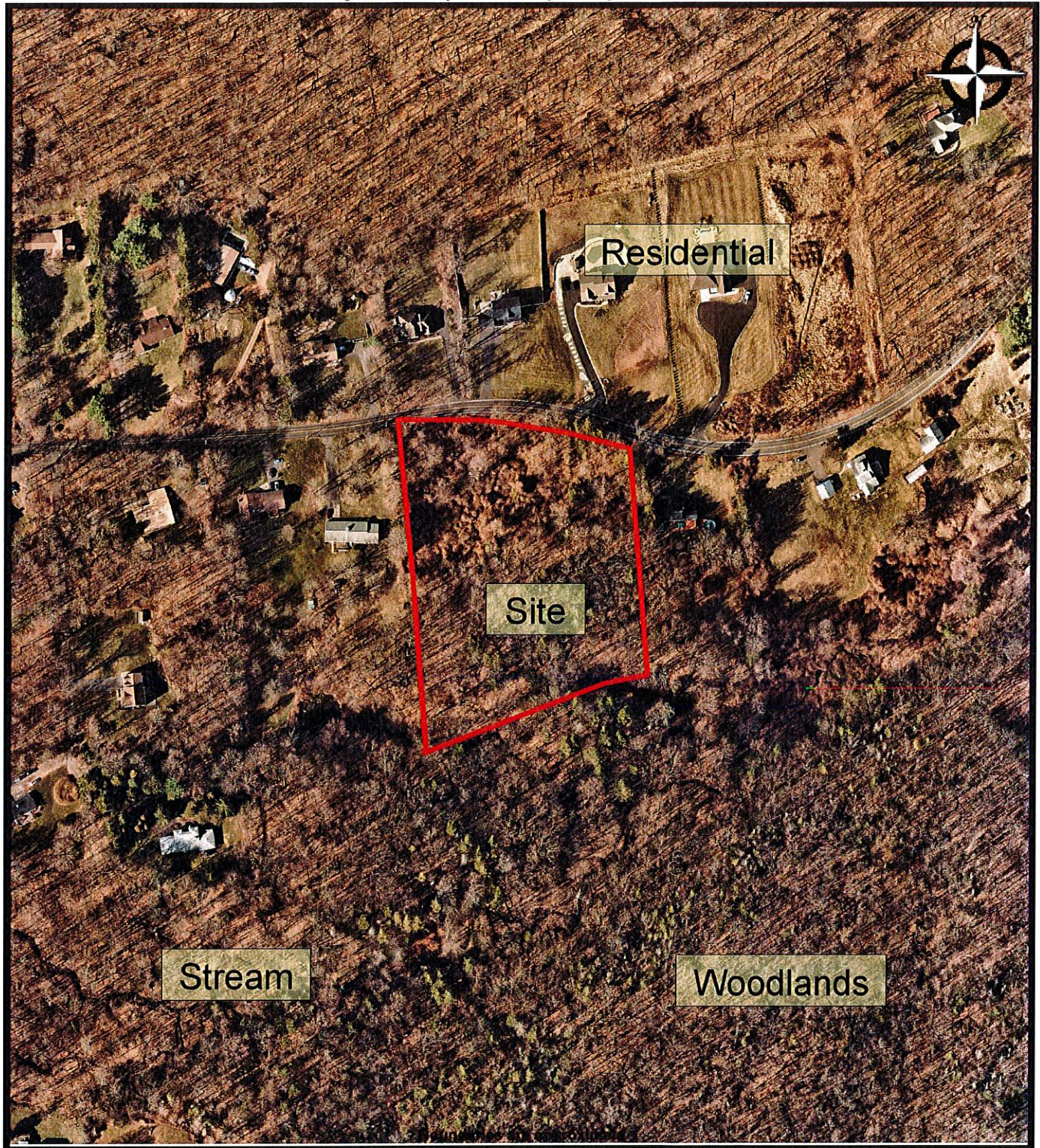
**FIGURE 1 - SITE LOCATION MAP**

**RESERVOIR ROAD**  
789 Reservoir Road  
Berlin, Connecticut 06037

**PREPARED FOR:** Town of Berlin  
**PROJ. MGR:** Kevin Bitjeman  
**DRAWN BY:** Lauren Izabel

**DATE:** 5/20/2022  
**PROJ. #:** 06BW201





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**FIGURE 2 - SITE PLAN AND VICINITY**  
**RESERVOIR ROAD**  
**789 Reservoir Road**  
**Berlin, Connecticut 06037**

**PREPARED FOR: Town of Berlin**  
**PROJ. MGR: Kevin Bitjeman**  
**DRAWN BY: Lauren Izabel**

**DATE: 5/20/2022**  
**PROJ. #: 06BW201**





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FIGURE 3 - SITE PLAN AND AOCS  
RESERVOIR ROAD  
789 Reservoir Road  
Berlin, Connecticut 06037

PREPARED FOR: Town of Berlin  
PROJ. MGR: Kevin Bitjeman  
DRAWN BY: Lauren Izabel

DATE: 5/20/2022  
PROJ. #: 06BW201