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Passcode: 973222

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TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, January 3, 2023
Town Council Chambers
Remote Meeting
7:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. AUDIENCE OF CITIZENS

E. MAYOR'S UPDATE

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

G. CONSENT AGENDA:

1. Topic re: Approve the request of the Berlin Helping Berlin Foundation to waive the cost of one police officer, estimated at approximately \$335, associated with having a Powder Puff Flag Football Game Fundraiser at Sage Park on Tuesday, November 22, 2022. – Town Manager
2. Topic re: Accept monetary donations totaling \$1,726.76 and deposit \$1,150.00 into the library agency account to purchase a subscription to the Value Line database and books and materials and deposit \$576.76 into the friends of the library miscellaneous account to purchase 2 museum pass renewals and coffee supplies and accept the donation of books with an approximate value of \$94.99 to be added to the appropriate department collection. – Berlin-Peck Memorial Library

H. PUBLIC HEARINGS

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 3, 2023, at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance:

Berlin Code Book

Chapter 16

Taxation and Finance

To increase the bid threshold for the purchase of goods and services to \$25,000 in accordance with Connecticut General Statutes §7-148v.

I. REPORTS

Planning and Zoning Commission

Economic Development Commission

J. NEW BUSINESS:

1. Topic re: Accept the addition of Sub Section 256 to the Town Ordinance Section 16, Taxation and Finance as noted in the attached document (Section 16-256) – Town Manager
2. Topic re: Authorize the Town Manager to enter into an agreement with Attorney Douglas Lamonte from Berchem Moses, to prepare pension plan documents for the police pension plan, not to exceed \$20,000. – Human Resources
3. Topic re: Authorize Town Manager to enter into a three-year agreement with UniFirst Corporation of Indian Orchard, MA, for the rental and servicing of uniforms, mats and rags, utilizing pricing guaranteed under the current bid received. – Purchasing
4. Topic re: Approve the donation of one Generac 130 KW diesel standby generator with the model number 99A-06077-S and serial number 2051176 to the Berlin Housing Authority for use at number 31 and 33 Colonial Drive. – Facilities
5. Topic re: Discussion about Applications for Recreational Trails Grants for Pistol Creek/Lamentation Mountain and Hungerford Park – Economic Development
6. Topic re: Waive the Town of Berlin bidding requirements and award the purchase of one (1) Triple Combination fire engine (Engine 7) from Pierce Manufacturing, for an amount not to exceed \$950,000, as this is in the best interest of the town. – Fire Administrator

K. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board** – Elaine Borselle (D) term expires on 1/31/2023. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
2. **Berlin-Peck Memorial Library Board** – Sharon Powell (U) (does not want to be reappointed) term expires on 1/31/2023. Reappointment term would be until January 31, 2026. Can be filled with a D, R or U.

3. **Berlin-Peck Memorial Library Board** – Carol Welz (R) term expires on 1/31/2023. Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
4. **Board of Ethics** – Antonina DeDominicis (R) term expires on 1/31/2023. (Second Term) Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
5. **Board of Ethics** – Susan Bordonaro (R) term expires on 1/31/2023. (Second Term) Reappointment or replacement term would be until January 31, 2026. Can be filled with a D, R or U.
6. **Board of Ethics – Alternate – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R, or U.
7. **Board of Ethics - Alternate** – Deborah Reed (R) term expires on 1/31/2023. Reappointment or replacement term would be until January 31, 2026. Can only be filled with a R or U if the above appointment is filled with an D.
8. **Cemetery Committee** – Stephen Pastuszak (U) term expires on 1/31/2023. Reappointment or replacement term would be until January 31, 2029. Can only be filled with a D, R or U.
9. **Commission for Persons with Disabilities** – Barbara Cesanek (R) term expires on 1/31/2023. Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
10. **Commission for Persons with Disabilities – Vacancy**- Term expires on 1/31/2023. Replacement term would be until January 31, 2026. Can be filled with a D, R or U.
11. **Commission for the Aging** – Ann Gamelin (D) term expires on 1/31/2023. Reappointment or replacement term would be until January 31, 2028. Can be filled with a D or U.
12. **Conservation Commission** – Karl Lewis (D) term expires on 1/31/2023. Reappointment or replacement term would be until January 31, 2028. Can be filled with a D, R, or U.
13. **Conservation Commission** – Robert Ramsey (R) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2028. Can only be filled with a R or U if the above appointment is filled with an D.
14. **Conservation Commission – Vacancy – Alternate** – Term would be until 1/31/2026. Can be filled with a D, R or U.
15. **Constables – 3 Vacancies** -Terms would be until December 2023. Can be filled with D, R, or U with no more than a bare majority to be from one political party (Section 8-6).

- 16. Economic Development Commission** – Edward Egazarian (D) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2028. Can be filled with a D, R or U.
- 17. Golf Commission** – James Norton (R) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 18. Golf Commission** – Nancy Berger (R) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 19. Golf Commission** – James Green (D) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 20. Historic District Commission -Vacancy** – Term expires on 1/31/2027. Can be filled with a D, R or U.
- 21. Historic District Commission** – Donald Forcash (U) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2028. Can be filled with a D, R or U.
- 22. Inland Wetlands & Water Courses Commission – Vacancy** – Term would be until January 31, 2024. Can only be filled with a D or U.
- 23. Inland Wetlands & Water Courses Commission** – Frederick White (U) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can only be filled with a D or U.
- 24. Inland Wetlands & Water Courses Commission** – Alternate – Steve Biella, Jr. (U) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 25. Inland Wetlands & Water Courses Commission** – Alternate - John Russo, Jr. (U) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depend on the above appointment).
- 26. Parks and Recreation Commission – Vacancy** – Term would be until January 31, 2025. Can be filled with a D, R or U.
- 27. Parks and Recreation Commission** – Anthony Butrimas (R) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 28. 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.
- 29. Planning and Zoning Commission** – Vacancy – Term would be until January 31, 2027. Can be filled with a D, R or U.

- 30. Planning and Zoning Commission** – June Daly (R) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2028. Can be filled with a D, R or U.
- 31. Planning and Zoning Commission** – Brian Rogan (D) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2028. Can be filled with a D, R or U.
- 32. Public Building Commission** – James Ouellette (D) term expires on 1/31/2023. (Does not want to be reappointed) Replacement would be until January 31, 2028. Can be filled with a R, D or U.
- 33. Public Building Commission** – Jason Scarano (U) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2028. Can only be filled with a D or U if the above appointment is filled by a R.
- 34. Veteran’s Commission** – Peter Galgano, Jr. (D) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R, or U.
- 35. Veteran’s Commission** – Bruce Trevethan (D) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R, or U.
- 36. VNA** – France Geschimsky (R) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 37. VNA** – Andrew Legnani (D) term expires on 1/31/2023. (He does not wish to be reappointed.) Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 38. VNA** – Peter Zarabozo (U) term expires on 1/31/2023. (He does not want to be reappointed) Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 39. VNA** – Donna Rutkowski (U) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 40. Water Control Commission** – Liam Mitchell (R) – Reappointment or replacement would be until January 31, 2028. Can be filled with a D, R or U.
- 41. Water Control Commission – Alternate** – Vacancy – Term would be until January 31, 2024. Can be filled with a D, R or U.
- 42. Water Control Commission –Alternate** - Vacancy -New term would be until January 31, 2026. Can be filled with a D, R or U.
- 43. Water Control Commission – Alternate** – Vacancy – New term would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above two appointments).
- 44. Youth Services Advisory Board – Youth** - Vacancy – New term would be until January 31, 2026.

45. Youth Services Advisory Board – Service Consumer – Donald Geschimsky term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026.

46. Youth Services Advisory Board – Youth Officer – Vacancy - Theodore Fuini term expires on 1/31/2025.

47. Zoning Board of Appeals – Christine Mazzotta (R) term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2028. Can be filled with a D, R or U.

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

L. TOWN MANAGER’S REPORT:

M. SPECIAL COMMITTEE REPORTS:

N. COUNCILORS’ COMMUNICATION:

O. ACCEPTANCE OF MINUTES: December 13, 2022

P. ADJOURNMENT

Consent
Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 8, 2022

SUBJECT: Request to Waive the Cost of Police Officer for Powder Puff Flag Football Fundraiser

Summary of Agenda Item:

Berlin Helping Berlin (BHB) had a Powder Puff Flag Football Fundraiser event on Tuesday, November 22, 2022. They anticipated that approximately \$3,000 would be raised which will be distributed between the Tyler Cop, Nick Zuk and the BHB Foundations. This is a fundraiser for financial assistance for those who are associated with the Town of Berlin. All the money raised, and anything purchased with the funds directly goes those in need. The event was held at Sage Park with over 200 people attending. The BOE policy requires that a police officer be on hand when the facilities are used, and attendance is over 200 people. BHB is seeking a waiver of the cost of one police officer as that expense would reduce the amount of money raised to help support the foundations and those most in need. The cost is estimated at approximately \$335.

Action Needed:

Move to approve the request of the Berlin Helping Berlin Foundation to waive the cost of one police officer, estimated at approximately \$335, associated with having a Powder Puff Flag Football Game Fundraiser at Sage Park on Tuesday, November 22, 2022.

Attachments:

Request for Fee Waiver Form
Berlin Police Department Invoice
Berlin Police Department Rate Sheet

Prepared By:

Arosha Jayawickrema, Town Manager



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: BERLIN HIGH SCHOOL	Date: 12/08/22
Contact Name: JOHN SCHMALTZ	
Phone Number: (860) 538-1344	
Event: POWER RUFF FOOTBALL	Date of Event: 11/22/23
Location of the Event: SAGE PARK	
What fee do you want waived: - This was a fundraising charity event - \$334.15	
Identify the hardship incurred: - Police fees would be deducted from the money raised for the charities	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: - Student sponsored activity for local charities - non profit	

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.

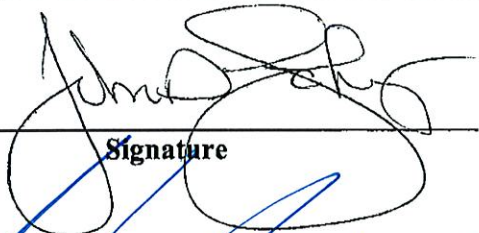


Raises funds for elderly citizens.

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: BHS - Power Puff Football

Comments:


Signature

12/08/22

Date


Town Manager Signature

12/9/22
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.

Berlin Police Department
240 Kensington Road
Berlin, CT 06037

Date: 12/2/2022

To: Berlin High School Athletics
139 Patterson Way
Berlin, CT 06037

Assignment Date:
11/22/2022

Powderpuff Football

Enclosed are copies of invoices for services rendered by officers of this department for the week ending:

[illegible]

Please make checks payable to the Berlin Police Department
Term: Next 30 days

~~Town Rate~~
BERLIN POLICE DEPARTMENT
Overtime/Private Duty Assignment

Private Duty ☒ OT ☐

Invoice 22-718

Assignment Date: 11/22/22 Assignment Time: 1630-2030 # of Officers: 1 Car: Y N X

Location/Reason for Assignment/Case #: BHS Powderpuff Football - Sage Park

Requestor: John Schmaltz Phone: _____

Call Received By: Griffin Assigned By: _____

Call Date/Time: via email 11/17 @ 1120hrs

Time	Hrs	Officer	Rate	Total	Off. Initial
<u>1630-2030</u>	<u>4</u>	<u>Crucci</u>	<u>75.26</u>		
Time	Hrs	Officer	Rate	Total	Off. Initial
Time	Hrs	Officer	Rate	Total	Off. Initial
Time	Hrs	Officer	Rate	Total	Off. Initial
Time	Hrs	Officer	Rate	Total	Off. Initial
Time	Hrs	Officer	Rate	Total	Off. Initial

Contractor Signature: _____

Invoice To: BHS Athletics
139 Patterson Hwy
Berlin CT 06037

Services Rendered by BPD payable to:
Town of Berlin Police Department
240 Kensington Rd. Berlin, CT 06037

BPD 400 (Rev. 07/16)

TO: The Honorable Mayor and Town Council

FROM: Arossha Jayawickrema, Town Manager

DATE: December 21, 2022

SUBJECT: Accept Library Donations

SUMMARY:

Accept donations to the Berlin-Peck Memorial Library

Category	Amount	Description	Purpose	Donor
Cash	150.00	Library agency acct.	purchase books and materials in loving memory of Diane Wolf	Donna and Steve Stachelek
	1,000.00	Library agency acct.	purchase Value Line database subscription in loving memory of Guy P. Lombardi	Patricia Lombardi
	576.76	FOL Misc. Acct.	to pay for 2 museum pass renewals and coffee supplies	Friends of the Library
	1,726.76			
Equip/Merch	94.99	Books	Add to appropriate department collections	Various patrons
	94.99			

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

ACTION NEEDED:

Move to accept monetary donations totaling \$1,726.76 and deposit \$1,150.00 into the library agency account to purchase a subscription to the Value Line database and books and materials and deposit \$576.76 into the friends of the library miscellaneous account to purchase 2 museum pass renewals and coffee supplies.

Move to accept the donation of books with an approximate value of \$94.99 to be added to the appropriate department collection.

ATTACHMENTS:

None

PREPARED BY:

Kimberly McNally, Director



NOTICE OF PUBLIC HEARING
TOWN OF BERLIN

The Town Council of the Town of Berlin will meet at Berlin Town Hall, Council Chambers, 240 Kensington Road, Berlin, CT on Tuesday, January 3, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance:

Berlin Code Book
Chapter 16
Taxation and Finance

To increase the bid threshold for the purchase of goods and services to \$25,000 in accordance with Connecticut General Statutes §7-148v.

Kathryn J. Wall
Berlin Town Clerk

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 27, 2022

SUBJECT: Bid Threshold for the Purchase of Goods and Services, Criteria for Bid Waivers, and the use of State of Connecticut or Public Purchasing Consortia

Summary of Agenda Item:

Chapter 5-5 of the Town Charter states that the Manager cannot, without the Council approval, purchase or contract to purchase if such action involves an expenditure of ten thousand (\$10,000.00) dollars or more unless otherwise provided under state law or regulation and with respect to any purchase of ten thousand (\$10,000.00) dollars or more, the Manager shall invite sealed bids or proposals.

On December 8, 2022, the Ordinance Committee voted to recommend to the Town Council to adopt an Ordinance to increase the bid threshold for the purchase of goods and services to \$25,000, define the criteria for bid waivers and the use of State of Connecticut or Public Consortia, and schedule a Public Hearing as required by Section 3-8 of the Town Charter. The foregoing are permitted to be adopted via Ordinance pursuant to Connecticut General Statutes section 7-148v.

A Public Hearing was held on Tuesday, January 3, 2023, at 7:00 PM in the Town Council Chamber for the purpose of receiving both written and oral comments concerning the bid threshold amount.

Action Needed:

Move to accept the addition of Sub Section 256 to the Town Ordinance Section 16, Taxation and Finance as noted in the attached document (Section 16-256).

Attachments:

Sec. 16-256 Bid Threshold for the Purchase of Goods and Services, Criteria for Bid Waivers, and the use of State of Connecticut or Public Purchasing Consortia.

Prepared By:

Arosha Jayawickrema, Town Manager

Sec. 16-256 Bid Threshold for the Purchase of Goods and Services, Criteria for Bid Waivers, and the use of State of Connecticut or Public Purchasing Consortia

The Town Manager shall execute and oversee all purchases made by the Town or by any board or commission or agent thereof, except as may be specifically provided otherwise in the Town Charter. In executing and overseeing such purchases:

- (a) The Town Manager shall not, without the prior approval of the Town Council, purchase or contract to purchase if such action involves an expenditure of twenty-five thousand (\$25,000.00) dollars or more unless otherwise provided under state law or regulation.
- (b) With respect to any purchase of twenty-five thousand (\$25,000.00) dollars or more, the Town Manager shall invite sealed bids or proposals, giving at least ten (10) days public notice thereof by publication in the form of a legal advertisement appearing in a newspaper having substantial circulation in Berlin.
- (c) The Town Manager, with Council approval, may waive the requirement for sealed bids if it is deemed to be in the best interest of the Town. The Manager, with Council approval, shall award said purchase or contract to the lowest responsive responsible qualified bidder thereon, or shall reject all bids or proposals. The requirements of this subsection may be waived to the extent permitted by Connecticut law with the approval of the Town Council.
- (d) Pursuant to Conn. Gen. Stat. section 7-148v, the Town Manager may authorize the purchase of equipment, supplies, materials or services from a person or entity who has a contract to sell such goods or services to the State of Connecticut, other state governments, political subdivisions of the State of Connecticut, nonprofit organizations or public purchasing consortia available through a regional educational service center or regional council of governments, in accordance with the provisions of such contract.

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: December 22, 2022
SUBJECT: Legal Services – Police Department Pension Plan Document

SUMMARY:

- The Town's current labor attorney, Duncan Forsyth from Halloran Sage, LLC does not specialize in pension plan documents. There are also no current attorneys within the Halloran Sage, LLC law firm that specialize in pension plan documents. This is not that uncommon given that most municipalities have completely removed defined benefit plans from their retirement packages.
- The Town was provided with a few different options from Duncan Forsyth, one of which was vetted, providing a ballpark quote of \$15,000 - \$25,000.
- The Human Resources Director also reached out to a well-respected HR professional and was given the name Douglas Lamonte from Berchem Moses. He was vetted and ultimately seems to be the best fit. Attorney Lamonte is a partner with Berchem Moses, has been with the firm since 1991 and currently advises clients regarding their qualified retirement plans. Attorney Lamonte utilizes plan document software called Relius which is considered to be one of the most trusted names in document solutions. Relius is an IRS-approved Mass Submitter, that provides complete pre-approved plan services.

ACTION NEEDED:

Move to authorize the Town Manager to enter into an agreement with Attorney Douglas Lamonte from Berchem Moses, to prepare pension plan documents for the police pension plan, not to exceed \$20,000.

ATTACHMENTS:

PREPARED BY:

Paula Carabetta, Human Resources Director (Town)



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema Town Manager

DATE: December 27, 2022

SUBJECT: Townwide Rental and Service of Uniforms

Summary of Agenda Item:

The Town has engaged with UniFirst Uniform Services for over 10 years for the service and rental of uniforms. Currently eight Town departments utilize this arrangement including: Senior Center, Timberlin, Facilities, Animal Control, Garage, Public Grounds, Water Control, and Highway.

During the summer and fall of 2022, the Purchasing Agent worked with managers from the various departments to determine current needs, concerns, and ideas about uniform rental, and developed a Request for Proposals. We first bid RFP #2022-28 and then it was re-bid #2023-09. Both were advertised in the Hartford Courant and publicly opened and recorded on June 23, 2022, and October 27, 2022, respectively. Bidders were provided with a current inventory and asked to submit a proposal that would maintain current employee needs/expectations, while providing flexibility in customer service and efficient/reliable billing, among other tasks.

The Town received 1 proposal from Unifirst the first time we went out to bid. When we re-bid, the Town received 3 proposals: Unifirst Corporation of Indian Orchard, MA, Cintas of Mason, OH, and White Way Laundry of Wallingford, CT.

- Total expected **annual cost of \$17,910.88** (5% annual increase)

	<u>Unifirst</u>	<u>Cintas</u>	<u>White Way</u>	
Garage	\$ 61.85	\$ 69.50		Price includes wipers, mats, fender covers
Facilities	\$ 114.91	\$ 117.52	Excluded - missing	
Grounds	\$ 21.92	\$ 38.60	items and annual %	
Animal Control	\$ 3.78	\$ 5.94	increase high	
Senior Center	\$ 2.42	\$ 3.03		
Golf Course	\$ 42.73	\$ 49.07		Price includes wipers
Water Control	\$ 33.88	\$ 27.40		
Highway	\$ 62.95	\$ 57.76		
Total Per Invoice	\$ 344.44	\$ 368.82		
ANNUAL	\$ 17,910.88	\$ 19,178.64		

It will ultimately be the responsibility of each of the departments individually to determine actual inventory needs and service levels. A single Purchase Order will be prepared in Finance on an annual basis. Funding will come from established line-item accounts within the various departments' operating budget each year. It is important to note that as a result of this format, the costs presented in the proposal are not guaranteed as a final contract amount; rather they were intended as a best effort means to line up with the cost of current inventory and service.

Note: Some of the Town departments (Senior Center and Animal Control) may buy their shirts outright so the annual cost above may end up being less.

Finance plans to centralize billing and managing the payments to eliminate invoicing issues we have had in the past. The Town Purchasing Agent will take care of uniform invoicing going forward.

Attached:

None

Action Needed:

Move to authorize Town Manager to enter into a **three-year agreement** with UniFirst Corporation of Indian Orchard, MA, for the rental and servicing of uniforms, mats and rags, utilizing pricing guaranteed under the current bid received.

Prepared By:

Maryssa Tsolis, Purchasing Agent



TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: December 22, 2022

SUBJECT: Donation of Used Generac 130 KW Generator to Berlin Housing Authority

Summary of Agenda Item:

In 2022, a request from the Berlin Housing Authority was made to the Town of Berlin for assistance with funding the purchase and installation of a standby generator to be installed at no. 31 and no. 33 Colonial Drive which serves elderly housing and the Senior Center. The building is owned by the Berlin Housing Authority with an agreement for the Town of Berlin to occupy a portion of the building for use as a senior center. Through conversations, a request was made to determine if a used generator in possession of the Town, which previously served Berlin High School prior to the renovation, could be utilized at the Berlin Housing Authority Building on Colonial Drive.

Preliminary criteria were established, and it was determined that the 130KW Generac diesel stationary generator in the Town's possession may be adequate to serve the building on Colonial Drive. The cost of testing and commissioning the Town's generator was substantially lower when compared to quotes received by the Berlin Housing Authority from generator installation firms. The Town contracted with the previous authorized factory service provider Huntington Power Equipment of Shelton, Connecticut to service and test the existing generator to determine the condition of the equipment after being removed from service at the High school and sitting in storage over five years. All service was performed, and a load test was completed with documentation to allow for discussion on the next steps. The Housing Authority has agreed to accept the donation of the generator with documentation of working condition. To install the generator at the Colonial Drive building, additional electrical design, wiring, sitework, components and coordination with EVERSOURCE will be needed. The funding, responsibility, ownership, and implementations of the next phases needs to be discussed, reviewed, and approved between parties. The formal approval of the generator donation from the Town of Berlin to the Berlin Housing Authority will initiate the next steps and continue to move the project forward.

Action Needed:

Move to approve the donation of one Generac 130 KW diesel standby generator with the model number 99A-06077-S and serial number 2051176 to the Berlin Housing Authority for use at number 31 and 33 Colonial Drive.

Attachments:

Generator Service Report, Load Test Report, and Invoice
Agreement Between the Berlin Housing Authority and Town of Berlin

Prepared By:

Douglas Solek, Director of Facilities





NFPA110 (2002) Load Bank Test Report

Completed by:	STEVE ALLEN	Completed:	12/19/2022 17:12	
HPE Dispatch #:	83447	2nd Tech:	0	
Customer Number:	0013107	Location Number:	8	
Site Address:	27 TOWN FARM RD	City:	BERLIN	
		State:		CT
Generator Model #	99A-06077-S	Engine Model #	7.5L	
Generator Serial #	2051176	Engine Serial #	NA	
Controller	E-Panel	Voltage:	277/480	
		Phase:	3 PH	
		Breaker:	Size:	
		Date:	19-Dec-22	
		Start:	1:15:00 PM	

[illegible]

Technician:

Signature:

ISSUE/COMPLAINT

WORK ORDER DESCRIPTION

PARTS ADDED

b6303649-9f2c-4203-a3b1-ef8f61253528

**HUNTINGTON POWER EQUIPMENT, INC.**

P.O. Box 2040
Shelton, CT 06484
Tel: 203-929-3203
Fax: 203-929-0713



Cummins Onan
KOHLER

Invoice Num 0000525021

Invoice Date 12/21/2022

Bill To:

Berlin, Town Of
Attention: John Pajor
11 Town Farm Lane
Berlin CT 06037

Ship To:

Berlin Town Garage - 130kw - SN 2051176
27 Town Farm Road
Berlin CT 06037

PO Num. 230254

Customer ID 0013107

Due Date 1/20/2023

Dept. 32

Terms NET 30

Sales ID 0071

Ser#

Quantity	Item ID	Description	Price	Extended
1.00		Quoted Job Performed On - 12.19.2022		

TOTAL

\$3,816.73

Thank you for your business! We RENT generators from 25-3000 kVA!

Visa or Mastercard accepted for orders up to \$3000.00

REMIT PAYMENT TO: PO BOX 2040, SHELTON, CT 06484



TOWN OF BERLIN
DEPARTMENT OF COMMUNITY SERVICES
240 KENSINGTON ROAD BERLIN, CT 06037

Director

Antoinette M. Pajor

Senior Center Director

JoAnn Budzinski

Youth Services Coordinator

Douglas Truitt

COPY

March 27, 2003

TO: Paul C. Argazzi, Mayor

FROM: Antoinette Pajor, Community Services Director

RE: Senior Center Agreement—Town of Berlin/Berlin Housing Authority

I was able to research the records and am attaching copies of the following documents that pertain to the Senior Center usage of the property at 33 Colonial Drive, Kensington:

- Executive Board Minutes March 7, 1983 with paragraph highlighted referencing the Agreement between the Housing Authority of Berlin and the Town of Berlin to use a portion of the property as a Senior Center.
- Agreement, dated January 31, 1983 which included paragraphs 2 and 7 as referenced in the Executive Board Meeting. Paragraph 9 states the Town has a right to construct an addition and Paragraph 10 states that the agreement shall run for 99 years. This document was filed with the Town Clerk's Office on March 17, 1983, Volume 228, Pages 934-936.

The issue of "not less than 25 years" was language required on the Cooperation Agreement with the State of CT and the Berlin Housing Authority in order to apply for funds to build Percival Heights and the Senior Center.

Hope this is helpful. I will keep a copy as well at the Senior Center with our paperwork on the building and the expansion study.

COPY

MINUTES

Executive Board
March 7, 1983

The meeting was called to order at 7:30 P.M. by Mayor Thomas W. Ward, Jr. Deputy Mayors William F. McKeon and Robert A. Argazzi were present. Also present: Mrs. Barbara Geary, Economic Development Director; William Diskin, Chairman Economic Development Commission

Mrs. Geary explained she requested proposals from seven fee appraisers and/or marketability consultants in Connecticut; five replies were received. (see minutes of December 13, 1982) She recommends the low bidder, The Hannon Company of Goshen, be retained, for the bid price of \$6,000.00. She further noted that the State Department of Economic Development will base their decision to go forward on the project on this study and information furnished by us in a pre-application. The study provided by The Hannon Company will also provide a cost benefit analysis. Mr. Argazzi asked if this is for the specific site? Mrs. Geary said yes. The Mayor said if we had more money we might include uses for the free land from Mr. Budney. He said he read that Newington is going to develop their land and sell it. Mr. Diskin reported that in 1975 the Town paid \$4,200 for a marketability study for the Berlin Industrial Park. Mrs. Geary reported that the State feels that Hannon Company would do the job and that they would accept the recommendation from him. The study will take 45 days to complete. Mrs. Geary added that we will have to make available to them all information we have on sewer, water, labor market, etc. They will interview some of the major employees in Berlin. Mayor Ward said they will also give us a recommendation as to highest and best use of the land and whether the investment is worthwhile. Mrs. Geary said there is sewer on the site; the 18" interceptor. We would have to go out Deming Road for water. Mr. Argazzi asked if we would condemn this property? The Mayor said if it cannot be negotiated. On motion by Mr. Argazzi, seconded by Mr. McKeon, it was voted to approve the bid price of \$6,000.00 from The Hannon Company for a marketability study and cost benefit analysis for the Turnpike Industrial Park.
MOTION CARRIED.

The Mayor presented a request from Mrs. Geary requesting an amendment to a resolution passed at a Town Meeting on January 17, 1983 concerning authorization to file an application to the State Department of Human Resources. She requests the amount be increased from \$400,000 to \$605,500. This reflects the cost estimate prepared by Quinn & Associates for the proposed Senior Center. On Motion by Mr. Argazzi, seconded by Mr. McKeon, it was voted to add this proposed amendment to the call of the Town Meeting scheduled for March 21, 1983. MOTION CARRIED.

→ The Mayor presented a request from Mrs. Geary for the Executive Board to sign a letter of intent that the Town of Berlin will use that portion of the Percival School defined in Paragraph 2 and referred in Paragraph 7 of the Agreement between the Town of Berlin and the Berlin Housing Authority dated January 3, 1983, as a Senior Center for a period of not less than twenty-five (25) years upon construction of improvements required to satisfy that use. Mrs. Geary explained this is a requirement from the State before consideration can be given for funding the project. On motion by Mr. Argazzi, seconded by Mr. McKeon, it was voted to sign

the letter of intent of the Executive Board of the Town of Berlin to use that portion of the Percival School defined in Paragraph 2 and referred in Paragraph 7 of the Agreement between the Town of Berlin and the Berlin Housing Authority dated January 3, 1983, as a Senior Center for a period of not less than twenty-five(25) years upon construction of improvements required to satisfy that use. MOTION CARRIED.

Mr. Argazzi expressed to Mrs. Geary and Mr. Diskin his objection to a tax freeze for Chase Enterprises in the Webster Square area. He says he has ^{doesn't} what he was supposed to do in the first place and now we will lose any increase in taxes. Mr. Diskin explained now we are getting taxes based on the stores occupied. The more the property runs down the less we are getting. Mr. Argazzi said he doesn't think legally it can be done. Following a brief discussion, Mrs. Geary and Mr. Diskin left the meeting.

Mayor Ward presented a Budget Change Form from Mrs. Joanne G. Ward, Town Clerk, in the amount of \$557.00 to account #1103 Senior Recording Clerk, Assistant Town Clerk. Mayor Ward explained this is to allow for the use of manpower services because of employee's illness in the Town Clerk's office. On motion by Mr. Argazzi, seconded by Mr. McKeon, it was voted to approve the Budget Change Form from Mrs. Ward in the amount of \$557.00 to account #1103 Senior Recording Clerk, with the understanding that this is to June 30, 1983. MOTION CARRIED.

Mayor Ward presented an Agreement to be signed by the Executive Board and George S. Einstein that on or before April 29, 1983 the buyer will pay to the seller the sum of \$45,000 conditioned upon fulfillment of the following conditions: approval of the Board of Education, and, approval of the Planning Commission; and approval by Town Meeting. Mr. Argazzi asked that we make it clear that the Town will not make a tax adjustment. On motion by Mr. McKeon, seconded by Mr. Ward, and voted to sign the Agreement concerning the Einstein property. OPPOSED: Mr. Argazzi MOTION CARRIED.

CEMETERIES

The Mayor reported Mr. John Aguzzi wishes to retire effective immediately. He is seventy years old. He is willing to sell his equipment. It was agreed to retype the Contract Mr. Aguzzi had and advertise for a replacement.

DEMOLITION OF BARN

Mayor Ward advised the Board that the Finance Board has approved the appropriation of \$2,770.00 to demolish the barn located on Town property on Kensington Road. It was agreed to notify the low bidder, Violette Used Brick Company, and advise him to obtain his required insurance and demolition permit.

Mayor Ward presented a letter from Morgan Seelye, dated February 28, 1983, advising that on April 15, 1981 Louis & Louise Valentine filed an easement with the Town Clerk for a sanitary sewer installed in their property on Spruce Brook Road. The description of the boundaries of the easement were in error and Atty. Jackaway feels the correcting documents should be filed in the land records, including a release by the Town for the area erroneously described. On motion by Mr. Argazzi, seconded by Mr. McKeon, it was voted to add this item to the call of the Town Meeting scheduled for March 21, 1983. MOTION CARRIED.

COPY

AGREEMENT

AGREEMENT this 31st day of January 1983, between the TOWN OF BERLIN, hereinafter referred to as "the Town", acting herein by its Executive Board, duly authorized, and the BERLIN HOUSING AUTHORITY for the Town of Berlin, hereinafter referred to as "H.A.", for the purpose of establishing the following guidelines:

1. The Town will convey to the H.A. the parcel of land with the building and improvements thereon situated southerly of Percival Avenue and easterly of Sbona Road containing approximately 5.77 acres known as the James Gates Percival School. This parcel is known and shown on a map entitled "A Property Map of Land To Be Conveyed to the Housing Authority of the Town of Berlin Colonial Drive, Berlin, Connecticut Date 1-12-83 1"=40' Bruce P. Soroka Associates No. Somer Drive, South Meriden, Connecticut" which map is to be filed in the Berlin Town Clerk's Office and is attached hereto, containing 251,538 square feet.

2. In consideration of the above, the H.A. will lease to the Town for \$1.00 and other valuable considerations, approximately 7,000 square feet of the James Gates Percival School for the use as a senior citizens' center the upper level of the southerly wing, which includes the all-purpose room, kitchen, toilets and various small offices as shown on the copy attached hereto. The Town will be responsible for the care and maintenance of the center as well as any repairs necessary during the lifetime of the lease.

3. Upon completion of architectural drawings, the Town will complete the renovation of this portion of the building in cooperation with and requirements of

-2-

the Berlin Commission for the Aging. Included in this renovation will be provisions for separate metering of all utilities used by the Senior Citizen Center, including electricity, heat, gas, and water for which the Town will be liable. The Town will also extend and improve the parking area at the southerly portion of H.A. premises, sufficiently to accomodate the needs of the senior citizens in the event of full utilization of the all-purpose room.

4. The H.A. will make provisions for tenant parking (20 parking spaces) and will be responsible for the care and maintenance of their portion of the building and grounds, i.e. lawn mowing and snow removal.

5. The Town also agrees to plow the main driveway and circle and also agrees to clear and maintain the senior citizen parking area. In addition, the Town will be responsible for clearing any sidewalks used by the senior citizens for ingress and egress to the Center.

6. The Town will carry liability insurance in the amount of \$300,000, and hold the H.A. harmless for any claim from any person or persons as a result of any accident while participating in any activities conducted by the senior citizens.

7. If at any time in the future the Town does not desire to use this portion of the building for senior citizen activities, it will revert to the H.A.

8. The H.A. will grant the Town a fifty foot right of ingress and egress to other land owned by the Town presently used for recreational purposes, location of right-of-way will be determined at a later date.

9. The Town reserves the right to construct an addition to the Senior Citizen Center, if desired.

10. This lease, from the H.A. to the Town, shall run for a period of 99 years, commencing on the date that a Certificate of Occupancy is granted for said premises, unless terminated by the Town as set forth in Paragraph 7 herein. Written notice of termination shall be given to the H.A. by the Town not earlier than 30 days prior to termination.

11. The selection of an architect for renovations for housing for the elderly and creation of a Senior Citizen Center shall be by the H.A. in consultation with the Executive Board, and the Town shall be responsible for that portion of the architectural fees and renovations attributable to the Senior Citizen Center as described in Paragraph 2 herein.

Dated at Berlin, Connecticut, this 31st day of January 1983.

TOWN OF BERLIN
BY ITS EXECUTIVE BOARD

Thomas W. Ward, Jr.
Thomas W. Ward, Jr.
Mayor

William F. McKeon
William F. McKeon
Deputy Mayor

Robert A. Arguzzi
Robert A. Arguzzi
Deputy Mayor

BERLIN HOUSING AUTHORITY

By [Signature]

March 17 1983
RECEIVED
AT 3 HR. 05 MIN. P.M.

AND RECORDED IN
BERLIN LAND RECORDS

VOL 228 PAGE 934
Janet E. Ware
TOWN CLERK

Agenda Item No. 5
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: December 27, 2022
SUBJECT: Discussion about Applications for Recreational Trails Grants for Pistol Creek/Lamentation Mountain and Hungerford Park

Summary of Agenda Item:

The State of Connecticut issued a request for applications for the Recreational Trails grant program. Applications are due March 1. The grant requires a 20% local match that can be provided by a cash match, in-kind services, or a combination of cash and in-kind services. Staff has initiated discussions about the grant program with the Town of Middletown about Pistol Creek, Lamentation Mountain trail improvements and with Hungerford Nature Center.

With the recent Berlin acquisition of a portion of the former Pistol Creek golf course, the Towns of Middletown and Berlin now own the entirety of the former golf course. Pistol Creek is also close to Lamentation Mountain via the Metacomet/New England National Scenic trail (NET) and the City of Middletown owns a large parcel south of the former golf course that could provide an additional connection to Lamentation Mountain. The Berlin Land Trust also recently acquired a parcel on Lamentation Mountain just south of the Berlin/Middletown town line that enhances the hiking experience on Lamentation Mountain. The concept for the Pistol Creek/Lamentation Mountain area grant application would be to submit the application as a two-town effort with project elements that may include improving Pistol Creek Cart paths on both the Berlin and Middletown sections, signage, constructing bog bridges on the section of the trail that enters Lamentation Mountain area from Spruce Brook Road via the Stantack Road right of way, and creation of a new trail link to Middletown's Atkins Road parcel including the construction of bog bridges, bridges and a small parking area.

The second potential grant application is for trail improvements at Hungerford Nature Center. The Hungerford Nature Center New Britain Youth Museum is a non-profit organization that operates programs for young people including at the Hungerford Nature Center site located on Farmington Avenue in Berlin. The Nature Center property is owned by the City of New Britain. A part of Hungerford's facility is a system of trails that are open to the public. The trails are used as part of Hungerford's youth outdoor education program. The trails at Hungerford are a valuable local resource, particularly for families with young children and for residents in nearby neighborhoods. The existing trails would benefit from improvements. The concept for the Hungerford Nature Center area grant application would be to submit the application as a two-town effort in concert with Hungerford Nature Center New Britain Youth Museum. Project elements may include bog bridges, small bridges, stone or woodchip installed on trails to improve the walking surfaces,

clearing of downed trees and brush, creation of a tree identification trail, signage and GPS mapping of the trails to include the trail system on Berlin's website.

Staff will return to the Town Council at a future meeting with more details on the Recreational Trails Grant applications including the amount and proposed source of matching funds.


Action

None.

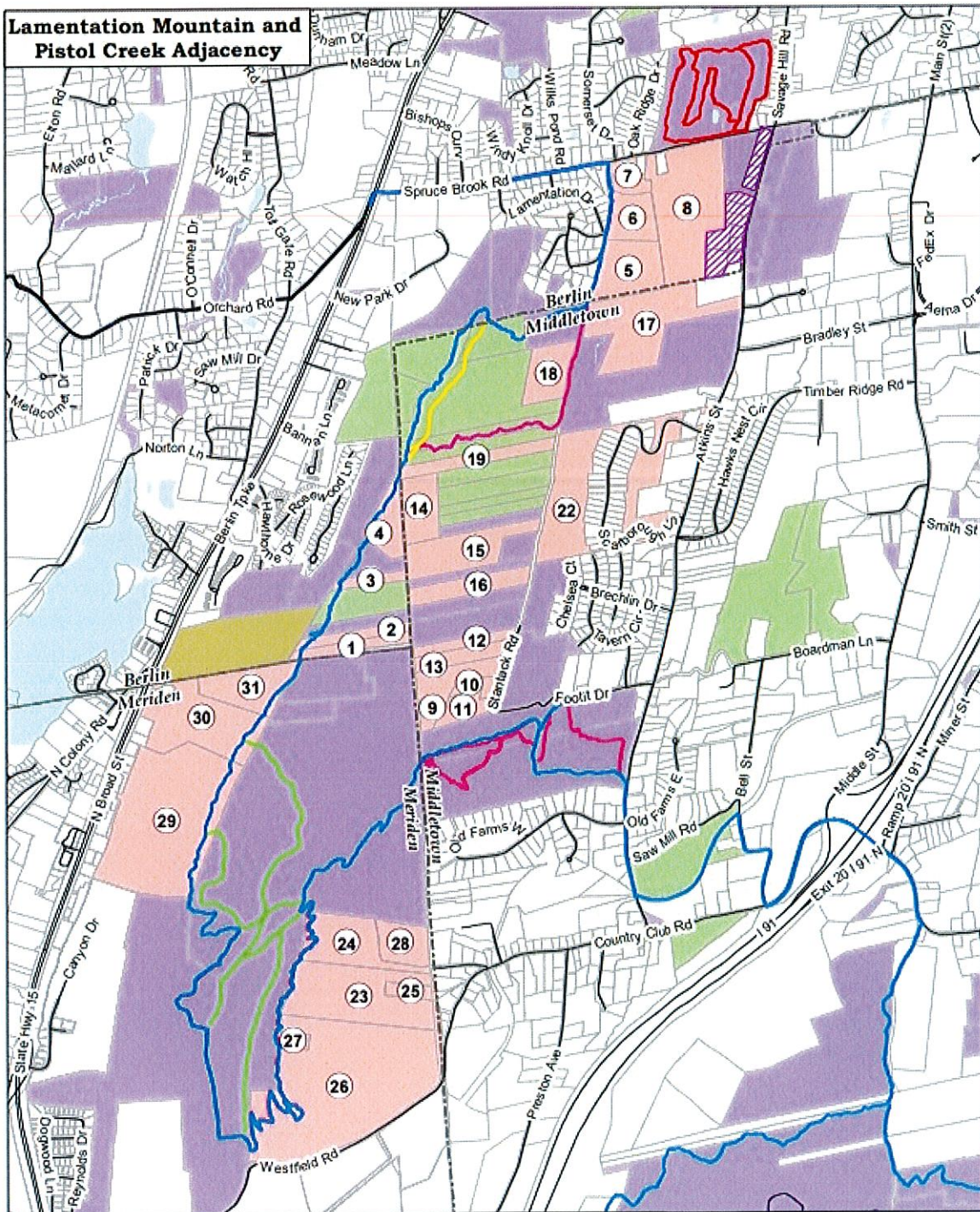
Attachments:

1. Lamentation Mountain Area Adjacency Map

Prepared By:

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

Lamentation Mountain and Pistol Creek Adjacency



- Municipal Property
- Land Trust Property
- Municipal Acquisition Pending
- Private Property
- State Property

0 1,400 2,800
Feet



Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: December 20, 2022

SUBJECT: Request to waive the Town of Berlin bid requirements for the purchase of one Fire Apparatus from Pierce Manufacturing.

SUMMARY:

James Simons, Fire Administrator, is requesting to waive the Town of Berlin bid requirements for the purchase of one (1) "Triple combination Fire Engine" from Pierce Manufacturing of Appleton, Wisconsin. This replacement is part of the long-term strategic plan for the Fire Apparatus replacement.

The Apparatus Replacement Plan (Plan) replaces the apparatus on a predetermined time frame providing safety, efficiencies in deployment and upgrades in technology. This plan was written in 2001 and accepted by the Town Council. It was subsequently reviewed, updated and presented to the Council in 2016. It was again reviewed in March of 2020 by the Board of Fire Chiefs for applicability and was re-adopted as it was presented in 2016. This piece of apparatus is the last of the four (4) purchased in 2002 and should be the last one purchased until 2028.

Pierce Manufacturing was selected by the Town's Board of Fire Chiefs originally in 2010 to build Engine 10. Following that build and the issues we had with other manufacturers and service centers, we recommended utilizing Pierce Manufacturing for the purchase of an additional seven (7) trucks (Tower Ladder 3, Truck 9, Squad 4, Engine 2, Engine 8, Engine 10 and Engine Tanker 12). The Board of Fire Chiefs is again recommending Pierce Manufacturing as the only choice in the replacement of this truck for the following reasons: a favorable past experience, workmanship, standardization of equipment, and the proximity of their factory service center.

James Simons, Fleet Manager and Fire Administrator, along with the Town of Berlin Board of Fire Chiefs, recommends that Pierce Manufacturing of Appleton, WI be awarded this purchase.

Originally Jim Simons, Fleet Manager estimated the cost to be approximately \$900,000, Working with the vendor the actual cost came in at \$948,360. This additional cost is a direct result of inflation and supply chain issues.

Funding has and will come from a few different sources:

- Surplus funding was transferred into the "Fire Truck" account #134.15.1531.0.54000.00018 for the deposit portion

- Cost overrun will be funded out of the "Vehicle Reserve" account# 134.15.1531.0.54000.00012.
- Remaining funding was appropriated in outside bond resolution, unless surplus funding becomes available before delivery.

Delivery is estimated at 36 to 40 months from contract signing.

ACTION NEEDED:

Move to waive the Town of Berlin bidding requirements and award the purchase of one (1) Triple Combination fire engine (Engine 7) from Pierce Manufacturing, for an amount not to exceed \$950,000, as this is in the best interest of the town.

ATTACHMENTS:

PREPARED BY:

James Simons, Fire Administrator

A handwritten signature in blue ink, appearing to read "James Simons", is written over the printed name "James Simons, Fire Administrator".

2022 Planning and Zoning Commission Attendance

24 Regular and Special Meetings were held in 2022

Chairwoman Joan Veley	Attended all meetings
Vice- Chairwoman Diane Jorsey	Attended 22 of the 24 meetings
Secretary Brian Rogan	Attended all meetings
Member Timothy Zigmont	Attended 20 of the 24 meetings
Member June Daly	Start Date: September 20 th Attended all 5 remaining meetings for 2022
Member Andra Lou Millerd	Start Date: September 20 th Attended all 5 remaining meetings for 2022
Alternate Steve Biella, Jr.	Attended 23 of the 24 meetings
Alternate Nikki Sambitsky	Start Date: September 20 th Attended 4 of the 5 remaining meetings for 2022
Alternate Andrew Legnani	Absent from 23 of the 24 meetings


Town Planner Maureen Giusti attended all meetings.


Submitted by Frances Semmoski, Recording Secretary – December 28, 2022

	Golf Commission Attendance 2022													YTD	Attendance
	J1	J2	F	M	A	Ma	J	J	A	S	O	N	D		
Arute															0%
Berger	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		85%
Bugella	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		92%
DeFazio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		92%
Green	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		92%
Lemieux	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		100%
Nappi															0%
Norton	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		100%
Pulcini	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		69%
Senia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		92%
	8	8	8	7	8	8	8	8	7	7	5	8	7	8	7

Reason for absence

①	Afterhours business meeting
②	Business travel outside ConUS
③	Vacation
④	Medical
	No reason given (blank)
*	Death in family

 - Not a Commission member for this period

 NQ - No quorum

 - Meeting Canceled

- 1 1/13/22 Special Joint Meeting / Town Council (Brightview Presentation)
- 2 01/20/22 Regular meeting
- 3 02/17/22 Regular Meeting
- 4 03/17/22 Regular Meeting - Cancelled
- 5 3/31/22 Special Meeting
- 6 04/21/22 Regular Meeting
- 7 05/19/22 Regular Meeting
- 8 06/16/22 Regular Meeting
- 9 07/21/22 Regular Meeting
- 10 08/18/22 Regular Meeting

- 10 9/15/2022 Regular Meeting
- 11 10/20/2022 Regular Meeting
- 12 11/17/2022 Regular Meeting
- 13 12/15/2022 Regular Meeting

Inland Wetlands & Water Courses Commission Attendance Sheet 2022

Date	Notes:	Mike Cassetta	William Jackson	Dave Rogan	Peter Nieman (Chairman)	Gary Pavano	Rick White	Steven Biella	John Russo
01/04/22		E	P	P	P	P	P	P	N/A
02/01/22		E	P	P	P	P	P	P	P
03/01/22		P	P	P	P	P	P	P	P
04/05/22		P	A	A	P	P	P	P	P
05/03/22		E	P	P	P	P	E	P	P
06/07/22	Cancelled								
07/05/22		P	P	P	P	P	P	P	P
08/02/22		E	A	P	P	P	P	P	E
09/06/22	Cancelled								
10/04/22	Cancelled								
11/01/22	Cancelled								
12/06/22		P	P	P	P	E	P	P	P

P=Present

A=Absent

E=Excused

Parks & Recreation Commission Attendance

	2022												YTD Attendance
	J	F	M	A	M	J	J	A	S	O	N	D	
Bovee	U	U	U	U	V	U	*	U	U	U	U	U	91%
Butrimas	U	U	U	U	U	BOE event	*	U	U	U	U	U	91%
Dellaquila	U	U	B	U	U	U	*	U	U	B	U	U	82%
Legnani	U	U	U		U	U	*		U	U			68%
Patel	U												91%
Pulcini	U	U	U	U	U	U	*	U	U	U	U	U	100%
Starr	U	U	U	U	U	U	*	U	U	U	U	U	100%
	7	6	5	5	5	5	5	5	6	5	5	5	

- Not a Commission member for this period

- No quorum

NQ

- Meeting Canceled

*

Reason for absence

B	Business
V	Vacation
M	Medical

No reason given (blank)

Patel no longer on Commission after January



Veterans Commission

TOWN OF BERLIN
240 Kensington Road
Kensington, CT 06037

Berlin Veterans Commission 2022 Attendance Sheet

December 7, 2022

Meeting Dates

- 1) January 4, 2022 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., Robert Smith, and Paul Eshoo **were present**. Bruce Trevethan and Dean Revoir **were excused**.
- 2) February 1, 2022 – Charles Colaresi, Peter Galgano Jr., Robert Smith, Dean Revoir, Paul Eshoo, and Bruce Trevethan **were present**. Thomas Uznanski **was excused**.
- 3) March 1, 2022 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., and Dean Revoir **were present**. Paul Eshoo and Bruce Trevethan **were excused**. Robert Smith **was absent**.
- 4) April 5, 2022 – Charles Colaresi, Thomas Uznanski, Peter Galgano Jr., and Paul Eshoo **were present**. Dean Revoir, Robert Smith and Bruce Trevethan **were excused**.
- 5) May 3, 2022 – Charles Colaresi, Peter Galgano Jr., Dean Revoir, Robert Smith, and Paul Eshoo **were present**. Thomas Uznanski and Bruce Trevethan **were excused**.
- 6) June 7, 2022 – Charles Colaresi, Peter Galgano Jr., Thomas Uznanski, Robert Smith, and Paul Eshoo **were present**. Dean Revoir and Bruce Trevethan **were excused**.
- 7) September 6, 2022 – Charles Colaresi, Peter Galgano Jr., Thomas Uznanski, Robert Smith, and Dean Revoir **were present**. Paul Eshoo and Bruce Trevethan **were excused**.
- 8) October 4, 2022 – Charles Colaresi, Paul Eshoo, Thomas Uznanski, Robert Smith, and Dean Revoir **were present**. Peter Galgano and Bruce Trevethan **were excused**.
- 9) November 1, 2022 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, Robert Smith, and Dean Revoir **were present**. Thomas Uznanski and Bruce Trevethan **were excused**.
- 10) December 6, 2022 – Charles Colaresi, Peter Galgano Jr., Paul Eshoo, Robert Smith, and Dean Revoir **were present**. Thomas Uznanski and Bruce Trevethan **were excused**.

Respectfully submitted,

Peter Galgano Jr., Secretary

[illegible]

2022 Attendance

[illegible]



Berlin Peck Memorial Library Board

Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Berlin - Peck Library Board 2. _____

Name: Elaine Borselle Telephone No.: 860-828-1616

Home Address: 61 Oak Ridge Dr. Number of years in Berlin: 26
(Note: To apply, you must be a resident of Berlin)

Email Address: elaineb2@comcast.net

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

BA CCSA
Educational Background (optional)

Retired
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Library Board 2009-present
BOKES to BOOT 2022

Tell us why you feel qualified for this appointment: Berlin Peck Library is a jewel in our town and a valuable community resource. My 14 years on the Board make me confident I can continue to make a valuable contribution.

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

Signature: Elaine Borselle Date: 11-18-2022

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



*Berlin Peck Library
Board*

TOWN OF BERLIN
Office of The Town Manager

TOWN OF BERLIN
'22 DEC 19 AM 11:16

November 4, 2022

Sharon Powell
45 Ridgewood Lane
Berlin, CT 06037

Dear Sharon:

Your term on the Berlin Peck Library Board expires on January 31, 2023. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and complete the enclosed application form.

_____ Yes, I want to be considered for another term.

✓ _____ No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Wednesday, December 21st or we will assume you are not interested in serving another term. Please drop off or mail this letter and the completed application to the Town Manager's Office, Town Hall, 240 Kensington Road, Berlin, CT 06037 or email to csullivan@berlinct.gov.

Sincerely,

Arosha Jayawickrema

Arosha Jayawickrema
Town Manager

AJ:cms

Enclosure



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. BERLIN PECK LIBRARY

2. _____

Name: CAROL WELZ

Telephone No.: 860-828-6417

Home Address: 1308 ORCHARD RD. KENSINGTON
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 70

Email Address: cwelz@comcast.net

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

Party Affiliation: Republican

Educational Background (optional)

Retired
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: BERLIN PECK LIB. BD, KENSINGTON CONG. CHURCH
KENSINGTON GARDEN CLUB

Tell us why you feel qualified for this appointment: I feel libraries are one of the most important things in the community. I want to make ours the best possible.

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

Signature: Carol Welz

Date: November 28, 2022

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Board of Ethics



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Ethics 2. _____

Name: Antonina A. DeDominicis Telephone No.: _____

Home Address: 27 Bluebird Lane Number of years in Berlin: _____
(Note: To apply, you must be a resident of Berlin)

Email Address: nina62197@outlook.com

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

Business Management / Accounting
Educational Background (optional)

Retired
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Board of Ethics and Treasurer of the Republican Town Committee

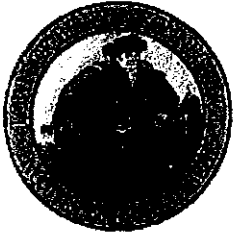
Tell us why you feel qualified for this appointment: I have 3 years experience on the Board of Ethics.

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

Signature: [Signature] Date: 12/19/2022

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Board of Ethics



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Ethics

2. _____

Name: Susan Bordonaro

Telephone No.: 860-205-6447

Home Address: 81 Gianna La.
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 27

Email Address: Suepoli@aol.com

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

Party Affiliation: Republican ✓

Educational Background (optional)

N/A

Present Employment (company/position)

N/A

Business Address

Current and Past Civic/Community Involvement:

Chair, Berlin Republican Town Committee

Tell us why you feel qualified for this appointment:

Current Member

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

Signature:

Susan Bordonaro

Date:

12-8-22

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

Board of Ethics

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Board of Ethics

2. _____

Name: Tiffany Bernard

Telephone No.: 860 874 3707

Home Address: 49 main st (kensington)
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 31

Email Address: tiffany.browbridge.bernard@gmail.com

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

Party Affiliation: Democrat ✓

master of arts
Educational Background (optional)

CCSU - university assistant
Present Employment (company/position)

1615 Stanley St New Britain
Business Address

Current and Past Civic/Community Involvement: _____

Democratic run committee, sec. of PARK & REC COMMISSION

Tell us why you feel qualified for this appointment: _____

experience in town politics, legal studies,

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

NO

Signature: Tiffany Bernard

Date: 11/22/22

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 DEC -5 AM 11:44

Kathleen

BERLIN, CT

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

Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Board of Ethics Alt

2. _____

Name: Deborah Reed

Telephone No.: 860-829-5234

Home Address: 71 Magnolia Ln, East Berlin
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: _____

Email Address: Debski.reedski@gmail.com

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

Party Affiliation: R ✓

Educational Background (optional)

Home maker

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Board of Ethics Alt 2022

Tell us why you feel qualified for this appointment: I worked in healthcare as a radiation

therapist and ethics training was required.

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

Signature: Deborah Reed

Date: 12/15/22

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BERLIN TOWN CLERK

2022 DEC 16 PM 12:27

Katrina Wade

BERLIN, CT.

Status

Name

Andrew Pulcini

Application**Date**

12/12/2022

Expiration Date

12/12/2121

Status

Board	Vacancies	Status
Board of Ethics (Code of Ethics)	1	Pending

✓

Basic Information

Name

Andrew Pulcini

Contact Information

Address162 Crater Lane
Berlin, CT 06037**Resident**

Yes

Phone

(860)416-1906

Email

apulc1@unh.newhaven.edu

Occupation

Employer

Newington Public Schools

Job Title

Substitute Teacher

Other Questions

Question #1

Number of years in Berlin

I have been a resident of Berlin for 18 years.

Question #2

Educational Background (optional)Associates Degree in Arts from CCBC Essex
Bachelors Degree in Psychology from
University of New Haven

Question #3

Current and Past Civic/Community InvolvementMember of Commissions for Person(s) with
Disabilities Volunteer member of the Lion's
Club

Question #4

Tell us why you feel qualified for this

appointment

As a future attorney I feel I display qualities like fairness and equality, both of which would help serve to the purpose of this commission. I also feel that as a relatively younger individual I can speak with a different lens than others and provide insight to better serve the town and help maintain the high ethical standards we must hold ourselves to.

Question #5

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

No.

Question #6

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

I am a registered voter.

Political Party

What is your political party affiliation?

Unaffiliated

✓✓

Generated 12/12/2022 @ 4:10 pm

ANDREW J. PULCINI

www.linkedin.com/in/andrewpulcini (860)416-1906 apulc1@unh.newhaven.edu

My goal is to become a lawyer specializing in child and family law representing children and families who come from low-socioeconomic backgrounds or are a part of underrepresented populations. Through internship, employment, and volunteer experiences I have gained valuable insight into the struggles of children coming from inopportune backgrounds and look to use that experience in my future career path.

EDUCATION

UNIVERSITY OF NEW HAVEN, WEST HAVEN, CT

Bachelor of Arts in Psychology, Concentration in Forensics (3.34 GPA)

AUGUST 2020- DECEMBER 2022

Relevant Coursework: Law, Psychology & Mental Health Systems, Legal Psychology, Communication & Law, Criminology

Awards/Scholarships: Dean's List Honoree Fall 2020 & Fall 2021, NE-10 Academic Honor Roll 2020 & 2021, Presidential Scholarship Recipient

COMMUNITY COLLEGE OF BALTIMORE COUNTY AT ESSEX, ROSEDALE, MD

ASSOCIATES DEGREE IN ARTS

DECEMBER 2019- JUNE 2020

Relevant Coursework: Introduction to Criminal Justice, Introduction to Sociology

RELEVANT EXPERIENCE

RESEARCH ASSISTANT

Yale University School of Medicine & Yale New Haven Hospital/ October 2022- Present

- Conduct observations on adult participants who entered the Yale Emergency Department with disclosures of intimate partner violence
- Analyze language communicated by participants utilizing a qualitative coding methodology and report findings
- Work under the guidance of supervisor and Associate Professor of Medicine at Yale University

INTERSHIP

Yale New Haven Hospital Family Advocacy Center/ August 2022- Present

- Work with supervisor and Director of Family Advocacy Center in research to create a forensic interview model to be published
- Aid in preparation for re-accreditation of Yales' Child Advocacy Center
- Attend meetings with local and federal law enforcement agencies along with state prosecutors to discuss and assess specific cases involving abuse

SUBSTITUTE TEACHER

Newington Public Schools/ December 2020- Present

- Implement teaching plans for whole class instruction
- Work 1 to 1 with students who have an IEP or 504 Plan
- Understand the disability a student has, and use their strengths to help them complete task

ASSISTANT TEACHER

Educational Playcare Center of Farmington/ May 2022- July 2022

- Create and implement lesson plans for children between the ages of 4 and 12
- Work directly with director of the center in creation of a summer camp model and curriculum
- Understand different developmental stages to ensure seamless transition from daycare to kindergarten (if applicable)

CO-CIRRICULAR ACTIVITIES

COLLEGIATE ATHLETE (BASEBALL)

The University of New Haven, CCBC Essex, American International College & Curry College

- Participate in daily practices and lift sessions
- Attend weekly study hall and team meetings related to individual position and full team
- 35 to 40 hours per week

MEMBER

The University of New Haven Legal Society

- Attend biweekly meetings
- Participate in discussions with keynote speakers currently working in various fields of the law

COMMUNITY OUTREACH

VOLUNTEER

Berlin Lion's Club/ April 2022- Present

- Maintain park and public areas (i.e. painting benches, grass upkeep, etc.)
- Participate in weekly events to improve the town of Berlin along with residents in need
- Aid in the running of the Lion's Club of Berlin social media accounts

COMMISSIONER

Town of Berlin Commission for Persons with Disabilities/ May 2022- Present

- Foster an understanding, respect, and involvement of persons with disabilities within the town of Berlin
- Develop plans to allocate funds provided by both state and federal government to improve quality of life for individuals with disabilities
- Provide information to Town Council and Board of Education on to how work with such individuals to improve overall cohesion of the town



Please return application to:

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

Cemetery Commission

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Cemetery Commission 2. _____

Name: Stephen Pastuszak Telephone No.: 860 712 8007

Home Address: 754 Worthington Ridge Number of years in Berlin: 50+
(Note: To apply, you must be a resident of Berlin)

Email Address: Stephen.PASTUSZAK@ATT.NET

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

Educational Background (optional)

Line Foreman - Rousey Mtn Fiber Pkcs
Present Employment (company/position)

240 Stamm Rd Newington Ct
Business Address

Current and Past Civic/Community Involvement: Cemetery Commission

Tell us why you feel qualified for this appointment: 3 yrs on Commission

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

Signature: [Signature] Date: 11/21/22

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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2022 DEC 16 PM 12:27
Kathryn Gleason
BERLIN, CT.



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Common Persons w/ Disabilities

Name: PAUL R. OATES

Telephone No.: 860 829-2183

Home Address: 51 HUDSON STREET
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 26

Email Address: p.oates@att.net

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

Party Affiliation: DEMOCRAT ✓

MS-Communications/ Fairfield University/ BS Sacred Heart U.
Educational Background (optional)

RETIRED - CT DEPARTMENT OF LABOR
Present Employment (company/position)

200 Folly Brook Blvd, Wethersfield, CT
Business Address

Current and Past Civic/Community Involvement: Shelton Jayces - President/
Board member - Family Promise of Central Connecticut

Tell us why you feel qualified for this appointment: Have been involved w/ relatives
1500 BS at DOL; my brother-in-law is disabled

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

Signature: Paul R. Oates

Date: 12/23/22

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Commission for the Aging 2. _____Name: Ann Gamelin Telephone No.: 860 828-6700Home Address: 31 Colonial Dr apt 21 Number of years in Berlin: 76
(Note: To apply, you must be a resident of Berlin)Email Address: gamelinann@gmail.comAre you a Registered Voter? yes Party Affiliation: Democrat ✓
(Note: To apply, you must be a Registered Voter in Berlin)High School
Educational Background (optional)Retired
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Police Dispatcher 20 yearsSt Paul Church Ladies Guild AARP PresidentBerlin Food BankTell us why you feel qualified for this appointment: I am interested in being an advocate for Senior IssuesCan you think of any reason that a conflict of interest could arise if you were appointed? NoSignature: Ann C. Gamelin Date: Dec 7, 2022

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TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Conservation 2. _____

Name: Karl Lewis Telephone No.: 860-878-9300

Home Address: 56 Hartland Terrace Number of years in Berlin: 42
(Note: To apply, you must be a resident of Berlin)

Email Address: KingWhistle1967@gmail.com

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

BA CCSU (English) 1990/MPA UConn 1996
Educational Background (optional)

① CCSU/Criminology Dept - Instructor (adjunct) ② Town of Berlin - Clerk (P.T.)
Present Employment (company/position)

① Shawley St, New Britain ② 27 Town Farm Lane Berlin
Business Address

Current and Past Civic/Community Involvement: Conservation Commission 1995 - now /
South Kensington FD (firefighter) 2020 - now / WVUH Radio Volunteer
Announcer + Folk Music Director 2019 - now

Tell us why you feel qualified for this appointment: I have been with the CC for
approximately 17 years. I know our open space well and have worked with

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

Signature: [Signature] Date: 11/19/2022

Town
shift
on
issues.

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Conservation Commission

Please return application to:

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

TOWN OF BERLIN Application for Appointment to Boards and Commissions

TOWN OF BERLIN
22 NOV 23 PM 3:22

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

Please list your Board/Commission preference below:

1. Conservation Commission 2. _____

Name: Robert Ramsey Telephone No.: (860) 519-6690

Home Address: 91 Jeffrey Ln Number of years in Berlin: ~ 29 years
(Note: To apply, you must be a resident of Berlin)

Email Address: robertw.ramsey91@gmail.com

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

BA, MS + 60
Educational Background (optional)

Consolidated School District of New Britain
Present Employment (company/position)

New Britain B of Ed.
Business Address

Current and Past Civic/Community Involvement: _____

- Conservation Commission (~ 9 yrs)

Tell us why you feel qualified for this appointment: _____

- past experience

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

Signature: Robert W. Ramsey Date: 11/21/22

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2022 DEC -5 AM 11:44
Kathryn G...
BERLIN, CT.

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Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Economic Development Commission

2. _____

Name: Edward Egazarian

Telephone No.: 860-402-3093

Home Address: 1183 Worthington Ridge
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 47

Email Address: edegazarian@gmail.com

Are you a Registered Voter? yes

Party Affiliation: Democrat ✓✓

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

High school
Educational Background (optional)

Retired
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: EDC 27 years, 1 Term Town Council

3 years Planning and Zoning Alternate, Business owner 43 years

Tell us why you feel qualified for this appointment: I know Berlin, what can go

where, what areas that are wet, and what we want developed

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

Signature: Edward Egazarian

Date: 11-26-22

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BERLIN TOWN CLERK
2022 DEC -9 AM 9:38

Kathy G. Wood

BERLIN, CT.

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Please return application to:

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

Golf Commission

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Golf Commission

2. _____

Name: Nancy Berger

Telephone No.: 860-597-5547

Home Address: 1146 High Rd Kensington
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 48

Email Address: nb550@comcast.net

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

Party Affiliation: Republican ✓

Masters and 4th year in Education
Educational Background (optional)

retired teacher
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: I've been a member of the Golf Commission since it began. I'm a current member of the Timberlin Lady Niners and served as its president for 3 years.

Tell us why you feel qualified for this appointment: past experience on the Golf Commission; my commitment to the success of Timberlin Golf course

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

Signature: Nancy L Berger

Date: 12/7/22

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BERLIN TOWN CLERK

2021 DEC 16 PM 12:27

Kathy G. Hall

BERLIN, CT.



Please return application to:

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

Golf Commission

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. GOLF Commission ✓

2. _____

Name: JAMES NORTON

Telephone No.: 860 306-5216

Home Address: 36 STEEPVIEW DR Berlin
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 30

Email Address: JNORTS36@GMAIL.COM

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

Party Affiliation: Republican ✓

BBA - ACCOUNTING CPA
Educational Background (optional)

RETIRED P/T - FARMER FUNERAL HOME
Present Employment (company/position)

NEW BRITAIN CT
Business Address

Current and Past Civic/Community Involvement: VOLUNTEER CSCPA • SEQUENT SUB GROUP
JUDGE OF CT - GOLF COMMISSION MEMBER; 15 year Coach in LL
BASEBALL

Tell us why you feel qualified for this appointment: I HAVE BEEN INVOLVED IN GOLF SINCE

MY YOUTH AS A CADDY AND FOR BUSINESS IN GOLF REPAIR. MY BUSINESS
BACKGROUND AND EXPERIENCE IS BENEFICIAL TO THE COMMISSION & TOWN
Can you think of any reason that a conflict of interest could arise if you were appointed? NO

Signature: [Signature]

Date: 12/3/22

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Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. golf commission

2. _____

Name: James A Green

Telephone No.: 860-919-4506

Home Address: 29 Bannan lane
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 15 years

Email Address: J.mmygreen690@gmail.com

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

Party Affiliation: Democratic

I went to Middletown High School
Educational Background (optional)

Retired From State of Connecticut
Present Employment (company/position)

Business Address _____

Current and Past Civic/Community Involvement: golf commission for 2 years

Tell us why you feel qualified for this appointment: I been Play Timberlin for 15 Years

I been on the golf commission for 2 years

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

Signature: James A Green

Date: 12/5/22

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



Please return application to:

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

Golf Commission

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

TOWN OF BERLIN
22 AUG 15 PM 1:06

1. Berlin Public Golf Course Commission

2. _____

Name: William Richards

Telephone No.: 860-628-1195

Home Address: 811 Orchard Rd

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

Number of years in Berlin: 29

Email Address: william.richards@comcast.net

Are you a Registered Voter? Yes

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

Party Affiliation: Republican ✓ ✓

B.S. Computer Science - Worcester Polytech, M.S. Information Management Rensselaer Polytech

Educational Background (optional)

Retired

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Current Vice President Sr. Men's Golf League - Timberlin

contributor of material to the Berlin Community Garden, Member of St. Paul's Church Technology Advisory Committee,

Past President and Vice President of Southington Jaycees

Tell us why you feel qualified for this appointment: 1. As VP of Timberlin Sr. Men's Golf League I have a deep desire to contribute to the

improvement and promotion of Timberlin. 2. A continuing commitment to Berlin community service. 3. Strong business skills

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

Signature: William Richards

Date: 8/15/2022

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Golf Commission

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

TOWN OF BERLIN
22 AUG 18 AM 10:15

Please list your Board/Commission preference below:

1. TIMBERLIN GOLF COMMISSION 2. _____

Name: RICHARD SLISZ Telephone No.: 203-841-8327

Home Address: 67 SEA GREEN DR BERLIN Number of years in Berlin: 16
(Note: To apply, you must be a resident of Berlin)

Email Address: SLISZ-RICH@COMCAST.NET

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

HIGH SCHOOL, USAF 1969-1971
Educational Background (optional)

RETIRED DIRECTOR DELI/BREAKFAST SALES & MERCHANDISING
Present Employment (company/position)

BOZZUTO'S INC CHESHIRE CT
Business Address

Current and Past Civic/Community Involvement: _____

Tell us why you feel qualified for this appointment: PRESIDENT OF SENIOR CENTER GOLF LEAGUE AT TIMBERLIN AND WANT TO REPRESENT SENIOR GOLFERS

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

Signature: Richard Slisz Date: 8/17/2022

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10/11/22, 8:39 AM

OnBoard2 | Town of Berlin

John Fotis Diakun

Town of Berlin | Generated 10/11/2022 @ 8:39 am by OnBoard2 - Powered by ClerkBase

Planning + Zoning
Parks + Recreation
✓ Historic District

Status

Name

John Fotis Diakun

Application Date

10/8/2022

Expiration Date

10/8/2121

Status

Received

Board (Rank)	Vacancies	Status
Planning and Zoning Commission (1)	1	Pending
Parks and Recreation Commission (2)	1	Pending
Historic District Commission (3)	1	Pending

Basic Information

Name

John Fotis Diakun

Resume File

[View](#) / [Download](#)

Contact Information

Address

76 Hemlock Ridge
Berlin, CT 06037

Resident

Yes

Phone

860-878-8586

Email

diakun.john@yahoo.com

Occupation

Employer

City of New Britain

Job Title

City Attorney

Other Questions

Question #1

Number of years in Berlin

August 2022 to present

Question #2

Educational Background (optional)

1) 4 year college degree 2) Law degree

Question #4

Tell us why you feel qualified for this appointment

In my capacity as an attorney for the City of New Britain, I am familiar with the charge of each of the commissions I have listed in which I see consideration for appointment. I also wish to be involved in helping the community I am now a part of.

Question #5

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

If a matter involving the City of New Britain came before a commission.

Question #6

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

Yes

Political Party

What is your political party affiliation?

Republican





Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Historic District Comm.

2. —

Name: Donald Forcash

Telephone No.: 860-338-6476

Home Address: 492 Worthington Ridge
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 3

Email Address: donald.forcash@gmail.com

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

Party Affiliation: Independent (u) *rym*

B.S. Mechanical Engrg., M.S. Business Management
Educational Background (optional)

Retired
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement:

Asst. Scoutmaster - BSA Troop 28 Hebron, CT 1992-2015

Tell us why you feel qualified for this appointment: my education and my desire for structure preservation are a good fit.

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

Signature: Donald R. Forcash

Date: 11/25/22

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2022 DEC -5 AM 11:44
Kathy G. Wall
BERLIN, CT



Inland Wetlands

Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Inland Wetlands 2. _____

Name: Frederick White Telephone No.: 860 828 5820

Home Address: 90 Sherry Ln Number of years in Berlin: 31
(Note: To apply, you must be a resident of Berlin)

Email Address: rickwhite01@comcast.net

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

Educational Background (optional)

Retired

Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: Currently on IWWCC

Tell us why you feel qualified for this appointment: Have served on IWWCC
more than 4 yrs

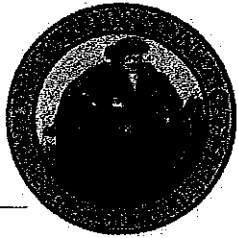
Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: Frederick White Date: 12/13/22

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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2022 DEC 16 PM 12:27

Kathryn Gleason
BERLIN, CT



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

TOWN OF BERLIN
DEC 27 2022

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

Please list your Board/Commission preference below:

1. Planning & Zoning

2. Inland Wetlands

Name: John M. Russo, Jr.

Telephone No.: 203-907-8346

Home Address: 17 Edgewater Circle, Berlin, CT 06037 ✓
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 2

Email Address: jayrusso32@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Unaffiliated ✓

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

JD, Quinnipiac University School of Law; BA, Clemson University

Educational Background (optional)

State of Connecticut, Office of the Attorney General, Assistant Attorney General

Present Employment (company/position)

165 Capitol Avenue, Hartford, CT 06106

Business Address

Current and Past Civic/Community Involvement: Alternate, Berlin Inland Wetlands and Watercourses Commission (2022-Present)

Tell us why you feel qualified for this appointment: I have legal experience in land use and environmental permitting matters

and currently serve on Inland Wetlands.

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

for matters involving certain state agencies such as the Connecticut Department of Transportation.

Signature: Jh R

Date: 12/20/22

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10/11/22, 8:39 AM

OnBoard2 | Town of Berlin

John Fotis Diakun

Town of Berlin | Generated 10/11/2022 @ 8:39 am by OnBoard2 - Powered by ClerkBase

Planning + Zoning
✓ Parks + Recreation
Historic District

Status

Name

John Fotis Diakun

Application Date

10/8/2022

Expiration Date

10/8/2121

Status

Received

Board (Rank)	Vacancies	Status
Planning and Zoning Commission (1)	1	Pending
Parks and Recreation Commission (2)	1	Pending
Historic District Commission (3)	1	Pending

Basic Information

Name

John Fotis Diakun

Resume File

[View / Download](#)

Contact Information

Address

76 Hemlock Ridge
Berlin, CT 06037

Resident

Yes

Phone

860-878-8586

Email

diakun.john@yahoo.com

Occupation

Employer

City of New Britain

Job Title

City Attorney

Other Questions

Question #1

Number of years in Berlin

August 2022 to present

Question #2

Educational Background (optional)

1) 4 year college degree 2) Law degree

Question #4

Tell us why you feel qualified for this appointment

In my capacity as an attorney for the City of New Britain, I am familiar with the charge of each of the commissions I have listed in which I see consideration for appointment. I also wish to be involved in helping the community I am now a part of.

Question #5

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

If a matter involving the City of New Britain came before a commission.

Question #6

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

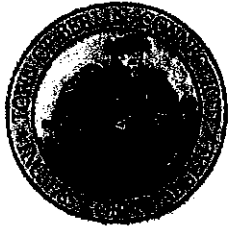
Yes

Political Party

What is your political party affiliation?

Republican





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

Parks & Recreation
Commission

TOWN OF BERLIN Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Parks & Rec

2. TOWN OF BERLIN
122 NOV 21 AM 9:25

Name: Tony Butrimus

Telephone No.: (860) 778-5189

Home Address: 921 Edgewood Road
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 50 years

Email Address: butrimus@comcast.net

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

Party Affiliation: Republican ✓

Berlin H.S. Diploma, Bachelors of Finance Degree, CCSU.
Educational Background (optional)

AB Property Management, LLC
Present Employment (company/position)

D.O. Box 7373, Kensington, CT 06037
Business Address

Current and Past Civic/Community Involvement: President, Berlin H.S. Athletic Booster Assoc.
Member, Berlin Lions Club, Current Member Parks
& Rec Commission.

Tell us why you feel qualified for this appointment: I have already served a 2-year
term and I am familiar with the present issues.

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

Signature: _____

Date: November 18, 2022

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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Planning & Zoning

Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning & Zoning

2. _____

Name: June Daly

Telephone No.: _____

Home Address: 67 Homecrest Dr.
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: _____

Email Address: junedaly100@gmail.com

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

Party Affiliation: Republican ✓

Near Associates degree
Educational Background (optional)

Seasonal TJMaxx Starting 11/29/22, Retired State Farm Ins. Co.
Present Employment (company/position)

Business Address _____

Current and Past Civic/Community Involvement: Charter Revision Commission 2022,
Vice-Chair Republican Town Committee (Berlin)

Tell us why you feel qualified for this appointment: Community minded,
actively supports Berlin community, Served on PZC 2022

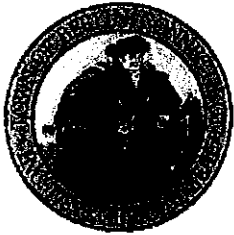
Can you think of any reason that a conflict of interest could arise if you were appointed? No

Signature: June A. Daly

Date: 11/21/2022

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TOWN OF BERLIN
22 DEC 27 PM 1:30



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning + Zoning Commission

2. _____

Name: Brian G. Rogan

Telephone No.: 860.690.9799

Home Address: 2104 Chamberlain Hwy ✓
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 30

Email Address: roganbgr@yahoo.com

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

Party Affiliation: Democrat ✓

Educational Background (optional)

Rogan Enterprises LLC / Arborist

Present Employment (company/position)

775 High Rd, Berlin, CT 06037

Business Address

Current and Past Civic/Community Involvement: Inlands + Wetlands, currently on

Planning + Zoning, Boy Scouts (Eagle Scout)

Tell us why you feel qualified for this appointment: Been serving on the commission

for over 5 years. In which time, I've gained good experience, and

learned the precedents that impact the commission.

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

Signature: [Signature]

Date: 12/27/22

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Please return application to:

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

Planning + Zoning

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Planning and Zoning

2. _____

Name: Nikki Sambitsky

Telephone No.: (860) 307-9549

Home Address: 947 Chamberlain Hwy, Berlin CT 06037

Number of years in Berlin: 13

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

Email Address: nsambitsku@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Republican ✓

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

BA in Journalism CCSU. MFA Creative Writing Stonecoast-University of Southern Maine

Educational Background (optional)

Self employed writer

Present Employment (company/position)

Same as home address

Business Address

Current and Past Civic/Community Involvement: BRTC-currently, For 2 years I have been working with a local civic/

volunteer group for election integrity in the state of CT.

Tell us why you feel qualified for this appointment: I feel qualified for this appointment because I care about what our town

looks like and what businesses or housing goes in it. I care that the town's history is also preserved and that this remains a place that families want to live in.

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

Signature: Nikki A. Sambitsky

Date: 11/28/2022

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RECEIVED FOR RECORD
BERLIN TOWN CLERK
2022 DEC -5 AM 11:44
Kathy G. Gode

BERLIN, CT.

Christi Sullivan

From: Nikki Sambitsky <nsambitsky@gmail.com>
Sent: Monday, November 28, 2022 5:15 PM
To: Christi Sullivan; Maureen Giusti
Subject: PZC full member application
Attachments: PZC APPLICATION.pdf

Hi Christi,

I am currently on the PZC as an alternate, but would like to send in another application should a full member slot become available.

I can be reached via my cell at (860) 307-9549 or via this email. Please let me know that you have received this email with my application,

Best,

Nikki

Caution: This is an external email. Do not click links or attachments unless you recognize the sender and know the content is safe.

10/11/22, 8:39 AM

OnBoard2 | Town of Berlin

John Fotis Diakun

Town of Berlin | Generated 10/11/2022 @ 8:39 am by OnBoard2 - Powered by ClerkBase

✓ Planning + Zoning
Parks + Recreation
Historic District

Status

Name

John Fotis Diakun

Application Date

10/8/2022

Expiration Date

10/8/2121

Status

Received

Board (Rank)	Vacancies	Status
Planning and Zoning Commission (1)	1	Pending
Parks and Recreation Commission (2)	1	Pending
Historic District Commission (3)	1	Pending

Basic Information

Name

John Fotis Diakun

Resume File

[View / Download](#)

Contact Information

Address

76 Hemlock Ridge
Berlin, CT 06037

Resident

Yes

Phone

860-878-8586

Email

diakun.john@yahoo.com

Occupation

Employer

City of New Britain

Job Title

City Attorney

Other Questions

Question #1

Number of years in Berlin

August 2022 to present

Question #2

Educational Background (optional)

1) 4 year college degree 2) Law degree

Question #4

Tell us why you feel qualified for this appointment

In my capacity as an attorney for the City of New Britain, I am familiar with the charge of each of the commissions I have listed in which I see consideration for appointment. I also wish to be involved in helping the community I am now a part of.

Question #5

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

If a matter involving the City of New Britain came before a commission.

Question #6

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

Yes

Political Party

What is your political party affiliation?

Republican





Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

TOWN OF BERLIN
22 DEC 27 AM 11:00

Please list your Board/Commission preference below:

1. Planning & Zoning

2. Inland Wetlands

Name: John M. Russo, Jr.

Telephone No.: 203-907-8346

Home Address: 17 Edgewater Circle, Berlin, CT 06037 ✓

Number of years in Berlin: 2

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

Email Address: jayrusso32@gmail.com

Are you a Registered Voter? Yes

Party Affiliation: Unaffiliated ✓

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

JD, Quinnipiac University School of Law; BA, Clemson University

Educational Background (optional)

State of Connecticut, Office of the Attorney General, Assistant Attorney General

Present Employment (company/position)

165 Capitol Avenue, Hartford, CT 06106

Business Address

Current and Past Civic/Community Involvement: Alternate, Berlin Inland Wetlands and Watercourses Commission (2022-Present)

Tell us why you feel qualified for this appointment: I have legal experience in land use and environmental permitting matters

and currently serve on Inland Wetlands.

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

for matters involving certain state agencies such as the Connecticut Department of Transportation.

Signature: [Signature]

Date: 12/20/22

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TOWN OF BERLIN
Office of The Town Manager

*Public
Building
Commission*

November 4, 2022

James Ouelette
26 Mildrum Road
Berlin, CT 06037

Dear James:

TOWN OF BERLIN
'22 DEC 8 PM 6:21

Your term on the Public Building Commission expires on January 31, 2023. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and complete the enclosed application form.

_____ Yes, I want to be considered for another term.

☒

No, I do not want to serve another term.

JFO

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Wednesday, December 21st or we will assume you are not interested in serving another term. Please drop off or mail this letter and the completed application to the Town Manager's Office, Town Hall, 240 Kensington Road, Berlin, CT 06037 or email to csullivan@berlinct.gov.

Sincerely,

Aroscha Jayawickrema

Aroscha Jayawickrema
Town Manager

AJ:cms

Enclosure

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 DEC -9 AM 9:38

Kathy O'Neil

240 KENSINGTON ROAD • BERLIN, CT 06037

TELEPHONE (860) 828-7002

FAX (860) 828-7068

E-MAIL: ajayawickrema@berlinct.gov

BERLIN, CT.



Public Building Commission

Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Public Building Commission

2. _____

Name: Jason Scavano Scavano

Telephone No.: 203 605-3884

Home Address: 191 Stillmeadow lane
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 18

Email Address: SkayScavano@SBC61dual.net

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

Party Affiliation: unaffiliated ✓

Educational Background (optional)

DICIN Electric Project manager
Present Employment (company/position)

156 Cross Road Waterford CT
Business Address

Current and Past Civic/Community Involvement: 1 year on Public Building Commission

Tell us why you feel qualified for this appointment: 30 years experience in construction industry

Can you think of any reason that a conflict of interest could arise if you were appointed? only if my employer was to bid on a town Building project

Signature: [Signature] Date: 11-27-22

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3. If you have additional information that you want to provide, please attach extra pages.
4. If appointed, please remember the importance of attending the meetings. By Charter, the Town Council may remove a board member if three consecutive meetings are missed without justifiable cause. The Council shall make final determination as to what constitutes justifiable cause in considering such removal.



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Veterans Commission

2. _____

Name: Peter Galgano

Telephone No.: 860-604-7258

Home Address: 54 Wilcox Ave
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 27 YEARS

Email Address: petergalgano@comcast.net

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

Party Affiliation: Democrat ✓

Computer Graphics, Video Production, Broadcast Journalism
Educational Background (optional)

Retired Middlesex Community College (20 years)
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: See Attached

Tell us why you feel qualified for this appointment: I have been working with Veterans & Gold Star Families since 2006.

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

Signature: Peter Galgano Jr. Date: 11/21/2022

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Peter Galgano Jr. Volunteer Bio

Peter Galgano Jr.'s service in the United States Marine Corps is one of his proudest accomplishments. He is a Vietnam Veteran and served from 1966 to 1970 and was discharged as Sgt E-5.

In 2003, he received the "**Secretary of the State's Public Service Award**" from Susan Bysiewicz, Secretary of the State of Connecticut, for his dedicated service and contribution to state boards and commissions in Connecticut, as the Co-Chair, Governor's Committee on Physical Fitness.

In 2006, he was the recipient of **the Marine Corps League's prestigious "Department of Connecticut Marine of the Year"**. He received this for his extensive involvement with the Military Funeral Honors Detail, Wake Service, and creating a DVD that was given to 300 Funeral Directors in CT to show to the families what was entitled to them.

In 2007 (- the Present), Peter became **Co-President of the Connecticut State Veterans Memorial in Hartford**. Connecticut's first statewide Memorial that pays tribute to State heroes and heroines of the past, honors the veterans of today, and demonstrates the appreciation we hold for their service for generations to come.

In 2007, after Charlie Company, 1st Battalion, 25th Marines in Plainville, CT, returned from Fallujah, Iraq, the Marines of Charlie Company named him the "**2006 Marine Corps Veteran of the Year**". He received this honor for establishing a website for Marines in Iraq to see and communicate with their families in Connecticut. Peter was also the co-organizer for Charlie Company's Homecoming from Iraq and he created a DVD of all the pictures for the 200 Marines returning.

In 2008, Peter was the **Public Relations Chairman for bringing the largest traveling Vietnam Wall to Rentschler Field in East Hartford**. He was also instrumental in bringing up the Marine Corps Silent Drill Team and the Drum and Bugle Corp.

On 17 November 2010, Peter at Middlesex Community College **dedicated its new Veterans' OASIS Center**, a place where Veteran Students can congregate, relax, talk, study, and seek assistance from Peter, the Veterans Outreach Coordinator.

In 2011, Peter became a **Board Member on the CT Trees of Honor**. He **helped Design the Living Trees Tribute** and **Created the Fallen Heroes Video** for all the CT fallen service members who gave the ultimate sacrifice while deployed to Iraq and Afghanistan, post 911.

On 03 May 2011, Peter was **appointed to be on the Town of Berlin Veterans Commission**. On **07 February 2012**, Peter was nominated to be **the new Secretary of the BVC**.

On November 8, 2011, Peter Galgano Jr. **received the "William J. Pomfret Veteran Community Service Award"**. The award was presented by the Middlesex County Chamber of Commerce "Honor the Veterans and Support the Troops Committee" in recognition of distinguished service on the part of a veteran of our armed forces to the citizens of Connecticut and selfless devotion to the ideal of commitment to public service.

On November 28, 2012, Peter Galgano Jr. was **inducted into the "Connecticut Veterans Hall of Fame"**. The Connecticut Veterans Hall of Fame honors veterans both for their direct service to their country and for making significant contributions to their local communities after they have completed their military service.

In 2013, Peter had the idea of **creating the America's Wars Walkway** at the Berlin Veterans Memorial Park. It took about two years to design the signs and get approval from the Department of Defense for the pictures and statistics used on the fiberglass embedment signs. **In 2015, the signs were installed** in the Berlin Veterans Memorial Park. We now have **school busses from across the state who come to the park with students to learn about the history of America's Wars**.

On April 29, 2015, Berlin Veterans Commission member Peter Galgano **was named "Berlin's volunteer of the year"** at the annual economic development awards at The Baltic Restaurant in Berlin, CT. "Peter has an extensive record of volunteering to recognize and assist veterans of military service," said Town Manager Denise McNair. When Galgano returned from Vietnam, he "hung up" his uniform for years. Later, he started to dedicate much of his time to making things better for other returning vets. "I don't want them to lose the time I did," he said. Galgano "has once again gone above and beyond the call of duty" in the work he put into planning the recently-dedicated Veterans Memorial Park near Stop & Shop and The American Legion, McNair said. Galgano, who also created and designed the America's Wars Walkway signs, "saved the town thousands of dollars in sign design fees" and "added a personal touch to the project that we will all appreciate," she added.

On September 16, 2015, At Middlesex Community College, Peter Galgano had the **dedication ceremony for the MxCC Veterans Memorial Garden**. Peter and 12 student veterans dug out and built a Veterans Memorial Garden, a space to honor and remember all veterans. The location of the garden is one of high prominence situated along the main entrance walkway leading to Chapman Hall. This is the most visible location on campus to the students, staff, and community visitors. The design includes a memorial patio seating area, another area with an engraved monument, and military stepping-stones for each branch of service, and plants that make the area peaceful, attractive, welcoming, and sustainable.

On November 9, 2015, the **CT State Veterans Memorial was dedicated**. The landmark event was coordinated by the dedicated committee of veterans and volunteers of the Connecticut State Veterans Memorial, Inc., a nonprofit organization established exclusively to raise funds for and build a statewide memorial to honor all Connecticut veterans. **Sergeant Peter Galgano Jr. serves as Co-President of the Connecticut State Veterans Memorial Board of Directors**. The park is located inside of Minuteman Park at the intersection of Capitol Avenue and Broad Street in Hartford – directly in front of the William A. O'Neill State Armory – the memorial pays

tribute to the more than 1.3 million men and women from Connecticut who served honorably in the U.S. military in defense of our freedom. It recognizes past, present, and future Connecticut veterans and will serve as a site for official observances, activities, and ceremonies that honor veterans.

On November 11, 2015, on Veterans Day, **the Berlin Veterans Commission dedicated the new "America's Wars Walkway"**, a path around the park with 13, 36" x 24" fiberglass embedment signs with the history of America's Wars from the American Revolution through the Afghanistan and Iraq Wars. Peter Galgano Jr. came up with the idea over two years ago, while in Fort Huachuca, AZ. He saw the signs for the Buffalo Soldiers and came up with the idea of the America's Wars Walkway. He thought what a wonderful way to give a history lesson about how we have the freedoms we have today and at the same time, learn about the sacrifices all of our veterans have made for our country. It took about two years to research the history, get the pictures, create the design & concept, get approval from the DOD, and with the Berlin Veterans Commission and the Economic Development Committee, make it a reality.

On March 1, 2016, Peter Galgano Jr. has **officially been appointed as the Town of Berlin "Municipal Veterans Representative"**. He serves as the main coordinator in serving veterans and their families. He will be in charge of assisting veterans as they adjust to life outside the service and help in their transitions. Galgano's role also includes setting up the activities involved with public and private facilities that are in charge of reemployment, education and rehabilitation of veterans. Among many other responsibilities, He will be the primary person that veterans can seek for help.

On March 18, 2016, Peter Galgano **was appointed to the Board of Trustees for the Connecticut Department of Veterans Affairs**. The board shall be comprised of eighteen voting members who by education and/or experience shall be qualified in health care, business management, social services, or law and who shall have a demonstrated interest in the concerns of veterans. The board shall advise and assist the commissioner in the operation of the Veterans

Residential Services facility, the Office of Advocacy and Assistance, the administration, expansion or modification of existing programs and services of the department and the development of new programs and services.

In January 2018, Peter Galgano **was contacted by the VFW's Women's Auxiliary to update the pictures that were on the wall in the Berlin Town Hall's Rotunda**. There were 10 – 15 pictures of Berlin Veterans who were serving in the military but hasn't been updated in two years. Peter said yes but had a better idea and brought it up at the next Berlin Veterans Commission meeting. He proposed to make a video presentation of pictures and information of all Berlin Veterans who are serving or have ever served in the military. So, after months of getting pictures and information from Berlin residents, he created the Video Berlin Veterans Wall of Honor.

In November 2018 (- the present), the Video Wall of Honor was dedicated in the Rotunda in Berlin's Town Hall. We now have **346 veterans on the Berlin Wall of Honor** and, a Digital Version on YouTube that Galgano created.

On March 22, 2019, Peter Galgano Jr. was **appointed to the Board of Directors for the Friends of VA Connecticut Fisher House Inc.** Fisher House provides high quality, temporary lodging, at no charge, to families/caregivers of Veterans and Active-Duty Service Members who are undergoing inpatient or extensive outpatient treatment provided by the VA or Department of Defense (DOD). Fisher House is a "home away from home" and offers a warm, compassionate environment and a sense of comfort while a loved one is undergoing medical treatment.

In November 2021, Peter was **appointed to the Woody Williams Foundation CT Gold Star Families Memorial Monument Committee** and **in January 2022**, he was able to get **Gold Star Mother Helen Keiser-Pedersen** and **Veterans Commission Chairman Charles Colaresi appointed** to the WWF CT Gold Star Families Monument Committee.

This Monument was **dedicated on April 23, 2022**, in the **Berlin Veterans Memorial Park**. Gold Star Family members and relatives are those who have sacrificed a Loved One for our Freedom.

Peter is presently active with the following: The Marine Corps League #781, in New Britain, and the MCL Dept of Connecticut, the VFW Post 10732 and the American Legion Post 68 in Berlin, CT, the Vietnam Veterans of America, Chapter 120 (Board of Directors), in East Hartford and the VVA State Council-Vice President, the town of Berlin Veterans Commission, the town of Berlin Municipal Veterans Representative, Co- President of the CT State Veterans Memorial Inc., member of the Special Veterans Advisory Committee for Senator Richard Blumenthal, the Veterans' Outreach Coordinator at Middlesex Community College, the Staff Advisor for the Middlesex Community College Veterans Club, an Outreach Coordinator for the OEF/OIF Military Support Committee, at Maj. Gen. Maurice Rose Armed Forces Reserve Center in Middletown, and the Connecticut Department of Veterans Affairs Board of Trustees.

Video and PDF Presentations Created by Peter Galgano on the Town of Berlin Veterans Commission Website, Click on the Links Below:

[Wall of Honor - Photo Display honoring our Veterans](#)

[Berlin Veterans Memorial Park History](#)

[America's Wars Walkway](#)

[Connecticut Gold Star Families Memorial Monument](#)

[How Gold Star Families can add their loved one to the video](#)

[Press Release for the DEDICATION of the CONNECTICUT GOLD STAR FAMILIES MEMORIAL MONUMENT](#)

[Gold Star Families Memorial Monument Construction from Beginning to Completion Video](#)

[5-22-21 Memorial Monument Groundbreaking Video](#)

Video of a **Special Tribute to Hershel Woody Williams**, that the **102nd Army Band** played at our "Tribute to Veterans and Gold Star Families Concert" on July 26, 2022, at the Berlin Veterans Memorial Park. We had over 400 people attending the concert. [Special Tribute Video](#)



Veterans Commission

Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Veterans Commission

2. _____

Name: BRUCE A. TREVETHAN

Telephone No.: 860-828-5934

Home Address: 26 GROVE ST.
(Note: To apply, you must be a resident of Berlin)

Number of years in Berlin: 78

Email Address: _____

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

Party Affiliation: Democrat ✓

Educational Background (optional)

RETIRED
Present Employment (company/position)

Business Address

Current and Past Civic/Community Involvement: 64th member of East Berlin Fire Dept. 20 years on economic Commission Town of Berlin

Tell us why you feel qualified for this appointment: I am a Veteran of the Air Force served 4 yrs

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

Signature: Bruce A. Trevethan

Date: 11-19-2022

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TOWN OF BERLIN
Office of The Town Manager

VNA

November 4, 2022

Peter Zarabozo
158 Ellwood Road
Berlin, CT 06037

TOWN OF BERLIN
22 NOV 28 AM 9:46

Dear Peter:

Your term on the Berlin VNA expires on January 31, 2023. Please check one of the lines below to let us know if you wish to be considered for an appointment to serve another term and complete the enclosed application form.

☐ Yes, I want to be considered for another term.

☒ No, I do not want to serve another term.

The Council will be making Board and Commission appointments during the month of January. Please respond no later than Wednesday, December 21st or we will assume you are not interested in serving another term. Please drop off or mail this letter and the completed application to the Town Manager's Office, Town Hall, 240 Kensington Road, Berlin, CT 06037 or email to csullivan@berlinct.gov.

Sincerely,

Arosha Jayawickrema

Arosha Jayawickrema
Town Manager

AJ:cms

Enclosure

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 DEC -5 AM 11:44

Kathryn Gleason

BERLIN, CT.

240 KENSINGTON ROAD • BERLIN, CT 06037
TELEPHONE (860) 828-7002
FAX (860) 828-7068
E-MAIL: ajayawickrema@berlinct.gov



Please return application to:

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

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. WATER CONTROL COMM 2. _____

Name: Liam J Mitchell Telephone No.: 860 818 5540

Home Address: 1005 Kensington RD Number of years in Berlin: 35 years
(Note: To apply, you must be a resident of Berlin)

Email Address: LIAM.DED-IVCA@GMAIL.COM

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

HS
Educational Background (optional)

3 years NO DRUGS
Present Employment (company/position)

44 WASHINGTON AVE BERLIN
Business Address

Current and Past Civic/Community Involvement: _____

MATTHEW BASSETT DISTRICT COMMISSIONER

Tell us why you feel qualified for this appointment: ALT 3 year 1 year on commission

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

NO

Signature: Liam J Mitchell Date: 11/19/22

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Youth Services

Please return application to:

Town Manager's Office • 240 Kensington Road • Berlin, CT 06033

TOWN OF BERLIN

Application for Appointment to Boards and Commissions

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

Please list your Board/Commission preference below:

1. Youth Services Advisory Board

2. _____

Name: Brett Kelly

Telephone No.: (860) 828-7189

Home Address: 240 Kensington Road

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

Number of years in Berlin: 6

Email Address: bkelly@berlinpd.org

Are you a Registered Voter? Yes

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

Party Affiliation: unaffiliated

Masters Degree Criminal Justice

Educational Background (optional)

Berlin Police Department Juvenile Detective

Present Employment (company/position)

240 Kensington Road, Berlin, CT 06037

Business Address

Current and Past Civic/Community Involvement:

Tell us why you feel qualified for this appointment:

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

Signature:

B Kelly

Date: 12/14/2022

1. We encourage you to attend meetings of any board or commission you are interested in joining and request information about the specific duties and responsibilities involved.
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RECEIVED FOR RECORD
BERLIN TOWN CLERK

2022 DEC 16 PM 12:27

Katrina G. Hall

BERLIN, CT.

Christine S Mazzotta

ZBA

Town of Berlin | Generated 12/29/2022 @ 9:26 am by OnBoard2 - Powered by ClerkBase

Status

Name

Christine S Mazzotta

Application Date

12/29/2022

Expiration Date

12/29/2121

Status

Received

Board	Vacancies	Status
Zoning Board of Appeals	1	Pending

Basic Information

Name

Christine S Mazzotta

Contact Information

Address

405 Alling St
Berlin, CT 06037

Resident

Yes

Phone

860-716-7947

Email

christine@ctpms.com

Occupation

Employer

Self

Job Title

Property Management

Other Questions

Question #1

Number of years in Berlin

2002 - current

Question #2

RECEIVED FOR RECORD
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2022 DEC 29 AM 9: 33

Kathy Gleason

BERLIN, CT.

Educational Background (optional)

BS (Business Administration) MEd (Rehabilitation)

Question #3

Current and Past Civic/Community Involvement

BRTC ZBA JP Leadership | Volunteer with Kids (Little League, Girl Scouts etc...)

Question #4

Tell us why you feel qualified for this appointment

I will serve in any capacity that is beneficial to ZBA. Thank you for your consideration.

Question #5

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

Nope. If a conflict arises, I shall abstain.

Question #6

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

Yes

Political Party

What is your political party affiliation?

Republican ✓

Generated 12/29/2022, 9:26:07 AM

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/84426964172?pwd=aTYwb2Zmc3IyaEJlZnNZSTNiaE0zdz09>

Meeting ID: 844 2696 4172

Passcode: 692201

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

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, December 13, 2022
Town Council Chambers
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor Sandra Coppola
Councilor Jack Fazzino
Councilor Casey Foster
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Peter Rosso
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Lou Dagostine

D. AUDIENCE OF CITIZENS

None

E. MAYOR'S UPDATE

Mayor Kaczynski stated that property revaluation letters have been sent out to taxpayers and assessed values have increased which may increase taxes however the Board of Finance will be looking at reducing the mil-rate during the upcoming budget process which could even out taxes.

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

G. CONSENT AGENDA:

1. **Topic re: Accept monetary donations totaling \$55.00 and deposit \$50.00 into the John Day donation fund for the libraries greatest need and deposit \$5.00 into the library agency account. Also accept the donation of books with an approximate value of \$128.97 to be added to the appropriate department collection and a used wheelchair with an approximate value of \$250.00 to be used in emergencies to aid patrons to their cars. – Berlin-Peck Memorial Library**
2. **Topic re: Approve accepting a 6' or 8' Sterling Bench from Barco Products \$1,000 - \$2,000 with a 3" X 10" plaque to be placed at Pistol Creek in memory of Rob and Linda Kielbowicz. – Parks and Recreation**
3. **Topic re: Appropriate a \$1,000 Supporting Arts Grant to the Supporting Arts Grant Account, pending approval by the Board of Finance. – Economic Development**
4. **Topic re: Approve a tax abatement for Leone Realty and Development for the renovation of 63 Fuller Way of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy. - Economic Development**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

H. REPORTS

Visiting Nurses Association (VNA)

Town Manager Jayawickrema stated that the VNA is currently presenting its report to the Board of Finance and will present to the Town Council after New Business items.

I. NEW BUSINESS:

1. **Topic re: The Town of Berlin authorizes the solicitation of bids for a consultant, for the purposes of completing, submitting and administering a grant application for the Community Development Block Grant Program. If the Grant is approved, the Berlin Housing Authority will be the sub-recipient of those grant monies, subject to review and approval of Corporation Counsel. – Housing Authority**

Housing Authority Chair Joe Bajorski stated that the Housing Authority is looking to obtain a Community Development Block Grant (CDBG) for improvements and repairs needed at the Percival Heights and Marjorie Moore Village senior housing complexes. Repairs include, but are not limited to, the replacement of roofs and rain gutters, sky light replacement, and installation of new floor coverings at both complexes.

The Housing Authority will work in coordination with the Town of Berlin to solicit bids from consultants for the technical and administrative services required for the preparation, submission, and administration of the grant application.

Councilor Paonessa moved to authorize the Town of Berlin to solicit bids for a consultant, for the purposes of completing, submitting, and administering a grant application for the Community Development Block Grant Program. If the Grant is approved, the Berlin Housing Authority will be the sub-recipient of those grant monies, subject to review and approval of Corporation Counsel.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

2. **Topic re: Authorize the Town Attorney to enter into discussions with Pullman Comley, attorney representing the Berlin Housing Authority, to prepare documents to facilitate transfer of title and ground lease execution for parcels of land at 143 Percival Avenue, known as the Knights of Columbus property, along with land left over from the construction of the Percival Park Soccer Fields and to authorize the Town Manager to extend the Option Agreement between the Town of Berlin and the Berlin Housing Authority until March 30, 2023, to facilitate the transfer of title process. – Housing Authority**

Town Manager Jayawickrema stated that Housing Authority Chair Bajorski would provide an overview of the Senior Housing project and the funding arrangements associated with the project.

Chair Bajorski stated that for the past seven years the Housing Authority has been working to put the Senior Housing project together and they are at the point now where they have secured the \$33 million needed to move forward.

As part of the process to close on the construction funding the Housing Authority is requesting that the Town of Berlin enter discussions with their attorney for the preparation of documents for the transfer of title and ground lease execution for the two parcels of land, currently under control of the Town of Berlin, that comprise the “Knights of Columbus” parcel at 143 Percival Avenue and land left over from the construction of the Percival Park Soccer Fields which will require a ground lease.

Mr. Bajorski introduced Rob Cappelletti of Northeast Redevelopment Services LLC (Northeast); the developer hired to oversee the construction. Mr. Cappelletti is also responsible for securing funding for the project. Mr. Bajorski also introduced Maria DeMarco, the principal of DeMarco Management Co. the management agency for the Berlin Housing Authority. Ms. DeMarco assists with the selection of tenants.

Town Manager Jayawickrema asked Mr. Bajorski to provide a synopsis of how the funding is structured and Mr. Bajorski asked Mr. Cappelletti to speak on that.

Mr. Cappelletti explained that Northeast Redevelopment Services LLC is the for-profit arm of Greater Groton Realty Corporation with is the not-for-profit arm of the Housing Authority. Their lender has issued the funds for the project provided that the property transfer can be made to the Housing Authority and all necessary paperwork needed can be obtained from both attorneys.

Town Manager Jayawickrema inquired if there was a commitment letter stating conditions to be satisfied for closing. Mr. Cappelletti stated that Northeast would issue that to Berlin Affordable Inc,

and it will be a term sheet based on what the lenders say how the funds are passed through for construction completion. After that point bonds are issued or the bonds interest rate is higher, they stay with the lenders \$33 million loan which can be refinanced after 15 years.

Town Manager Jayawickrema asked if there was a document that could be provided to Corporation Counsel stating that the funds are available in escrow specifically for Berlin's project. Mr. Cappelletti stated that there was a letter provided that states the pool of available funds and included a list of projects which includes Berlin. The Town Manager stated that letter was not received by the Town.

Mr. Cappelletti stated the next step would be a specific term sheet to Berlin Affordable Inc under the Berlin Housing Authority with the general conditions of the funds. Town Manager Jayawickrema stated that it would be helpful to have that term sheet in order to recommend to the Council to move forward with the title transfer. It would also state what is in place for collateral and mortgage promises, and default provisions. Also, if the Town is liable for anything.

Mr. Cappelletti explained that these are non-recourse loans, the building improvements become the collateral once it is done, and Wells Fargo Statutory Trust looks at the types of projects that Northeast does which give back to the community which is why they are lending to this project.

Mr. Bajorski stated that in addition to the items mentioned by Mr. Cappelletti, the Berlin Housing Authority is issuing a private placement bond sale which will collateralize the \$33 million construction cost.

There was discussion that tonight's motion is simply to extend the Option Agreement and to allow attorneys from both sides to begin discussions.

Councilor Paonessa inquired if the project was approved to be age-restricted housing. Mr. Bajorski stated that because of the site-plan approval the site is restricted to a certain age group, and as a result that gets the project around the State of Connecticut Department of Housing hurdle.

Councilor Fazzino asked for clarification on the various entities involved. Mr. Bajorski explained that because of the 4% low-income tax housing credit program the Berlin Housing Authority can not own the property. In order to facilitate ownership, the Housing Authority created a 501-c3 nonprofit called Berlin Affordable Housing, Inc which is solely owned by the Housing Authority. This allows the Housing Authority to develop housing which qualifies for low-income tax credit financing.

Mr. Bajorski continued by explaining that Northeast was hired by the Berlin Housing Authority for the purpose of developing the Knights of Columbus Project.

The Town Council discussed making two motions on this agenda item and reversing their order to extend the Option Agreement date first.

Councilor Paonessa moved to authorize the Town Manager to extend the Option Agreement between the Town of Berlin and the Berlin Housing Authority until January 31, 2023, to facilitate the transfer of title process.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to Authorize the Town Attorney to enter into discussions with Pullman Comley, attorney representing the Berlin Housing Authority, to prepare documents to facilitate transfer of title and ground lease execution for parcels of land at 143 Percival Avenue, known as the Knights of Columbus property, along with land left over from the construction of the Percival Park Soccer Fields.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

3. Topic re: Authorize the Town Manager to waive fees associated with the Knights of Columbus project. – Housing Authority

ITEM TABLED

4. Topic re: Authorize the Town Manager to enter into negotiations with the Berlin Housing Authority for a new cooperation agreement to include the addition of the Knights of Columbus property. – Housing Authority

ITEM TABLED

5. Topic re: Update to Town Council regarding Demore, Dinda, Bittner Jr. Memorial Pool. – Parks and Recreation Commission

Parks and Recreation Commission Chair Donna Bovee stated that the Parks and Recreation Commission has been discussing the condition and the operation of the Demore, Dinda, Bittner Jr Memorial Pool (DDB) in East Berlin with Town staff over the course of the last several months.

The current situation is the main pool and deck require major repairs due to surface cracks, the stairs in the pool are warped, and the pool loses about five inches of water a day from under the cutters. The pool remains safe to swim in and patching is done every year. What has been identified as a fix is inserting a liner over the gunite surface.

The wading pool at the complex has not been opened since 2019 due to repairs needed. There has not been much of a push-back from residents regarding opening the wading pool.

Due to staffing issues this past year, the pool was only open Monday – Friday, while Percival Pool is open seven days a week. Usage of the pool has decreased to 931 visitors in 2022 from over 3,000 in 2017.

Ms. Bovee stated that if the Town decided to open only one pool complex the current users of the East Berlin complex could be absorbed into the Percival complex as the attendance there has also declined slightly.

The current plan for 2023 is to open Percival seven days a week, DDB five days (Monday – Friday), and no wading pool which is the same plan as 2022. This assumes there is staff available to man both pools and they should have a better idea of staffing by early February.

There is a \$250,000 in the budget for a pool liner, but the Parks and Recreation Commission wanted to do better identify repair work required and understand options before spending the funds. The Commission requests that the funds be carried over and used once there is a recommendation.

Ms. Bovee stated that some towns are doing away with pools and replacing them with splash pads that require no supervision by staff, but they can be expensive to install. There is also a cost associated with closing a pool which could be about \$300,000. Ms. Bovee added that the DDB pool complex is also not ADA compliant.

Councilor Fazzino inquired about maintenance costs for a splash pad. Director of Community, Recreation, and Park Services Jen Ochoa stated that water costs are minimal since water is recycled through the system and the area would require less supervision than a pool, saving those costs too. The cost to install a splash pad could be in the half a million-dollar range. Councilor Fazzino suggested having an informational meeting at Hubbard School for area residents.

6. Topic re: Approve and authorize the Town Manager to enter into a contract with the Berlin Middle Management Association from July 1, 2022 through June 30, 2025. – Human Resources

Human Resources Director Paula Carabetta stated that notable changes to the Middle Management Association contract include language cleanups, making sure that it falls in line with other current union contracts, and updated safety equipment allowance reimbursement amounts. Salary increases are 2.25% for FY2022, 2.5% for FY2023, and 2.75% for FY2024. Ms. Carabetta added that those increases are in line with other towns, and in some cases below other towns' increases.

Town Manager Jayawickrema added that the Town is working with a new Labor Attorney from Halloran and Sage, and he has been very helpful.

Councilor Paonessa moved to approve and authorize the Town Manager to enter into a contract with the Berlin Middle Management Association from July 1, 2022 through June 30, 2025.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

7. Topic re: Approve and authorize the Town Manager to enter into an Extension of Employment Agreement with Chief of Police, Matthew McNally, from November 1, 2022 – October 31, 2026. – Human Resources

Town Manager Jayawickrema introduced this item stating that this extension to the Police Chief's Employment Agreement was unanimously voted on by the Police Commission at their November 16, 2022 meeting.

Human Resources Director Carabetta added that this four-year agreement is considered an extension of the original Employment Agreement with no changes other than to the salary.

Councilor Paonessa moved to approve and authorize the Town Manager to enter into an Extension of Employment Agreement with Chief of Police, Matthew McNally, from November 1, 2022 – October 31, 2026.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

8. Topic re: Authorize the Town Manager to Request Proposals to study the three Water/Sewer Districts in the Town of Berlin. – Water Control

Water Control Manager Ray Jarema stated that the Berlin Water Control Commission (BWCC) met on November 22, 2022 and discussed the issue about the potential evaluation of the three water districts in Berlin to assess their Technical, Managerial and Financial Conditions to serve the needs of water and sewer for Berlin.

A 1996 and 1998 a study was conducted by Fuss & O'Neill without a definitive conclusion. The BWCC feels it is time to have a detailed analysis of Berlin Water Control, Kensington Fire District, and Worthington Fire District. Mr. Jarema added that the previous Fuss & O'Neill study concentrated only on water rates and not sewer rates.

The Commission believes it is necessary that the Town has an independent consultant evaluate each district to determine strengths and weaknesses. There is concern that if there is ever a default like the East Berlin Fire District in 1966, the Town must recognize there will be an obligation that it would inherit.

Mr. Jarema added that both Worthington and Kensington Fire Districts have stated that they do not want to contribute to the study.

BWCC member Liam Mitchell stated that he recently was also appointed to the Mattabassett Water District, and they are also very much concerned as they are close to maxing out their capacity.

Mr. Jarema added that it was just discovered that the Baxter Avenue meter was not recording properly, and the calibration was off.

Councilor Paonessa moved to authorize the Town Manager to Request Proposals to study the three Water/Sewer Districts in the Town of Berlin.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

9. Topic re: Utilize various State, National and Consortium purchasing contracts and approve purchase orders up to \$25,000 as needed in Departments 38 Public Buildings and 61 School Expenses, contractual services accounts without exceeding the account balances during fiscal

year 2023 for the following vendors: Matson Rugs, John Boyle, McBride Carpets, M. Frank Higgins, Dalene Flooring, Greenwood Industries, Northeast Interior Systems, KMK Insulation, Disaster Restoration Services, and Encore Holding. – Facilities

Director of Facilities Doug Solek stated that this item is for maintenance items and projects in the pipeline where the \$10,000 purchasing guideline threshold will be exceeded. Projects will include school and Town buildings, as well as Timberlin Golf Course.

Councilor Paonessa moved to utilize various State, National and Consortium purchasing contracts and approve purchase orders up to \$25,000 as needed in Departments 38 Public Buildings and 61 School Expenses, contractual services accounts without exceeding the account balances during fiscal year 2023 for the following vendors: Matson Rugs, John Boyle, McBride Carpets, M. Frank Higgins, Dalene Flooring, Greenwood Industries, Northeast Interior Systems, KMK Insulation, Disaster Restoration Services, and Encore Holding.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 10. Topic re: Utilize Omnia Partners National Agreement EV2370 and approve the purchase of Chromolox heat trace cable to replace the cable within the gutters and downspouts and associated accessories at Town Hall from Graybar Electric of Wallingford, CT for an amount not to exceed \$36,258 which includes a 10 percent project contingency. – Facilities**

Director of Facilities Solek explained that the heat trace wire within the gutters and downspouts at Town Hall is no longer operable. The new enhanced cable offers a ten-year warranty along with improved durability and performance.

Funding was allocated in FY2022 for this project and will be done in conjunction with gutter and masonry work along the perimeter of the Town Hall building and will provide ice and snow melt to assist with gutter drainage.

Councilor Paonessa moved to utilize Omnia Partners National Agreement EV2370 and approve the purchase of Chromolox heat trace cable to replace the cable within the gutters and downspouts and associated accessories at Town Hall from Graybar Electric of Wallingford, CT for an amount not to exceed \$36,258 which includes a 10 percent project contingency.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

- 11. Topic re: Award Contract No. 2023-08 for Construction Management Services on the Emma Hart Willard Elementary School HVAC Project to Newfield Construction Group LLC of Hartford, CT in an amount not to exceed \$934,625. – Public Works**

Public Works Director Mike Ahern stated that the Public Building Commission (PBC) issued a Request for Proposals for Construction Management Services for the Willard Elementary School

HVAC upgrade project. Two bids were received with Newfield Construction Group providing the lowest bid with an estimated project duration of 18-months.

As a result of the interviews, and review of the submitted qualifications, costs and work plans, the PBC recommends awarding the contract to Newfield Construction in the amount of \$934,625; this includes contingency in the event the construction period does go beyond 18 months up to 24 months.

Councilor Paonessa moved to award Contract No. 2023-08 for Construction Management Services on the Emma Hart Willard Elementary School HVAC Project to Newfield Construction Group LLC of Hartford, CT in an amount not to exceed \$934,625.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Authorize the Town Manager to accept the attached bid results for the Equipment Rental Contract (#2023-10) and utilize the services of: JV III Construction, Earth Contractors, Staxx Construction Services, Cariati Developers, Inc., and Valli Construction, Inc. when issuing future purchase orders to one or more Firms, depending on vendor availability and cost-effectiveness, through December 31, 2024. – Public Works

Public Works Director Ahern stated that the Public Works Department received bids for "Equipment Rental" from five contractors on December 2, 2022. Heavy equipment and labor from this bid would be utilized to assist the Highway Department and Public Works Staff (as well as other Town Departments), on an as-needed basis, on road reconstruction/public works projects, as well as the completion of subdivisions, where the bonds have been called by the Planning and Zoning Commission. Various pieces of construction equipment would be utilized from excavators and bulldozers to dump trucks and manual labor forces. Rates, as proposed, are valid through December 31, 2024.

Dependent upon the work proposed and the type of equipment required, contractors may be chosen based upon the hourly rate submitted for that piece of equipment. Funding to provide for payment will come from various sources dependent upon the specific site where the work will be performed. Due to the nature of the work, we are requesting that Council accept all five bids that were received. Staff will utilize the most efficient and responsive contractor available to perform the required work. Due to the uncertainty of our rental needs at this time, it would be inappropriate to assign a specific dollar value to this contract. Funding would be provided from the appropriate construction-related project accounts.

Councilor Paonessa moved to authorize the Town Manager to accept the attached bid results for the Equipment Rental Contract (#2023-10) and utilize the services of: JV III Construction, Earth Contractors, Staxx Construction Services, Cariati Developers, Inc., and Valli Construction, Inc. when issuing future purchase orders to one or more Firms, depending on vendor availability and cost-effectiveness, through December 31, 2024.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

13. Topic re: Extend Contract #2021-03 (Scrap Metal Disposal), with Calamari Recycling Company, Inc. of Essex, CT through December 31, 2024. – Public Works

Public Works Director Ahern stated that the Town currently has a contract with Calamari Recycling Company, Inc (Calamari) for Scrap Metal Disposal through December 31, 2022. Calamari's bid price was 105% of the monthly market price for light iron/mixed materials generated from the Town's curbside collection and the Town's Transfer Station.

Calamari has offered to extend their existing rates for the next two years and both Public Works staff and Transfer Station staff are pleased with the service provided by Calamari.

Councilor Paonessa moved to extend Contract #2021-03 (Scrap Metal Disposal), with Calamari Recycling Company, Inc. of Essex, CT through December 31, 2024.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

14. Topic re: Approve utilizing the State of Connecticut Department of Administrative Services Contract Number 22PSX0010 for Bituminous Concrete through April 30, 2024, or to a new expiration date as extended by the State. – Public Works

Public Works Director Ahern stated that the new Connecticut Department of Administrative Services contract for bituminous concrete extends through April 30, 2024 and the Highway Department requests to use this contract for the purchase of materials for various maintenance activities and minor construction projects throughout the Town.

Councilor Paonessa moved to approve utilizing the State of Connecticut Department of Administrative Services Contract Number 22PSX0010 for Bituminous Concrete through April 30, 2024, or to a new expiration date as extended by the State.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

15. Topic re: Set a public hearing on January 3, 2022, at 6:45 PM at the Town Council Chamber for the purpose of receiving both written and oral comments concerning new text to Chapter 16 – Taxation and Finance – to increase the bid threshold for the purchase of goods and services to \$25,000 and the criteria for bid waivers. – Town Manager

Town Manager Jayavickrema stated that the Ordinance Committee met on December 8, 2022 and voted to recommend to the Town Council to increase the bid threshold for the purchase of goods and services to \$25,000. Currently Chapter 5-5 of the Town Charter states that Town Council approval is required for purchase or contract to purchase for \$10,000 or more.

This request is to hold a Public Hearing to receive public comments on the matter.

Councilor Paonessa moved to set a public hearing on January 3, 2022, at 6:45 PM at the Town Council Chamber for the purpose of receiving both written and oral comments concerning new text to Chapter 16 – Taxation and Finance – to increase the bid threshold for the purchase of goods and services to \$25,000 and the criteria for bid waivers.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

16. Topic re: Approve the adoption of the Town Council Meetings Calendar for 2023 and January of 2024. – Town Council

Mayor Kaczynski stated that the Town Council Meeting Calendar for 2023 and January 2024 has been reviewed by the Town Council members.

Councilor Coppola moved to approve the adoption of the Town Council Meetings Calendar for 2023 and January of 2024.

Seconded by Councilor Paonessa.

Vote being 7-0 (MOTION CARRIED)

VNA Report – previously Agenda Item H

Berlin VNA Administrator/Clinical Supervisor Alea Piatek provided the Town Council with an update on the status of the agency and what she has been doing since starting work with the VNA.

Ms. Piatek stated that she did her assessment on the agency and identified some issues in the structure of the day-to-day workflow and worked to correct that. She continues to work on the foundation of the agency and to make sure things are organized, processes are being followed in the correct manner by all and determining what the expectations are of the agency.

Some initiatives to decrease costs include education to staff so that they have more accurate assessments, as those initial startup care assessments drive part of the VNA's revenue and replacing some per diem physical therapy staff with a new per diem staff member who is aware of the new payment models and that has been working out well.

Medical supplies were evaluated for less expensive options and another visit nurse was added to decrease the overtime of the full-time staff. The relationship with the assisted living facility in West Hartford was discontinued as it was not bringing in the patients it was expected to bring and was very time consuming for staff. The JAHCO certification was also discontinued as it is no longer required resulting in a savings of a few thousand dollars a year.

The VNA has increased its community outreach to Town residents to make them aware that the VNA is ready and able to assist with homecare needs, as well as to give value to other areas of the community beyond homecare patients and school students by holding community events.

Out of town patients have been reduced from about 40% to between 14% and 20%. Total monthly patients have increased over 2021 with more admissions, less recertifications, and more discharges which means that the VNA is not only taking on more patients, but they are being more productive in the visits where patients do not need to be on service for as long.

In the upcoming fiscal year budget, the VNA was able to cut between \$15,000 and \$20,000 and they are looking to build revenue. Current census is 75 patients and that is manageable with the current staff, and she is looking to create relationships with at least three referral sources to increase the census. Ms. Piatek added that she is working with the Board of Finance and the Director of Finance to create one, three, and five year goals and plans to decrease losses.

Councilor Coppola inquired about the discontinuation of the JAHCO certification. Ms. Piatek explained that it is considered outdated and would not affect referral resources. The Councilor also inquired about the reduction in out-of-town patients. Ms. Piatek stated that the focus is on servicing Berlin patients and patients from towns that border Berlin.

Councilor Fazzino inquired about the decrease in out-of-town patients and questioned if that is where the VNA wants to be for the next year or two. Ms. Piatek stated that she believes the VNA should continue to have out-of-town patients but focus on Berlin and if the number of Berlin residents is reduced for a month it will allow the VNA to take on patients from surrounding communities.

Town Manager Jayawickrema stated that Ms. Piatek joined the Town with experience from Hartford Healthcare, VNA, and Board of Education and that has made a tremendous difference.

J. APPOINTMENTS:

1. **Board of Ethics - Alternate – Vacancy** - Term would be until January 31, 2025. Can only be filled with a D or U.
2. **Commission for Persons with Disabilities – Vacancy** - Term would be until January 31, 2023. Can be filled with a D, R or U.
3. **Conservation Commission - Alternate – Vacancy** - Term would be until January 31, 2026. Can be filled with a D, R or U.
4. **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)).
5. **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)).
6. **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)).

7. **Historic District Commission – Vacancy** - New term would be until January 31, 2027. Can be filled with a D, R or U.
8. **Inland Wetlands & Water Courses Commission – Vacancy** – Term will be until January 31, 2024. Can be filled with a D or U.
9. **Parks and Recreation Commission – Vacancy** - New term would be until January 31, 2025. Can be filled with a D, R, or U.
10. **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.
11. **Planning and Zoning Commission – Vacancy** – Term will be until January 31, 2027. Can be filled with D, R, or U.
12. **VNA – Vacancy** -New term would be until January 31, 2025. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Aurora Corteville (D) of 19 Timberwood Road for appointment to the VNA Board.

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

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

13. **Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U
14. **Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2023. Can be filled with a D, R or U
15. **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.
16. **Zoning Board of Appeals - Alternate – Vacancy** – Term would be until January 31, 2024. Can be filled with D, R, or U.

K. TOWN MANAGER'S REPORT:

- Sol Guerraro was introduced as the new Director Golf. Mr. Guerraro has experience as a Golf Pro and has administrative Golf Director experience, and he was the top pick for the position.

Several changes and updates are planned for Timberlin with the Town taking over the cash register, driving range, and cart management. A new point-of-sale system is being considered to allow for credit card sales, and geo-fencing installed to keep carts off the greens.

- The Senior Housing Generator will be tested on December 19th.
- As was done with the VNA at tonight's meeting, the Town Manager will be having Planning and Zoning along with Economic Development address the Council with updates at the first Town Council meeting in January. The Public Building Commission will provide an update at the second January meeting.
- The Town will be hosting a Meet and Greet for new employees on Wednesday December 21st at noon if any Town Council members would like to attend.

L. SPECIAL COMMITTEE REPORTS:

The Ordinance Committee met to discuss the issue with ATV noise, and it is still being worked on. The Committee also voted to recommend to the Town Council to increase the bid threshold for the purchase of goods and services to \$25,000 as discussed in item #15 this evening. The next meeting of the Ordinance Committee will be held on January 5, 2023.

M. COUNCILORS' COMMUNICATION:

Councilor Fazzino offered congratulations to the Berlin High School football team for a very successful season, finishing second in the State. Mayor Kaczynski stated he will be in touch with the team's coach to recognize them during a Council meeting.

Councilor Fazzino also stated that tomorrow, December 14, 2022, is the 10-year anniversary of the Sandy Hook school shooting. The Council took a moment to reflect on the students and teachers who lost their lives that day, as well to appreciate law enforcement and those that continue to make our community safer.

Councilor Veach stated that Wreaths Across America will be placing over 1,200 wreaths at Fairview Cemetery in New Britain on Saturday. All are welcome to assist in placing wreaths. A ceremony was also held this morning at the Gold Star Families Memorial in Berlin.

N. ACCEPTANCE OF MINUTES:

November 15, 2022

November 29, 2022 Special Meeting

Councilor Paonessa moved to accept the November 15, 2022 Town Council meeting minutes as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to accept the November 29, 2022 Town Council Special Meeting minutes as presented.

Seconded by Councilor Veach.

Those voting in favor: Councilor Fazzino, Councilor Foster, Councilor Paonessa, Councilor Rosso, Councilor Veach, Mayor Kaczynski.

Abstain: Councilor Coppola

Vote being 6-0-1 (MOTION CARRIED)

O. EXECUTIVE SESSION:

- 1. Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town – Chamberlain Highway**
- 2. Collective Bargaining – C.G.S.S. Sec, 1-210 (9) Records, reports and statement of strategy or negotiations – Police defined benefit pension.**

Councilor Paonessa moved to go into Executive Session: Real Estate – C.G.S.S. Sec. 1-200 (6) (D) discussion of the selection of a site, sale or purchase of real estate by the Town – Chamberlain Highway; and Collective Bargaining – C.G.S.S. Sec, 1-210 (9) Records, reports and statement of strategy or negotiations – Police defined benefit pension at 9:05 p.m. *Invited in for item #1:* Town Manager Jayawickrema, Corporation Counsel Lou Dagostine, and Economic Development Coordinator Jim Mahoney. *Invited in for item #2:* Town Manager Jayawickrema, Corporation Counsel Lou Dagostine, Finance Director Kevin Delaney, Police Chief Matthew McNally, Human Resources Director Paula Carabetta, and Board of Finance Chairman Sal Bordonaro.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Executive Session ended at 10:49 p.m.

P. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 10:49 p.m.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

2022-2023

Boldface items approved by Bd. of Finance and Town Council.

All others approved by Town Manager.

Bud.Chg.	Department	Contingency	Fund Bal.	Other General Fd.	Other Fund	Comments
#						
23-1	Social Services			\$4,000.00		Juvenile Review Board Grant
23-2	Finance			\$500.00		Computer Support (from Part time help)
23-3	Fire Depl.			\$3,000.00		Contractual Serv. (from Operating Material)
23-4	Town Clerk			\$3,924.78		Correct budgeting error for wages
23-5	Various			\$47,541.63		Wage Negotiations (non union wage increases)
23-6	Highway			\$2,918.00		Tree Warden stipend (from Tree Removal)
23-7	Finance			\$500.00		Computer Support (from Part Time Help)
23-8	Revenue Collector			\$400.00		Computer Support (from Part Time Help)
23-9	School Expenses			\$25.00		Clerical (from Mid Manager)
23-10	Highway			\$15.00		Blue Collar (from In Lieu of Health Ins.)
23-11	Library			\$75.00		Longevity (from Clerical)
23-12	Highway			\$340.00		Pension (from Soc. Security)
23-13	Nursing			\$2,008.50		Clerical (from Mid Manager, Nurses)
23-14	Public Grounds			\$950.00		Clerical (from Pension)
23-15	Parks & Rec			\$3,415.00		Clerical (from Pension)
23-16	Town Clerk			\$5,915.90		Wage Negotiations (non union wage increases)
23-17	Golf Course			\$59,040.00		Dept. Head & related fringes (from Pro share of cart rev. and Pro cont. serv.)
23-18	Municipal Garage			\$1,000.00		Computer Support (from Prof. Services)
23-19	Registrar of Voters			\$10.00		Org. Fees (from Training)
23-20	Human Resources			\$1,000.00		Computer Support (from Supplies)
23-21	Planning			\$3,000.00		Supplies (from Health Ins.)
23-22	Golf Course			\$8,220.00		Golf Pro Cont. Serv. (from Blue Collar)
23-23	Police			\$69,000.00		Life Ins. (from Health Ins. & In Lieu of Sick Pay (retiree))
23-24	Public Grounds			\$2,950.00		In Lieu of Health Ins. (from Health Ins.)
23-25	School Expenses			\$2,500.00		In Lieu of Health Ins. (from Health Ins.)
23-26	Parks & Rec			\$905.00		In Lieu of Health Ins. (from Health Ins.)
23-27	Highway			\$715.00		In Lieu of Health Ins. (from Health Ins.)
23-28	Library			\$125.00		Longevity (from Pension)
23-29	Building Dept.			\$2,350.00		Pension (from Maint. & Repair)
23-30	Municipal Garage			\$1,000.00		Computer Support (from Prof. Services)

\$0.00

\$0.00

\$227,343.81

\$0.00

2022-2023

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

Bud. Chg. #	Department	Contingency	Fund Bal.	Other		Comments
				General Fd.	Other Fund	
Cumulative Appropriations			\$4,000.00			
Bal. of Contingency Account			\$300,000.00			

Fee Waivers and Donations Approved by Council
Fiscal Year 2022/23

<u>Date</u>	<u>Value</u>
7/12/2022 Waive Police fees - Boxes to Boots	\$2,071.00
7/12/2022 Waive Police fees - Berlin Fair	\$27,393.00
7/26/2022 Donate Town labor and equip. use - regrading property for Amer. Legion	\$2,000.00
9/6/2022 Waive building permit fees - NB Youth Museum at Hungerford Park	\$230.00
9/6/2022 Waive building permit fees - St. Gabriel's Church	\$495.00
9/6/2022 Donate 4 rounds golf & 2 carts - Boosters Friends of BHS Boy's Golf	\$220.00
9/6/2022 Donate 4 rounds golf & 2 carts - BHS Class of 2023 All Night Grad Party	\$220.00
10/4/2022 Waive Police fees - Hungerford Pumpkin Palooza	\$1,000.00
11/2/2022 Waive Police fees - Tree Lighting	\$912.60
11/2/2022 Waive Public Grounds fees - Clean up from Tree Lighting	\$600.00
11/15/2022 Waive building permit fees - industrial park signage White Oak/Old Brickyard	\$180.00

\$35,321.60