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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PRESENTATION OF PROCLAMATION

Daniel Barnat – Eagle Scout
Jamison Evans – Eagle Scout

E. AUDIENCE OF CITIZENS

F. MAYOR’S UPDATE

G. MEETING AGENDA – Immediately Following the Mayor’s Update

H. CONSENT AGENDA:

1. Topic re: Accept the donation of \$1100.00 and appropriate the funds to the Diving Equipment Expenditure Account. – Police Department
2. Topic re: Approve the request by the Berlin High School Riding Redcoats Cycling Club and the Connecticut Cycling Advancement for a Bike Race to take place at the Hatchery Brook Conservation Area on May 21, 2023, with the conditions that the applicants work with the Conservation Commission to assure that the trails are in a condition to accommodate a bike race and that the trails will be fully restored after the race; noticing given to surrounding properties, as described; traffic management be coordinated with the Police Department; and the associated fee waiver for the police services provided for the event. – Planning and Zoning

I. NEW BUSINESS:

1. Topic re: Presentation of the 2023-2024 Mattabassett Sewer District Budget – Mattabassett District

2. Topic re: Appoint Stuart Topliff, Jim Neckermann as Board of Assessment Appeals alternates for the calendar year 2023 appeals cycle, as needed at the discretion of the Board of Assessment Appeals. - Assessor
3. Topic re: Set a public hearing on March 21, 2023, at 7:00 PM at the Town Council Chamber for the purpose of receiving both written and oral comments concerning modifications to Chapter II, Article 2, Part J, Sec 2-192 Public Golf Course Commission of the Berlin Code Book. – Town Manager
4. Topic re: Formally accept two streets, Great Oak Drive and Victoria Court (as shown on As-Built Roadway Plans dated July 26, 2022 and prepared by Harry E. Cole and Sons), as Town roadways, and to authorize Town Staff in coordination with Corporation Counsel to prepare and record the required maps and documents with the Town Clerk. – Public Works
5. Topic re: Authorize the Town Manager to extend Contract # 2020-18 with Staxx Construction Services, LLC of Berlin, CT for the testing, transport and disposal of various environmental regulated materials at a rate of \$47.50 per ton through December 31, 2023, as this is in the best interest of the Town. – Public Works
6. Topic re: Allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 25 and May 23, 2023.

Set the following questions for the budget referendum(s):

Question 3 “Shall the proposed Berlin Water Control Budget for the 2023/2024 fiscal year, for the provision of water and sanitary sewer services to customers of the Berlin Water Control department, be adopted? Yes. No.?”

Advisory Question 3. “If you voted no on the Berlin Water Control Budget, is the budget... Too High. Too Low.”

Authorize the preparation of explanatory text for question #3.

J. APPOINTMENTS:

1. **Berlin-Peck Memorial Library Board** – Sharon Powell (U) (does not want to be reappointed) term expires on January 31, 2023. Reappointment term would be until January 31, 2026. Can be filled with a D, R or U.
2. **Commission for Persons with Disabilities – Vacancy**- Term expires on January 31, 2023. Replacement term would be until January 31, 2026. Can be filled with a R or U.
3. **Conservation Commission – Vacancy** – Alternate – Term would be until January 31, 2026. Can be filled with a D, R or U.

4. **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).
5. **Golf Commission** – James Bugella (R) resigned effective February 21, 2023. Term expires on 1/31/2026. Can be filled with a D, R or U.
6. **Housing Authority** – Joseph Bajorski (R) term expires on 3/31/2023. Reappointment or replacement term would be until March 31, 2028. Can be filled with a D, R, or U.
7. **Inland Wetlands & Water Courses Commission** – Alternate – Steve Biella, Jr. (U) (does not want to be reappointed) term expires on January 31, 2023. Replacement would be until January 31, 2026. Can be filled with a D, R or U.
8. **Inland Wetlands & Water Courses Commission** – Alternate - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depend on the above appointment).
9. **Parks and Recreation Commission – Vacancy** (Legnani resigned) – Term would be until January 31, 2024. Can be filled with a D, R or U.
10. **Parks and Recreation Commission – Vacancy** – Term would be until January 31, 2025. Can be filled with a D, R or U.
11. **Parks and Recreation Commission** – Anthony Butrimas (R) term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D or U if above both filled with a R.
12. **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.
13. **Planning and Zoning Commission – Alternate – Vacancy** (Legnani resigned) - Term would be until January 31, 2024. Can be filled with a D, R or U.
14. **Public Building Commission** – James Ouellette (D) term expires on January 31, 2023. (Does not want to be reappointed) Replacement would be until January 31, 2028. Can be filled with a R, D or U.
15. **VNA** – Frances Geschimsky (R) term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
16. **VNA** – Andrew Legnani (D) term expires on January 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.
17. **VNA** – Peter Zarabozo (U) term expires on January 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.

18. **VNA – Donna Rutkowski (U)** term expires on January 31, 2023. Reappointment or replacement would be until January 31, 2026. Can be filled with a D, R or U.
19. **Water Control Commission – Alternate – Vacancy** – Term would be until January 31, 2024. Can be filled with a D, R or U.
20. **Water Control Commission –Alternate - Vacancy** -New term would be until January 31, 2026. Can be filled with a D, R or U.
21. **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).
22. **Youth Services Advisory Board – Youth - Vacancy** – New term would be until January 31, 2026.
23. **Youth Services Advisory Board – Service Consumer** – Donald Geschimsky term expires on 1/31/2023. Reappointment or replacement would be until January 31, 2026.
24. **Zoning Board of Appeals – Alternate – Vacancy** – Term would be until January 31, 2024. Can be filled with a D, R or U.

K. TOWN MANAGER’S REPORT:

L. SPECIAL COMMITTEE REPORTS:

M. COUNCILORS’ COMMUNICATION:

N. ACCEPTANCE OF MINUTES: February 21, 2023

O. ADJOURNMENT



TOWN OF BERLIN

Town Council

PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:
The Town of Berlin hereby recognizes

Daniel Barnat

on achieving the rank of Eagle Scout, Boy Scouts of America.

Daniel is from BSA Troop 24 sponsored by the South Kensington Fire Department, and he attends Berlin High School. He completed all the requirements for the rank of Eagle Scout. His Eagle Scout Project consisted of landscaping and creating a brick pathway in a pollinator garden at the Kensington Congregational Church. His scouting highlights include Camp Workcoeman, his Troop's 63-mile Canoe Trip in Virginia, hiking on the Gettysburg Trip, and a white-water rafting trip in New York. Outside of scouting Daniel has enjoyed golf, soccer, basketball, and world traveling.

In recognition of his commitment to his family, community, and upholding the principles of Eagle Scouting, the Town Council congratulates Daniel, and extends best wishes to him in all his future endeavors.

Dated this 4th day of March 2023
Berlin, Connecticut

Mark H. Kaczynski, Mayor



TOWN OF BERLIN

Town Council

PROCLAMATION

BE IT HEREBY KNOWN TO ALL THAT:
The Town of Berlin hereby recognizes

Jamison Evans

on achieving the rank of Eagle Scout, Boy Scouts of America.

Jamison Evans is from BSA Troop 24 sponsored by the South Kensington Fire Department, and he attends Berlin High School. His Eagle Scout project consisted of adding a large paver surround for a camping fire pit at Hatchery Brook for use by town youth groups and the community. He obtained approvals from the Berlin Conservation and Wetlands Commissions. His Scouting highlights include serving as Senior Patrol Leader, participating in a 63-mile Canoe Trip in Virginia, and hiking at Gettysburg. Outside of Scouting, Jamison is a high honors student at Berlin High School, pole vaulter, break dancer, and priest at his church.

In recognition of his commitment to his family, community, and upholding the principles of Eagle Scouting, the Town Council congratulates Jamison, and extends best wishes to him in all his future endeavors.

Dated this 4th day of March 2023
Berlin, Connecticut

Mark H. Kaczynski, Mayor

Consent

Agenda Item No. 1
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 16, 2023

SUBJECT: Donation for Police Dive Team

Summary of Agenda Item:

The Police Department has received a \$1100.00 donation to the dive team.

These funds will be deposited into the Donations Fund Revenue Account # 100.05.0505.2.45100.00000 and appropriated to the Diving Equipment Expenditure Account # 100.15.1532.0.54000.01100.

Action Needed:

Move to accept the donation of \$1100.00 and appropriate the funds to the Diving Equipment Expenditure Account.

Attachments:

None

Prepared By: 
Deputy Chief Chris Ciuci

Consent

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 28, 2023

SUBJECT: Request for Bike Race on Town Land

SUMMARY:

The Connecticut Cycling Advancement Program (CCAP) is requesting to hold their annual one-day race on Sunday, May 21, 2023 at the Hatchery Brook Conservation Area. The annual race was held in 2017, 2018 and 2021, 2022. (2019 was canceled due to rain and 2020 due to the pandemic). In the past, the race was considered a success and the CCAP and the Berlin HS cycling club, The Ridin' Red Coats, would like to host the event again. The applicant is also requesting a fee waiver for the police services related to the event.

The race is scheduled for May 21, 2023 with no rain date proposed. Their policy is that over one inch of rain in the preceding 24 hours would cancel the event. The race starts and finishes just off of the Hatchery Brook Conservation Area parking lot on Orchard Road. The race route includes riding near Bicentennial Park without riding on the meadow. Race marshals monitor riders along the race route. The races will run from 8:00 a.m. until 3:00 p.m. Preparation and clean-up will run from about 6:00 a.m. to 5:00 p.m. Parking at the entrance to the race on Orchard Road will be for officials only. As in past years, the competitors and spectators will be routed to park along one side of Linden Drive and Summit Wood Drive.

Organizers are expecting approximately 200-250 participants for the day with 75 on site at any one time. Riders will be grouped in waves. There will be a registration fee that benefits the CCAP and Berlin HS cycling club. CCAP and the students will take care of preparing the trails prior to the race, as well as repairing any trails, as needed, after the race to the satisfaction of the Conservation Commission.

At its February 14, 2023 meeting, the Conservation Commission provided a recommendation to the Town Council to approve the bike race as described with the conditions that the trail is walked by members of the Commission along with The Bike Team prior to and after the race with the agreement to remediate any damage caused by

the racers. The Conservation Commission noted that the group had been a good partner in the past.

CCAP is a 501 (c) 3 non-profit organization whose mission “is to ensure that Connecticut's youth and their families have access and exposure to an organized state-wide youth cycling league.” CCAP will provide insurance that will be reviewed by the Town risk manager. Brian Wolfe, of CCAP will be in charge of the Certificate of Insurance, registration for the race and race monitors. The Police Department will be consulted by the applicant for final review of the location of the parking and signage.

Similar to previous years, it is the intent to place a police officer on Orchard Road to slow traffic as cyclists came around the corner and to assure the safety of those crossing the street from where they parked on Linden Drive and Summit Wood Drive. Cars are only allowed to park on the right side of Linden Drive and Summit Wood Drive. As in the past, they will request that the Police Department place signs on Linden Drive and Summit Wood Drive to designate parking areas and the Bike Team will place notes in advance of race day on the doors of the neighborhood letting residents know of the race and what to expect. As in the past, it is understood that CCAP will place portable toilets in the Hatchery Brook parking lot which will be scheduled to be removed the Monday after the race.

The Town Council will need to approve the event and parking on Town land and add any conditions it deems necessary and to authorize the fee waiver for police services.

ACTION NEEDED:

Move to approve the request by the Berlin High School Riding Redcoats Cycling Club and the Connecticut Cycling Advancement for a Bike Race to take place at the Hatchery Brook Conservation Area on May 21, 2023, with the conditions that the applicants work with the Conservation Commission to assure that the trails are in a condition to accommodate a bike race and that the trails will be fully restored after the race; noticing given to surrounding properties, as described; traffic management be coordinated with the Police Department; and the associated fee waiver for the police services provided for the event.

ATTACHMENTS:

1. Copy of Berlin Conservation Commission Minutes, February 14, 2023
2. Race map
3. Fee waiver request for police services

PREPARED BY:

Maureen K. Giusti, AICP, Town Planner



CONSERVATION COMMISSION
TUESDAY FEBRUARY 14, 2023 6:30 PM

The Town of Berlin, Conservation Commission held its regular meeting on Tuesday February 14, 2023 at 6:30 p.m. This meeting was held in person in Engineering Room #120, Berlin Town Hall, 240 Kensington Road, Berlin, CT or remotely by video or telephone conference as provided on the agenda.

MEMBERS PRESENT

Michael Delorenzo, Chairman
Rob Ramsey, Karl Lewis, Thomas Heisler, Mary Kathryn Larose, Karen Pagliaro

MEMBERS ABSENT

Guy Hoffman, Vice Chairman, Peter Zarabozo, Alternate

STAFF

Maureen Giusti Town Planner
Jim Mahoney, Economic Development Coordinator

CALL TO THE ORDER: Chairman Delorenzo called the meeting to order at 6:30 pm.

Commissioner Lewis made a motion to nominate Michael Delorenzo as Chairman, seconded by Commission Pagliaro, passed unanimously.

Commissioner Lewis made a motion to nominate Guy Hoffman as Vice Chairman, seconded by Commission Pagliaro, passed unanimously.

AUDIENCE OF CITIZENS

Kevin Budney, Michael Carrier, Carol Goldberger, Ray Bosso, Joseph Baccaro, Donna Veach, Shea Aresco, Janisha Hill, Jill Hansen, Mike Hansen, Katharine Shaskas (zoom)

APPROVAL OF MINUTES: January 10, 2023

Commissioner Lewis made a motion to approve January 10, 2023 minutes, seconded by Commissioner Pagliaro, passed unanimously.

Commissioner Lewis made a motion to move The Team Red Dragon Mountain Bike Race at Hatchery Brook, seconded by Commission Ramsey, passed unanimously, Gregg Ferrais came before the commission. He reported that the race will take place on Sunday May 21, 2023 from 8:00am - 3:00pm. There will be 75 to 90 bikers on the course at any time. He reported that the team will contact and post signs in the surrounding neighborhoods as in years past. The Berlin PD will be notified. Caution tape will be put up in appropriate areas. This is the same race that has been held for the past couple years with the course remaining the same. If bad weather occurs the race will be cancelled. Commissioner Lewis and Commissioner Pagliaro are in great support of the race. Concerns have been met in the past. The group does a wonderful job from start to finish and with post-race cleanup and trail maintenance.

Commissioner Ramsey made a motion to support the Team Red Dragon Mountain Bike Race, seconded by Commissioner Lewis, passed unanimously.

The CCAP
353 Main St
Middletown, CT 06457



860-295-4030
info@ctcyclingadvancement.com
ctcyclingadvancement.com

February 13, 2023

Dear Conservation Commission,

I am writing you on behalf of the Berlin High School Ridin' Red Coats and the CT Cycling Advancement Program to request the use of Hatchery Brook Conservation Area and Bicentennial Park on Sunday, May 21st, 2023 to host our Annual Team Red Dragon MTB Race. We take great pride in running a respectful event that highlights the beauty of the conservation area, and fits into the area's everyday activities with minimal disruptions. This event benefits the Berlin High School MTB Club (Ridin' Red Coats) and the CT Cycling Advancement Program, a non-profit organization whose mission is to give kids and families access and exposure to the sport of cycling across the state. We have hosted this event at Hatchery Brook Conservation Area since 2017, and aim to host the event in a similar fashion as year's past.

Event Name: Team Red Dragon MTB

Event Date: Sunday, May 21st, 2023

Time Frame: 8:00 am-3:00 pm Race Time; Set-up/Breakdown 2 hrs before and after

Attendance: Approximately 200-250 people throughout the day; approx. 75 on-site at one time.

Course Map: Attached below. Start/Finish/Registration area will be located in the field near the Orchard Rd parking area. 2 portable restrooms to be placed in the Orchard Rd parking lot.

Parking: Located on Linden Dr/Summit Wood

Emergency Plan: Coordinate with Berlin FD for EMS/First Responders; Coordinate with Maureen/Berlin PD to schedule a police officer via fee waiver.

Notice to regular users: Notify regular users by posting written notice at each trail heads approximately 3 weeks before the event. We will notify residents on Summit Wood and Linden Drive via door to door written notice.

Trail Protection Measures: As always, we will follow general MTB guidance that calls for cancelation if 1" or more of rain is accumulated within 24 of start of the event. Best judgement is always used to preserve the trails. We are more than happy to conduct a post-race trail inspection with members of the conservation commission and remediate any significant damage.

Sincerely,

Brian Wolfe and Jim Arnold

Bettering the lives of youth and young adults in the state of Connecticut through the sport of cycling

The CCAP
353 Main St
Middletown, CT 06457

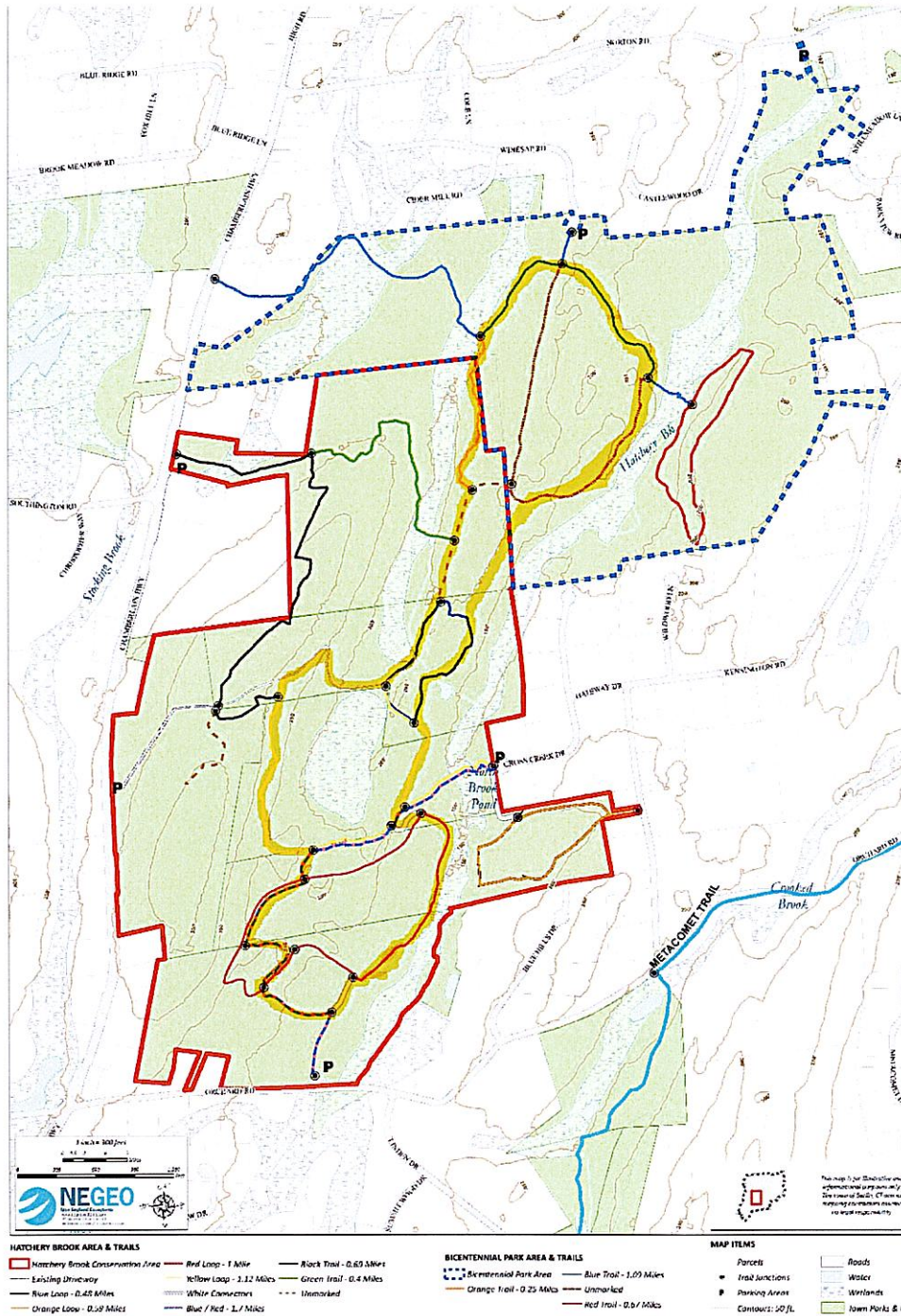


860-295-4030
info@ctcyclingadvancement.com
ctcyclingadvancement.com



Town of Berlin, CT
Conservation Commission

Hatchery Brook Conservation Area with Bicentennial Park
and Kensington Orchards



Bettering the lives of youth and young adults in the state of Connecticut through the sport of cycling



TOWN OF BERLIN Request for Fee Waiver

| | |
|--|-----------------------------------|
| Requesting Organization: The Connecticut Cycling Advancement Program | Date: 2/16/23 |
| Contact Name: Brian Wolfe | |
| Phone Number: (860) 295-4028 | |
| Event: Team Red Dragon MTB Race | Date of Event: 05/21/23 |
| Location of the Event: Hatchery Brook Conservation Area, 685 Orchard Rd, Berlin, CT 06037 | |
| What fee do you want waived: The police services fee. We hire the police to direct traffic as racers and their families cross Orchard Rd from Linden Dr to participate in our race. The estimated total cost by the Berlin Police Department as of 2/17/23 is between \$900-\$1,100 | |
| Identify the hardship incurred: We are a local non-profit that organizes youth cycling teams and activities around the state. This race benefits the Berlin High Cycling Team with the entry fees collected from adult racers. The police services is our largest expense and jeopardizes the feasibility of the race. We would greatly appreciate a reduction or elimination of the fees rendered from the race. | |
| Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berlin High School partners with our organization to give kids the opportunity to participate on an organized cycling team with their peers. It gives them exposure into cycling, and offers them the potential to secure college scholarships and gain positive life experiences through cycling. | |

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: The Connecticut Cycling Advancement Program

Comments:

Brian Wolfe

Signature

02/17/23

Date

[Signature]

Town Manager Signature

2/28/23

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.

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: March 7, 2023

SUBJECT: The 2023-2024 Mattabassett Sewer District Budget

Summary of Agenda Item:

The Chairman of the Board and the Executive Director would like to present to the Town Council the 2023-2024 Mattabassett Sewer District Budget. The annual budget has been approved by the Board of Directors for fiscal year 2024, which reflects an 11.23% increase over the previous fiscal year. The increase is driven by three major factors; capital projects, inflation, pension retirement and electricity.

The addition of Middletown to the District reflects positively on the Charter Member Towns due to a “buy-in” fee translated as credits to their assessments. This year, Berlin realized a credit of \$135,110 directly related from Middletown’s addition. Berlin has received a total of \$1,942,362 in credits due to the addition of Middletown joining the District.

Berlin has benefited from the infiltration/inflow work performed in the past and should continue to pursue this construction work but should especially focus on flows to the Berlin Turnpike Pump Station, from other Districts served. Due to significant storms and higher I/I, Berlin’s 5-year average flows increased from 15.03% to 16.97% over the past 2 years.

We have provided flow information to the Water Control Commission and their consultants to help further identify significant sources of high infiltration and inflow into your sewer system.

In addition, we are going to partner with our communities where needed to help them find ways to reduce infiltration and inflow along with providing data to CTDEEP. The new NPDES discharge permit is placing significant cost burdens on the District and communities for measuring flows and reducing wet weather bypass treatment events. The Mattabassett District needs each community served to prepare for more action on this matter and appropriately plan financially for future capital improvements.

Action Needed:

Discussion Only

Attachments:

- 1) Budget Notes, March 7, 2023
- 2) Budget Sheets and Assessments

Prepared By:

Arthur G. Simonian, P.E.
Mattabassett District Executive Director

AGS

Fiscal Year 2023-2024 Flow Development Worksheet
and Other Income -

REVISED 1.6.2023

Notes
1 This spreadsheet is based on the FY2023 2024 Budget spreadsheet.

- 2 The same formulas have been used as in the previous budget preparation process.
- 3 Known values: 2.5% Contract Salary increase plus steps, merit increase, 15% Medical costs increase over Current Costs, 22.3% MERF Contrib from Matlabassett, currently 19.1% , Electricity increase 17% over current budget
- 4 Shudge/Sepilage Income \$900,000
Interest Income Projected \$15,000 - Actual FY22 is 16.6K W/OUOT NB, B, C Reserve Interest.
Misc Income \$30,000
Excess Income Transfer \$0.00 - Need to build up Reserves and CNR Accounts for future projects and emergencies.
Reserve fund transfer \$0.00 already used funds in previous FY's to reduce debt service

5 Overall Budget Increase = 11.23% over FY23's budget
6 Excluding Capital & Electricity the FY22 budget Increased = 4.64% over FY23's budget

The Following Input has been derived from the Flow Worksheet: FLOW UPDATE IS THROUGH DEC 2022

| Municipality | 2020 Flows | | | | | 2021 Flows | | | | |
|-------------------------|------------|---------|---------|------------|------------|------------|---------|---------|------------|------------|
| | Total | Average | % Const | % Tot Flow | % of Const | Total | Average | % Const | % Tot Flow | % of Const |
| | | | | | | | | | | |
| New Britain (incl Farm) | 3555.06 | 10.02 | 49.79% | 47.80% | 46.99% | 3831.82 | 10.50 | 48.83% | 46.99% | 46.99% |
| Berlin | 1223.20 | 3.35 | 16.66% | 16.02% | 16.02% | 1306.39 | 3.58 | 16.65% | 16.02% | 16.02% |
| Cromwell | 372.38 | 1.02 | 5.07% | 4.88% | 4.96% | 404.74 | 1.11 | 5.16% | 4.96% | 4.96% |
| Middletown WWWWTP | 2091.14 | 5.73 | 28.48% | 27.39% | 28.26% | 2304.47 | 6.31 | 29.37% | 28.26% | 28.26% |
| MDC | 292.58 | 0.80 | N/A | 3.83% | N/A | 307.19 | 0.84 | N/A | 3.77% | N/A |
| Farmingdon (Not in Tot) | 4.60 | N/A | N/A | 0.06% | N/A | 4.60 | N/A | N/A | N/A | N/A |
| Total | 7635.36 | 20.92 | 100.00% | 100.00% | 100.00% | 8154.61 | 22.34 | 100.00% | 100.00% | 100.00% |

| | 2022 Flows | | | | | Reserved Allocation 1986 | | | | |
|--------|------------|---------|---------|------------|------------|--------------------------|-------|------------|---------|------------|
| | Total | Average | % Const | % Tot Flow | % of Const | Total | Flow | % of Const | Total | % of Const |
| | | | | | | | | | | |
| NB | 3555.48 | 9.74 | 45.25% | 43.72% | 12.60 | 70.39% | 12.60 | 70.39% | 57.27% | 20.04 |
| BERLIN | 1732.84 | 4.75 | 22.05% | 21.31% | 3.30 | 18.44% | 3.30 | 18.44% | 15.00% | 5.25 |
| CROM | 374.65 | 1.03 | 4.77% | 4.61% | 2.00 | 11.17% | 2.00 | 11.17% | 9.09% | 7.27 |
| MIDDLE | 2194.92 | 6.01 | 27.93% | 26.99% | 2.50 | N/A | 2.50 | N/A | 11.37% | 3.98 |
| MDC | 274.82 | 0.75 | N/A | 3.38% | 1.60 | N/A | 1.60 | N/A | 7.27% | 2.54 |
| Total | 8132.71 | 22.28 | 100.00% | 100.00% | 22.80 | N/A | 22.80 | N/A | 100.00% | 35.00 |

| Municipality | 2016-2020 Average Flows | | | | | 2017-2021 Average Flows | | | | |
|-------------------------|-------------------------|---------|---------|------------|------------|-------------------------|---------|---------|------------|------------|
| | Total | Average | % Const | % Tot Flow | % of Const | Total | Average | % Const | % Tot Flow | % of Const |
| | | | | | | | | | | |
| New Britain (incl Farm) | 3753.21 | 10.28 | 51.77% | 49.82% | 48.49% | 3093.98 | 10.68 | 51.42% | 48.49% | 48.49% |
| Berlin | 1132.28 | 3.10 | 15.62% | 15.03% | 15.11% | 1215.42 | 3.33 | 16.02% | 15.11% | 15.11% |
| Cromwell | 391.19 | 1.07 | 5.40% | 5.19% | 4.99% | 401.40 | 1.10 | 5.29% | 4.99% | 4.99% |
| Middletown WWWWTP | 1973.76 | 5.41 | 27.22% | 26.20% | 25.71% | 2060.21 | 5.67 | 27.27% | 25.71% | 25.71% |
| MDC | 283.82 | 0.78 | N/A | 3.77% | 3.69% | 296.93 | 0.81 | N/A | 3.69% | 3.69% |
| Farmingdon (Not in Tot) | 4.60 | 0.01 | N/A | N/A | N/A | 4.60 | 0.01 | N/A | N/A | N/A |
| Total | 7534.25 | 20.64 | 100.00% | 100.00% | 98.00% | 7881.96 | 21.60 | 100.00% | 98.00% | 98.00% |

| | 2018-2022 Average Flows | | | | | Reserved Allocation | | | | |
|--------|-------------------------|---------|---------|------------|------------|---------------------|-------|------------|---------|------------|
| | Total | Average | % Const | % Tot Flow | % of Const | Total | Flow | % of Const | Total | % of Const |
| | | | | | | | | | | |
| NB | 3813.15 | 10.72 | 50.52% | 48.05% | 14.25 | 42.00% | 14.25 | 42.00% | 40.89% | 40.89% |
| BERLIN | 1300.00 | 3.56 | 16.76% | 16.16% | 5.00 | 15.04% | 5.00 | 15.04% | 14.35% | 14.35% |
| CROM | 400.33 | 1.10 | 5.17% | 4.98% | 3.00 | 9.02% | 3.00 | 9.02% | 8.61% | 8.61% |
| MIDDLE | 2131.88 | 5.64 | 27.52% | 26.51% | 11.00 | 33.08% | 11.00 | 33.08% | 31.56% | 31.56% |
| MDC | 297.74 | 0.82 | N/A | 3.70% | 1.60 | N/A | 1.60 | N/A | 4.59% | 4.59% |
| Total | 8043.10 | 22.05 | 100.00% | 100.00% | 34.85 | N/A | 34.85 | N/A | 100.00% | 100.00% |

From Storm 10.26.17
65.45% NB 36 MGD Peak
17.51% Berlin 9.63 PEAK + other stations

| Primary | Peak Through Secondary | | | | |
|---------|------------------------|---------|---------|------------|------------|
| | Total | Average | % Const | % Tot Flow | % of Const |
| | | | | | |
| NB | 45.82 | 22.48 | 59.75% | 12.00 | 7.89 |
| BERLIN | 12.00 | 7.89 | 20.90% | 7.27 | 4.73 |
| CROM | 7.27 | 4.73 | 12.56% | 39.10 | 17.36 |
| MIDDLE | 39.10 | 17.36 | 6.71% | 5.82 | 2.53 |
| MDC | 5.82 | 2.53 | 6.71% | 110 | 55 |

For the Assessment Worksheet Provide the following Projections

| Estimate of Interest Income for the Budgeted Fiscal Year (Reduced due to COVID and low interest rates) | Last FY | Diff |
|--|--------------|------|
| Estimate of Septage and Grease Income | \$100,000 | |
| Estimate of Sludge Revenue | \$150,000 | |
| Estimate of Miscellaneous Income with NITROGEN CREDIT | \$900,000 | |
| Estimate of Misc, Nitrogen Loan/Bond Income | \$130,000 | |
| Reserve Fund Transfer for Operations Expenses (Misc. Eversource Electricity Lower, Gas, Chemicals) | \$0 | |
| Reserve Fund Transfer to reduce Assessment burden from large Capital Projects, \$13,000,000 Res Fund Transfer for NB, B, C 2016-2017 Start, Amt. Reduced each Yr | \$500,000 | |
| New Britain | \$713,570.95 | |
| Berlin | \$504,638 | |
| Cromwell | \$135,110 | |
| | \$73,822 | |
| MIDDLETOWN PUMP STATION GRIT REMOVAL SYSTEM CAPITAL CREDIT | \$55,000 | |

PARTICIPANT

| | FY 2022-2023 | FY 2023-2024 | CHANGE | |
|--|---------------------|---------------------|----------------|---------------------|
| New Britain (less Farmington): Total: | \$6,831,607. | \$7,133,922. | 4.43% | \$302,315. |
| Operations (net minus debt & Cap) | \$4,390,565. | \$4,534,540. | 3.28% | \$143,975. |
| Debt | \$1,492,255. | \$1,505,437. | 0.88% | \$13,182. |
| Capital Gen & Admin | \$948,787. | \$1,093,945. | 15.30% | \$145,158. |
| Capital Nitrogen | \$0. | \$0. | | \$0. |
| Berlin: | \$2,270,424. | \$2,395,586. | 5.51% | \$125,162. |
| Operations (net minus debt & Cap) | \$1,369,023. | \$1,441,566. | 5.30% | \$72,543. |
| Debt | \$568,493. | \$570,179. | 0.30% | \$1,686. |
| Capital Gen & Admin | \$332,908. | \$383,840. | 15.30% | \$50,933. |
| Capital Nitrogen | \$0. | \$0. | | \$0. |
| Cromwell: | \$1,026,215. | \$1,064,516. | 3.73% | \$38,301. |
| Operations (net minus debt & Cap) | \$474,986. | \$484,861. | 2.08% | \$9,874. |
| Debt | \$351,484. | \$349,351. | -0.61% | (\$2,133.) |
| Capital Gen & Admin | \$199,745. | \$230,304. | 15.30% | \$30,560. |
| Capital Nitrogen | \$0. | \$0. | | \$0. |
| Middletown: | \$4,588,025. | \$4,803,293. | 4.69% | \$215,268. |
| Operations (net minus debt & Cap) | \$2,358,818. | \$2,487,574. | 5.46% | \$128,756. |
| Debt | \$1,577,177. | \$1,551,637. | -1.62% | (\$25,540.) |
| Capital Gen & Admin | \$652,030. | \$764,082. | 17.19% | \$112,052. |
| Capital Nitrogen | \$0. | \$0. | | \$0. |
| MDC: | \$707,790. | \$737,188. | 4.15% | \$29,398. |
| Operations (net minus debt & Cap) | \$371,852. | \$388,666. | 4.52% | \$16,814. |
| Debt | \$229,408. | \$225,693. | -1.62% | (\$3,715.) |
| Capital Gen & Admin | \$106,530. | \$122,829. | 15.30% | \$16,298. |
| Capital Nitrogen | \$0. | \$0. | | \$0. |
| Farmington: | \$11,228. | \$12,496. | 11.29% | \$1,268. |
| Sub Total | | | | |
| Interest Income | \$30,000. | \$100,000. | 233.33% | \$70,000. |
| Sludge Management: | \$950,000. | \$1,050,000. | 10.53% | \$100,000. |
| Reserve Fund Transfer for Ops Bud | \$250,000. | \$500,000. | | \$250,000. |
| \$13 Res Fund Trans NB, B, C Credit | \$983,820. | \$713,571. | -27.47% | (\$270,249.) |
| Reserve Fund Transfer for CAPITAL Project | \$0. | \$1,000,000. | | \$1,000,000. |
| Miscellaneous Income: | \$50,000. | \$130,000. | 160.00% | \$80,000. |
| Total Budget: | \$17,699,109. | \$19,640,572. | 10.97% | \$1,941,463. |
| Total Constituents' | \$14,716,271. | \$15,397,317. | 4.63% | \$681,046. |
| Total Contractuals' | \$719,018. | \$749,684. | 4.26% | \$30,666. |
| | | | | 1.046109406 |

2/23/23

Increase is due to credit for NB, B Cromwell being reduced, Capital Costs and Operating cost increase. Offset by use of Reserves see below.

Berlin Flow Increase 11% over previous 5 year period. Increase is due to credit for NB, B Cromwell being reduced, Capital Costs and Operating cost increase. Offset by use of Reserves see below.

Increase is due to credit for NB, B Cromwell being reduced, Capital Costs and Operating cost increase. Offset by use of Reserves see below.

22/2

Page 2 of 2

**FIVE YEAR CAPITAL PLAN
DEPARTMENT REQUESTS
January XX, 2023**

Priority Ratings:

1. Essential for the operation of the facility
2. Required by State and Federal regulations.
3. Required to lower impact to community.
4. Funded by Nitrogen Project.
5. Enhance or make more efficient provision of current level of service.
6. Funded by energy performance contract.
7. Funded from CNR.

| DEPT. # | | 2023/24 DEPT. REQUESTS | 2024/25 PLAN | 2025/26 PLAN | 2026/27 PLAN | 2027/28 PLAN | TOTAL REQUEST |
|------------|--|---------------------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 01 | LABORATORY | | | | | | |
| | Nutrient Analyzer Partial (2 of 2) | | | | | | \$0 |
| | Distilled Water System | | | | | | \$0 |
| 02 | Refrigerator LAB Samples/Blanks | | | | | | \$0 |
| | Muffle Furnace Volatiles | | | | | | \$0 |
| | Balance- Top Loading 25 Yrs Old | | | | | | \$0 |
| | Atomic Analyzer | | | | | | \$0 |
| | Fume Hoods (2 Total) | | | | | | \$0 |
| | Dishwasher | | | | | | \$0 |
| | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 02 | MAINTENANCE | | | | | | |
| | Plant DUMP TRUCK with Plow | | | | | | \$0 |
| | Plant CANYON PICKUP TRUCK | | | | | | \$0 |
| | New HOLLAND TRACTOR REPL. | | | | | | \$0 |
| | Gator Tractor | | | | | | \$0 |
| | Diesel Fuel Storage Tank (1000 gal Convault) DEFER | | | | | | \$0 |
| | Cone Valves Rebuild/Replace (ENERGY PERF. CONTRACT) | | | | | | \$0 |
| | Raw Sewage Pump Rebuild (total of 6, Include CAPITAL for one Year, for ENERGY PERFORM. CONTRACT) | 200,000 | 200,000 | 200,000 | | | \$600,000 |
| | Windows Dewatering. | | | | | | \$0 |
| | Primary Tank Flight Drives | | | | | | \$0 |
| | Wood Chipper | | | | | | \$0 |
| | Brushhog Bobcat | | | | | | \$0 |
| | Roofing Replacement Various (Ops Locker) | | | | | | \$0 |
| | HVAC Ductwork Replacement Various Control Room | | | | | | \$0 |
| | Watermain Rehab and Improvements | | | | | | \$0 |
| 03 | Generator 52GM Breaker Panel Upgrade | 95,000 | | | | | \$95,000 |
| | A Building chiller replacement | | | | | | |
| | | \$200,000 | \$200,000 | \$200,000 | \$0 | \$0 | \$600,000 |
| | OPERATIONS | | | | | | |
| | IDI Carbon Change (1 per year) | | | | | | \$0 |
| | IDI Secondary Heat Exchanger | | | | | | \$0 |
| | Reline Clay Lagoon (Design) | | | | | | \$0 |
| | Reline Clay Lagoon (Constr) (DEFER) | | | | | | \$0 |
| | Auto Degrit/Rag (Design) | | | | | | \$0 |

| DEPT. # | 2023/24 DEPT. REQUESTS | 2024/25 PLAN | 2025/26 PLAN | 2026/27 PLAN | 2027/28 PLAN | TOTAL REQUEST |
|---------|--|--------------|--------------|--------------|--------------|---------------|
| 04 | Acid Cleaning Odor Control (2 per year) | | | | | \$0 |
| | Odor Control Carbon Changeout | | | | | \$0 |
| | Odor Control Dedicated Unit for Centrate and Sludge Unload | | | | | |
| | Odor Control New Unit for Middletown Connection DESIGN | 50,000 | | | | |
| | Odor Control New Bar Rack Building DESIGN | 100,000 | 1,000,000 | | | |
| | Painting, Epoxy Wall and Column Repairs RSP Building | | | | | |
| | Sludge Storage Tank Cleaning (1 per year) | | | | | \$0 |
| | Sludge Storage Tank DIFFUSERS | | | | | \$0 |
| | Aeration Tank Diffusers (4 Total with SSR) | | | | | \$0 |
| | Aeration Tank DO Probes (Replacement 42/Yr) | | | | | \$0 |
| | Aeration Tanks SSR Blower | | 1,500,000 | | | \$0 |
| | WAS Pumps Rebuild (2) | | | | | \$1,500,000 |
| | Aeration Blowers Siemens Level 1 Service Fluidizing (2) (Oper) | | | | | \$0 |
| | Sludge Storage Recirculation Pump Replacement | | | | | \$0 |
| | Sludge Unloading Pumps (2) replace every 3 years | | | | | \$0 |
| | CO Sensors for GAC Unit | | | 400,000 | | \$0 |
| | Centrifuge REBUILD/REPLACE | 150,000 | | | | \$550,000 |
| | TRUNK LINE VIDEO DESIGN | 100,000 | 1,000,000 | | | \$100,000 |
| | Trunkline/Crossing Repairs | | | | | \$1,000,000 |
| | OUTFALL Cleaning and Jetting (Every 1 Yrs) Move to Maint | | | | | \$0 |
| | Final Clarifier#1 Centerpost Squeegees and Seals | | | | | \$0 |
| | Canopy for Switchgear and Transformer Downsized | | | | | \$0 |
| | Putzmeister Pumps (Cake Feed to Incinerator | 100,000 | | 100,000 | | \$0 |
| | GAC SYSTEM HEATER for Incinerator | | | | | \$200,000 |
| | Raw Sewage Pumps Variable Drives and PLC Controller | | | | | \$0 |
| | Headworks Rag Grinder Constr and Admin | 100,000 | | | | \$0 |
| | Column Repair FBI Incinerator wing | 100,000 | | | | \$0 |
| | Grease Skimmer System Primary Tanks (2 of 2) | 1,500,000 | 75,000 | | | \$0 |
| | SCADA SYSTEM UPGRADE WONDERWARE | | | | | \$0 |
| | Detritor Catwalks, Scrapers, Drivers (Replacement 2 of 2) | | 250,000 | | | \$0 |
| | Secondary Heat Exchanger SPARE | 350,000 | | | | \$0 |
| | Meters Manholes Trunkline for BOD, Flow, pH | 50,000 | 100,000 | | | \$100,000 |
| | A Building Chiller Replacement | 95,000 | | | | \$75,000 |
| | | \$2,595,000 | \$3,925,000 | \$500,000 | \$0 | \$0 |
| | | | | | | \$3,525,000 |
| | ADMINISTRATION | | | | | |
| | Office upgrades:Expansion of Reception Area Prelim Design | | \$50,000 | | | |
| | Office upgrades:Expansion of Reception Area DESIGN/CONSTR | | | | | |
| | | \$0 | \$50,000 | \$500,000 | \$500,000 | \$0 |
| | | | | | | \$0 |
| | CAPITAL GENERAL 71010 | 750,000 | 750,000 | 750,000 | | \$3,000,000 |
| | Nitrogen Treatment 71030 | 50,000 | 50,000 | 50,000 | | \$200,000 |
| | Solids/Incinerator 71040 | | | | | \$0 |
| | | | | | | |
| | Total | \$3,595,000 | \$4,975,000 | \$2,000,000 | \$1,300,000 | \$7,325,000 |

04

EPOXY COATING REPAIRS TO COLUMNS, WALLS, DEWATERING, RSP, ETC.

Page 2 of 3

1 May Main Document:BudgetFinal 2023 2024ACSCORRY 1/23/24 Budget revised 01/06/23.xlsx
1/21/2023 9:40 AM

Cap. Improve

| DEPT. # | | 2023/24 DEPT. REQUESTS | 2024/25 PLAN | 2025/26 PLAN | 2026/27 PLAN | 2027/28 PLAN | TOTAL REQUEST |
|------------|--|---------------------------|-----------------|-----------------|-----------------|-----------------|------------------|
|------------|--|---------------------------|-----------------|-----------------|-----------------|-----------------|------------------|

VENTILATION RSP, DEWATERING
 ODOR CONTROL IMPORVEMENTS, DEWATERING, MIDDLETOWN WETWELL, RSP, SLUDGE DROPOFF, CENTRATE
 CATWALK, SCRAPERS FOR DETRITOR TANKS #1, #2

Budget Comparison

| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Average Annual Increase 2018-2024 |
|---------------------|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------------------------|
| Total Budget | \$ 65,221,361 | \$ 29,436,053 | \$ 25,366,432 | \$ 14,465,444 | \$ 15,416,086 | \$ 14,909,046 | \$ 16,165,222 | \$ 16,113,196 | \$ 16,714,184 | \$ 17,658,255 | \$ 19,452,649 | 4.36% |
| New Britain | \$ 4,145,937 | \$ 4,937,139 | \$ 5,137,548 | \$ 5,770,140 | \$ 5,794,805 | \$ 5,841,083 | \$ 6,123,969 | \$ 5,900,712 | \$ 6,348,885 | \$ 6,831,607 | \$ 7,518,023 | 4.96% |
| Berlin | \$ 1,252,920 | \$ 1,551,037 | \$ 1,704,358 | \$ 1,860,803 | \$ 1,862,451 | \$ 1,884,167 | \$ 1,960,833 | \$ 1,957,453 | \$ 2,078,380 | \$ 2,270,424 | \$ 2,609,135 | 6.68% |
| Cromwell | \$ 501,898 | \$ 663,429 | \$ 797,747 | \$ 917,890 | \$ 888,309 | \$ 885,555 | \$ 910,862 | \$ 898,887 | \$ 964,701 | \$ 1,026,215 | \$ 1,143,653 | 4.79% |
| Middletown | \$ 971,816 | \$ 1,551,998 | \$ 2,327,238 | \$ 2,759,965 | \$ 2,774,914 | \$ 2,832,985 | \$ 2,917,744 | \$ 4,335,752 | \$ 4,368,659 | \$ 4,588,025 | \$ 5,083,970 | 13.87% |
| MDC | \$ 273,312 | \$ 375,634 | \$ 427,543 | \$ 508,346 | \$ 618,113 | \$ 636,886 | \$ 667,881 | \$ 654,259 | \$ 679,116 | \$ 707,790 | \$ 776,921 | 4.28% |
| Notes | 56 million of budget from Nitrogen Upgrade 21 million of budget from Nitrogen Upgrade & set aside 12.5 million from reserves & Bond/loan income | | | | | | | | | | | |
| % of Budget | | | | | | | | | | | | |
| NB | 6.36% | 16.77% | 20.25% | 39.89% | 37.59% | 39.18% | 37.88% | 36.62% | 37.99% | 38.69% | 38.65% | |
| Berlin | 1.92% | 5.27% | 6.72% | 12.86% | 12.08% | 12.64% | 12.13% | 12.15% | 12.43% | 12.86% | 13.41% | |
| Cromwell | 0.77% | 2.25% | 3.14% | 6.35% | 5.76% | 5.94% | 5.63% | 5.58% | 5.77% | 5.81% | 5.88% | |
| Middletown | 1.49% | 5.27% | 9.17% | 19.08% | 18.00% | 19.00% | 18.02% | 26.91% | 26.14% | 25.98% | 26.14% | |
| MDC | 0.42% | 1.28% | 1.69% | 3.51% | 4.01% | 4.27% | 4.13% | 4.06% | 4.06% | 4.01% | 3.99% | |

Mattabassett Sewer District

FY2024

March 7, 2023 & May 23, 2023

Budget Notes: Berlin

- The FY2024 Budget increased 11.23%, which was driven primarily by high capital costs projects, inflation on chemicals, fuels along with pension increase.
- Five Year average flows impact the operating budget and also the community with the largest flows (NB) the most significantly.
- The operating and debt budget increased 4.10% and the Capital budget realized an increase of 61.87% over last year's budget due to major projects.
- Operating Budget assessment is impacted by credits from income and Middletown buy-in funds. Income credits impact all constituent members. Middletown's admission fee into the District benefits the Charter members only (NB, Berlin, Cromwell). This year, credits from Middletown's addition benefited Berlin \$135,110.
- Debt portion of assessment decreased this year because the District refinanced a portion of the Clean Water Fund Loan at a lower than 2% interest rate.
- Berlin is paying 11.6% of debt service as part of their assessment even though their reserve capacity is 14.35% due to admission fee credits from Middletown.
- NB is paying 30.1% of debt service as part of their assessment even though their reserve capacity is 40.89% due to admission fee credits from Middletown.
- This year we used \$250,000 to lower expenses from FY2023 and \$750,000 from reserves to offset budget assessments and significant capital increases for FY2024.

2/22/23

LEGAL NOTICE

THE MATTABASSETT DISTRICT
Budget January 31, 2023
Finance Committee Approved 01/31/2023
 Fiscal Year July 1, 2023 to June 30, 2024

EXPENDITURES

| | |
|-------------------------------------|----------------------|
| Liability Insurance | \$159,940. |
| Engineering Services | \$209,000. |
| Legal & Accounting | \$113,500. |
| Training, Travel, & Meetings | \$52,000. |
| Office/Bus Services & Supplies | \$265,750. |
| Permit Fees | \$25,000. |
| Nitrogen Credits Purchase | \$0. |
| Salaries | \$3,459,041. |
| Employee Health Insurance | \$749,893. |
| Retirement | \$825,060. |
| Workers Comp Insurance | \$70,000. |
| Misc Employee Services | \$44,520. |
| Operations Supplies | \$57,500. |
| Sludge, Grit, Rags & Ash Disposal | \$201,500. |
| Outfall, Odor Towers, Incin. Carbon | \$283,000. |
| Electricity | \$2,142,000. |
| Natural Gas, Diesel & Gasoline | \$257,000. |
| Chemicals | \$859,500. |
| Water | \$70,000. |
| Bldgs, Grds & Equip Maintenance | \$954,500. |
| Laboratory | \$66,000. |
| Contingencies | \$150,000. |
| Total Operations Budget | \$11,014,704. |
| Bonded Debt Payment | \$4,915,869. |
| Capital Outlay Gen & Plant | \$3,545,000. |
| Capital Nitrogen | \$50,000. |
| Legislative Payment Cromwell | \$100,000. |
| CREDITS to TOWNS | \$15,000. |
| Operations, Debt & Capital Budgets | \$19,640,572. |

Total Budget **19,640,572**

REVENUE

| | |
|--|-------------|
| New Britain | \$7,133,922 |
| Berlin | \$2,395,586 |
| Cromwell | \$1,064,516 |
| Middletown | \$4,803,293 |
| Metropolitan District Commission | \$737,188 |
| Farmington | \$12,496 |
| Interest Income | \$100,000 |
| Sludge Management | \$1,050,000 |
| Operating Fund Excess Income | \$500,000 |
| New Britain, Berlin, Cromwell, Credits | \$713,571 |
| Reserve Fund Debt Transfer | \$1,000,000 |
| Miscellaneous Income: | \$130,000 |

Total Revenue **\$19,640,572**

Approved by Board of Directors: 2/21/2023

THE MATTABASSETT DISTRICT
FY 23-24 BUDGET
Finance Committee - x/x/2022

| <u>ACCOUNT</u> | <u>FY 22-23 BUDGET</u> | <u>FY 23-24 BUDGET</u> | <u>CHANGE</u> | <u>NOTES</u> |
|---|------------------------|------------------------|---------------|--------------|
| 51000 Liability Insurance | \$144,100 | \$159,940 | 10.99% | |
| 52100 Engineering Services | \$166,000 | \$209,000 | 25.90% | |
| 52200 Legal | \$87,000 | \$87,000 | 0.00% | |
| 52300 Accounting | \$26,500 | \$26,500 | 0.00% | |
| 52400 Training, Conf & Meetings | \$52,000 | \$52,000 | 0.00% | |
| 52500 Board Meetings | \$27,250 | \$27,250 | 0.00% | |
| 53000 Business Services | \$166,000 | \$198,500 | 19.58% | |
| 53510 Permit Fees | \$27,500 | \$25,000 | -9.09% | |
| 53550 Nitrogen Credits Purchase | \$0 | \$0 | | |
| 54000 Office Supplies | \$16,500 | \$21,000 | 27.27% | |
| 54500 Miscellaneous | \$15,000 | \$19,000 | 26.67% | |
| 56000 Salaries | \$3,296,057 | \$3,312,417 | 0.50% | |
| 56600 Overtime & Meal Allowances | \$100,576 | \$103,417 | 2.83% | |
| 56700 Shift Differential | \$43,206 | \$43,206 | 0.00% | |
| 57100 Worker's Compensation Insur. | \$60,000 | \$70,000 | 16.67% | |
| 57200 Employee Health Insurance | \$693,420 | \$749,893 | 8.14% | |
| 57400 Unemployment Compensation | \$8,000 | \$8,000 | 0.00% | |
| 58000 Retirement Benefits | \$809,143 | \$825,060 | 1.97% | |
| 59000 Uniforms, Shoes, Physicals, EAP | \$36,520 | \$36,520 | 0.00% | |
| 61100 Operations Supplies | \$36,000 | \$32,500 | -9.72% | |
| 61150 Cleaning Supplies | \$25,000 | \$25,000 | 0.00% | |
| 61200 Chemicals | \$459,500 | \$859,500 | 87.05% | |
| 61300 Electricity | \$2,131,000 | \$2,142,000 | 0.52% | |
| 61400 Fuel: Natural Gas & Fuel Oil | \$175,000 | \$245,000 | 40.00% | |
| 61500 Potable Water | \$62,000 | \$70,000 | 12.90% | |
| 61600 Gasoline & Diesel Fuel | \$7,700 | \$12,000 | 55.84% | |
| 61700 Disposal - Sludge, Grit, Rags | \$33,500 | \$81,500 | 143.28% | |
| 61800 Ash Handling | \$120,000 | \$120,000 | 0.00% | |
| 61810 OUTFALL Cleaning and Jetting | \$35,000 | \$40,000 | 14.29% | |
| 61815 Odor Control Acid Cleaning (2/Yr) | \$25,000 | \$30,000 | 20.00% | |
| 61820 Odor Control CARBON CHANGEOUT | \$110,000 | \$120,000 | 9.09% | |

| <u>ACCOUNT</u> | <u>FY 22-23 BUDGET</u> | <u>FY 23-24 BUDGET</u> | <u>CHANGE</u> | <u>NOTES</u> |
|--|-------------------------|-------------------------|------------------|-----------------------|
| 61825 Sludge Storage Tank Cleaning (1/Yr) | \$17,000 | \$18,000 | 5.88% | |
| 61830 IDI Carbon Change 1/ Yr | \$65,000 | \$75,000 | 15.38% | |
| 62100 Plant Maintenance Supplies | \$319,500 | \$351,500 | 10.02% | |
| 62200 Lubricants | \$35,000 | \$35,000 | 0.00% | |
| 62300 Plant Maintenance Services | \$350,000 | \$273,000 | -22.00% | |
| 62400 Building & Grounds | \$339,500 | \$295,000 | -13.11% | |
| 63100 Laboratory Supplies | \$36,000 | \$36,000 | 0.00% | |
| 63200 Laboratory Services | \$30,000 | \$30,000 | 0.00% | |
| 69000 Contingency | <u>\$120,000</u> | <u>\$150,000</u> | <u>25.00%</u> | |
| Total Ops Budget | \$10,306,472 | \$11,014,704 | 6.87% | |
| 64000 Bonded Debt Payment | \$4,996,783 | \$4,915,869 | -1.62% | |
| Total Ops & Debt Budget | \$15,303,255 | \$15,930,572 | 4.10% | |
| 71000 Capital Gen & Plant | \$2,190,000 | \$3,545,000 | 61.87% | |
| 71030 Capital Nitrogen | <u>\$50,000</u> | <u>\$50,000</u> | <u>0.00%</u> | |
| Total Ops & Cap Budgets | \$17,543,255 | \$19,525,572 | 11.30% | |
| 73000 Nitrogen Upgrade & CA/OPM | \$0 | \$0 | | |
| 84000 Legislative Payment Cromwell | \$100,000 | <u>\$100,000</u> | 0.00% | |
| 91000 CREDITS TO TOWNS | \$15,000 | <u>\$15,000</u> | | |
| Total Budget | \$17,658,255 | \$19,640,572 | 11.23% | |
| TOTAL Budget W/OUT Capital or Electricity | \$13,287,255 | \$13,903,572 | 4.64% | \$616,317. |

| Fiscal Year | New Britain | | | | Berlin | | | | Cromwell | | | | Total | | |
|-------------|-------------|-------------|-----------------|-----------------------|-------------------------|------|-------------|-------------|-----------------|-----------------------|-------------------------|-------------|----------|-----------------|-----------------------|
| | OLD CREDIT | NEW CREDIT | INTEREST CREDIT | Total Credit w/INT | Balance (w/OUT Int.) | Year | OLD CREDIT | NEW CREDIT | INTEREST CREDIT | Total Credit w/INT | Balance (w/OUT Int.) | NEW CREDIT | | INTEREST CREDIT | Total Credit w/INT |
| 2014-2015 | \$0 | \$0 | | | \$9,169,732 | 0 | \$0 | \$0 | | | \$2,425,281 | \$0 | | | \$1,404,987 |
| 2015-2016 | \$735,000 | \$735,000 | | \$735,000 | \$9,434,732 | 1 | \$205,000 | \$205,000 | | \$205,000 | \$2,220,281 | \$90,000 | | \$90,000 | \$1,314,987 |
| 2016-2017 | \$701,842 | \$701,842 | | \$701,842 | \$7,732,890 | 2 | \$195,000 | \$195,000 | | \$195,000 | \$2,025,281 | \$87,544 | | \$87,544 | \$1,227,443 |
| | | | | | | | | | | | | | | | |
| 2017-2018 | \$673,185 | \$972,357 | \$124,169 | \$977,357 | \$6,755,533 | 3 | \$185,317 | \$256,416 | | \$256,416 | \$1,769,865 | \$154,194 | | \$154,194 | \$0,597,646 |
| 2018-2019 | \$844,529 | \$948,701 | \$106,572 | \$1,072,870 | \$5,606,832 | 4 | \$177,635 | \$247,733 | \$32,520 | \$280,254 | \$1,521,131 | \$152,157 | \$19,709 | \$171,867 | \$6,249,055 |
| 2019-2020 | \$615,872 | \$920,044 | \$106,572 | \$1,026,617 | \$4,886,787 | 5 | \$168,952 | \$230,651 | \$27,912 | \$266,563 | \$1,282,080 | \$160,120 | \$18,916 | \$167,036 | \$6,939,839 |
| 2020-2021 | \$387,216 | \$691,386 | \$141,524 | \$1,032,912 | \$3,995,400 | 6 | \$160,270 | \$230,386 | \$37,066 | \$267,434 | \$1,051,712 | \$148,083 | \$22,464 | \$170,547 | \$5,670,000 |
| 2021-2022 | \$568,559 | \$568,559 | \$138,189 | \$696,748 | \$3,436,640 | 7 | \$151,587 | \$151,587 | \$36,192 | \$187,779 | \$900,125 | \$77,358 | \$21,935 | \$99,293 | \$4,882,495 |
| 2022-2023 | \$529,903 | \$529,903 | \$21,003 | \$550,906 | \$2,906,937 | 8 | \$142,905 | \$142,905 | \$5,501 | \$148,405 | \$757,220 | \$75,321 | \$13,334 | \$78,655 | \$4,134,367 |
| 2023-2024 | \$501,246 | \$501,246 | \$3,392 | \$504,638 | \$2,405,691 | 9 | \$134,222 | \$134,222 | \$888 | \$135,110 | \$622,998 | \$73,284 | \$538 | \$73,822 | \$3,425,614 |
| 2024-2025 | \$472,590 | \$472,590 | | \$472,590 | \$1,933,101 | 10 | \$125,539 | \$125,539 | | \$125,539 | \$497,459 | \$71,247 | | \$71,247 | \$306,925 |
| 2025-2026 | \$443,933 | \$443,933 | | \$443,933 | \$1,489,168 | 11 | \$116,857 | \$116,857 | | \$116,857 | \$380,602 | \$69,210 | | \$69,210 | \$256,468 |
| 2026-2027 | \$415,277 | \$415,277 | | \$415,277 | \$1,073,891 | 12 | \$108,174 | \$108,174 | | \$108,174 | \$272,428 | \$67,173 | | \$67,173 | \$189,295 |
| 2027-2028 | \$386,620 | \$386,620 | | \$386,620 | \$687,271 | 13 | \$99,492 | \$99,492 | | \$99,492 | \$172,936 | \$65,136 | | \$65,136 | \$124,160 |
| 2028-2029 | \$357,964 | \$357,964 | | \$357,964 | \$329,307 | 14 | \$90,809 | \$90,809 | | \$90,809 | \$82,127 | \$63,098 | | \$63,098 | \$984,367 |
| 2029-2030 | \$329,307 | \$329,307 | | \$329,307 | \$0 | 15 | \$82,127 | \$82,127 | | \$82,127 | \$0 | \$61,061 | | \$61,061 | \$472,465 |
| 2030-2031 | \$300,651 | | | | | | \$73,444 | | | | \$59,024 | | | | \$0 |
| 2031-2032 | \$271,994 | | | | | | \$64,761 | | | | \$56,987 | | | | \$0 |
| 2032-2033 | \$243,338 | | | | | | \$56,079 | | | | \$54,950 | | | | \$0 |
| 2033-2034 | \$214,681 | | | | | | \$47,396 | | | | \$52,913 | | | | \$0 |
| 2034-2035 | \$186,024 | | | | | | \$38,714 | | | | \$50,876 | | | | \$0 |
| TOTAL | \$9,169,732 | \$9,169,732 | \$534,849 | \$9,704,581 | | | \$2,425,281 | \$2,425,281 | \$140,079 | \$2,565,360 | | \$1,404,987 | \$84,887 | \$1,489,884 | \$0 |
| | 70.54% | | | | | | 18.66% | | | | 10.81% | | | | |

REDUCTION: \$28,656.53

\$8,682.57

\$2,037.13

THE MATTABASSETT DISTRICT
FY 23-24 BUDGET
Finance Committee - x/x/2022

| <u>ACCOUNT</u> | <u>FY 22-23 BUDGET</u> | <u>FY 23-24 BUDGET</u> | <u>CHANGE</u> | <u>NOTES</u> |
|---|------------------------|------------------------|---------------|--------------|
| 51000 Liability Insurance | \$144,100 | \$159,940 | 10.99% | |
| 52100 Engineering Services | \$166,000 | \$209,000 | 25.90% | |
| 52200 Legal | \$87,000 | \$87,000 | 0.00% | |
| 52300 Accounting | \$26,500 | \$26,500 | 0.00% | |
| 52400 Training, Conf & Meetings | \$52,000 | \$52,000 | 0.00% | |
| 52500 Board Meetings | \$27,250 | \$27,250 | 0.00% | |
| 53000 Business Services | \$166,000 | \$198,500 | 19.58% | |
| 53510 Permit Fees | \$27,500 | \$25,000 | -9.09% | |
| 53550 Nitrogen Credits Purchase | \$0 | \$0 | | |
| 54000 Office Supplies | \$16,500 | \$21,000 | 27.27% | |
| 54500 Miscellaneous | \$15,000 | \$19,000 | 26.67% | |
| 56000 Salaries | \$3,296,057 | \$3,312,417 | 0.50% | |
| 56600 Overtime & Meal Allowances | \$100,576 | \$103,417 | 2.83% | |
| 56700 Shift Differential | \$43,206 | \$43,206 | 0.00% | |
| 57100 Worker's Compensation Insur. | \$60,000 | \$70,000 | 16.67% | |
| 57200 Employee Health Insurance | \$693,420 | \$749,893 | 8.14% | |
| 57400 Unemployment Compensation | \$8,000 | \$8,000 | 0.00% | |
| 58000 Retirement Benefits | \$809,143 | \$825,060 | 1.97% | |
| 59000 Uniforms, Shoes, Physicals, EAP | \$36,520 | \$36,520 | 0.00% | |
| 61100 Operations Supplies | \$36,000 | \$32,500 | -9.72% | |
| 61150 Cleaning Supplies | \$25,000 | \$25,000 | 0.00% | |
| 61200 Chemicals | \$459,500 | \$859,500 | 87.05% | |
| 61300 Electricity | \$2,131,000 | \$2,142,000 | 0.52% | |
| 61400 Fuel: Natural Gas & Fuel Oil | \$175,000 | \$245,000 | 40.00% | |
| 61500 Potable Water | \$62,000 | \$70,000 | 12.90% | |
| 61600 Gasoline & Diesel Fuel | \$7,700 | \$12,000 | 55.84% | |
| 61700 Disposal - Sludge, Grit, Rags | \$33,500 | \$81,500 | 143.28% | |
| 61800 Ash Handling | \$120,000 | \$120,000 | 0.00% | |
| 61810 OUTFALL Cleaning and Jetting | \$35,000 | \$40,000 | 14.29% | |
| 61815 Odor Control Acid Cleaning (2/Yr) | \$25,000 | \$30,000 | 20.00% | |
| 61820 Odor Control CARBON CHANGEOUT | \$110,000 | \$120,000 | 9.09% | |

| <u>ACCOUNT</u> | <u>FY 22-23 BUDGET</u> | <u>FY 23-24 BUDGET</u> | <u>CHANGE</u> | <u>NOTES</u> |
|--|-------------------------|-------------------------|------------------|-----------------------|
| 61825 Sludge Storage Tank Cleaning (1/Yr) | \$17,000 | \$18,000 | 5.88% | |
| 61830 IDI Carbon Change 1/ Yr | \$65,000 | \$75,000 | 15.38% | |
| 62100 Plant Maintenance Supplies | \$319,500 | \$351,500 | 10.02% | |
| 62200 Lubricants | \$35,000 | \$35,000 | 0.00% | |
| 62300 Plant Maintenance Services | \$350,000 | \$273,000 | -22.00% | |
| 62400 Building & Grounds | \$339,500 | \$295,000 | -13.11% | |
| 63100 Laboratory Supplies | \$36,000 | \$36,000 | 0.00% | |
| 63200 Laboratory Services | \$30,000 | \$30,000 | 0.00% | |
| 69000 Contingency | <u>\$120,000</u> | <u>\$150,000</u> | <u>25.00%</u> | |
| Total Ops Budget | \$10,306,472 | \$11,014,704 | 6.87% | |
| 64000 Bonded Debt Payment | \$4,996,783 | \$4,915,869 | -1.62% | |
| Total Ops & Debt Budget | \$15,303,255 | \$15,930,572 | 4.10% | |
| 71000 Capital Gen & Plant | \$2,190,000 | \$3,545,000 | 61.87% | |
| 71030 Capital Nitrogen | <u>\$50,000</u> | <u>\$50,000</u> | <u>0.00%</u> | |
| Total Ops & Cap Budgets | \$17,543,255 | \$19,525,572 | 11.30% | |
| 73000 Nitrogen Upgrade & CA/OPM | \$0 | \$0 | | |
| 84000 Legislative Payment Cromwell | \$100,000 | <u>\$100,000</u> | 0.00% | |
| 91000 CREDITS TO TOWNS | \$15,000 | <u>\$15,000</u> | | |
| Total Budget | \$17,658,255 | \$19,640,572 | 11.23% | |
| TOTAL Budget W/OUT Capital or Electricity | \$13,287,255 | \$13,903,572 | 4.64% | \$616,317. |

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 28, 2023
SUBJECT: 2023 Board of Assessment Appeals Alternates

Summary of Agenda Item:

Berlin completed the statutorily required 5-year revaluation during calendar year 2022. Historically, the volume of appeals is higher than normal in revaluation years. As a result, the Board of Assessment Appeals would like to have three alternates appointed. The following alternates have all agreed to be available if needed: Stuart Topliff, Jim Nickermann .

Action Needed:

Move to appoint Stuart Topliff, Jim Neckermann as Board of Assessment Appeals alternates for the calendar year 2023 appeals cycle, as needed at the discretion of the Board of Assessment Appeals.

Attachments:

None

Prepared By:

Joe Ferraro, Assessor

Jet

Agenda Item No. 3
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: February 27, 2023

SUBJECT: Schedule a Public Hearing to add Specific Affiliations to Public Golf Course Commission Membership

Summary of Agenda Item:

Chapter II, Article 2, Part J, Sec 2-192. Composition, appointment, removal and term of members: annual meeting and election of officers. does not require a specific member affiliation, other than being an elector of the Town, to serve on the Public Golf Commission.

The proposed amendment to this section of the Ordinance adds language to include affiliations as noted in the attached document, titled "Proposed modifications to Chapter II, Article 2, Part J, Sec 2-192".

Action Needed:

Move to set a public hearing on March 21, 2023, at 7:00 PM at the Town Council Chamber for the purpose of receiving both written and oral comments concerning modifications to Chapter II, Article 2, Part J, Sec 2-192 Public Golf Course Commission of the Berlin Code Book.

Attachments:

Proposed modifications to Chapter II, Article 2, Part J, Sec 2-192

Prepared By:

Arosha Jayawickrema, Town Manager

Proposed Modifications to Chapter II, Article 2, Part J, – Public Golf Course Commission

Sec. 2-190. Establishment.

There shall be and is hereby created, in the Town of Berlin, a Public Golf Course Commission hereinafter referred to as the Commission.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020)

Sec. 2-191. Definitions.

The following definitions shall apply to Sec. 2-193 through Sec. 2-194 herein:

- (a) "Fiscal year" means the fiscal year of the Town of Berlin beginning on July 1 and ending on June 30 of every year.
- (b) "Golf course" refers to Timberlin Golf Course, owned by the Town of Berlin including, without limitation, any and all of the following as they relate to any such Public Golf course: land, rights and interests in land; rights of way, approaches and contract rights; office(s) and other buildings and facilities; paved areas; access roads; garages, parking lots and other parking structures; furnishings, equipment and apparatus; all other structures, facilities and improvements necessary and convenient to the development and maintenance of any such golf course and for the promotion and accommodation of any such golf course; and all other property (real, personal, mixed or otherwise), now or hereafter constructed or acquired, of or belonging to or pertaining to any such golf course.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020))

Sec. 2-192. Composition; appointment, removal, and term of members; annual meeting and election of officers.

The Public Golf Course Commission shall be composed of eight (8) resident electors of the Town. No more than four (4) members shall be from the men's club, one (1) from the seniors' club, one (1) non-golfer, one (1) from the ladies' club, and one (1) from the lady niners. All members of the Commission shall be appointed by the Town Council and may be removed by the Town Council. Each of the eight (8) members shall serve for a term of three (3) years, ending each January, with appointments staggered so that replacement/reappointments take place for no more than two (2) or three (3) members each year. Vacancies shall be filled for any unexpired term by the Town Council.

Upon establishment, the Commission shall elect a Chairman, a Vice Chairman, and a Secretary from its members to serve until its first annual meeting. Thereafter, each January, the Commission shall elect a Chairman and a Vice Chairman. At the first meeting of its first full year, a Secretary will be hired to record the minutes of the meetings of the Commission. The

Commission shall schedule regular monthly meetings, which schedule shall be filed with the Town Clerk, designating the time and place thereof. The agenda and minutes of all Commission meetings will be filed with the Town Clerk on a timely basis, pursuant to Connecticut General Statutes.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020)

Sec. 2-193. Powers and duties; staff.

The Commission shall have the power to:

- (a) Make and ensure enforcement of policies, rules, and regulations for the orderly play of golf and the operation of Timberlin Golf Course and attendant facilities, which rules and regulations shall be reviewed and approved by the Town Council;
- (b) Provide input and recommendations to be used in the negotiations of all proposed contracts with any entity involved in the operation of the golf course and attendant facilities, to the Director of Golf and Town Manager; and
- (c) Work with the Director of Golf to develop and prioritize alteration plans, renovations, and capital improvements based on available funds.

The Commission shall submit reports to the Town Manager and/or the Town Council as may be requested from time to time.

Staffing for the operation and maintenance of the golf course shall be provided for in the final Town Council approved budget, prepared and submitted by the Director of Golf to the Town Manager as his direct report. The Commission will have reviewed the budget prior to submission to the Town Manager.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Section No. changed 03-17-2020))

Sec. 2-194. Budget; schedule of charges.


The Director of Golf shall prepare a fiscal year golf course expense budget, to the Town Manager containing his estimate of projected expenses. The Commission will have reviewed the budget prior to submission to the Town Manager.

The Director of Golf will present a schedule of fees, rates, rentals, and charges for the ensuing calendar year, developed in concert with the Commission, to the Town Council for their review and adoption at the first Town Council meeting in January.

The Golf Commission shall make annual revenue projections based upon its recommended rates and present such recommendations to the Town Manager. The recommended rates shall be based upon the Commission's analysis of market (including rates of nearby competitors) and play considerations and shall be set to maximize revenues for the golf course. The Town Manager shall consider the recommendations of the Commission and present proposed rates to the Town Council for its review and action at a Town Council meeting in January.

The course financial performance will continue to be measured based on course revenues, expenses, and charges from other Town departments, e.g. Building Maintenance and Town Garage for in kind services needed at the golf course.

(Ord. No. 06-17, 9-19-2017; Ord. No. 01-18, 2-20-2018; Ord. No. 04-20, 3-17-2020; Section No. changed 03-17-2020))

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager 
DATE: February 27, 2023
SUBJECT: Formal Acceptance of Great Oak Drive and Victoria Court as Town Roadways

SUMMARY:

Kensington Estates (off of Chamberlain Highway, just north of Reservoir Road) is a 12-lot residential subdivision that was developed after its approval in 2006. Two roads, Great Oak Drive and Victoria Court, were constructed as part of the subdivision and were intended to become Town roads after completion. The bond for the subdivision was called in late 2009 after the developer failed to respond to requests to complete outstanding work. The Town then used bond funds from 2010 through at least 2012 to install property lot corner pins, plant trees, install sidewalks, complete the final paving, as well as other related items.

Although most of the work was completed circa 2013, our recent research confirmed that Great Oak Drive and Victoria Court were never formally accepted as Town roadways. Using a portion of the remaining bond funds, Public Works Staff retained Harry E. Cole and Sons to install street line monuments, confirm all lots were pinned, complete the as-built survey, and to prepare as-built road and sanitary force main mapping suitable for filing. The field work and maps were completed in late 2022 (see attached reduced versions of the maps). The as-built mapping and inspections by Engineering Staff confirm that the roads were constructed to Town standards. After referral by Town Council, the Planning and Zoning Commission returned a favorable Section 8-24 review at their February 2, 2023 meeting: the Notice of Decision is also attached.

ACTIONS NEEDED:

Move to formally accept two streets, Great Oak Drive and Victoria Court (as shown on As-Built Roadway Plans dated July 26, 2022 and prepared by Harry E. Cole and Sons), as Town roadways, and to authorize Town Staff in coordination with Corporation Counsel to prepare and record the required maps and documents with the Town Clerk.

ATTACHMENTS:

1. Notice of Decision from Planning and Zoning Commission dated 2/06/23
2. As Built - Plan and Profile, Kensington Estates (Sheets 1 and 2 dated 7/26/22) prepared by Harry E. Cole & Son

PREPARED BY:

Michael S. Ahern, P.E., Public Works Director/Town Engineer





Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.berlinct.gov

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

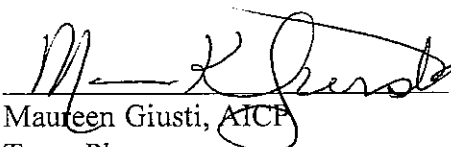
February 6, 2023

TOWN OF BERLIN NOTICE OF DECISION

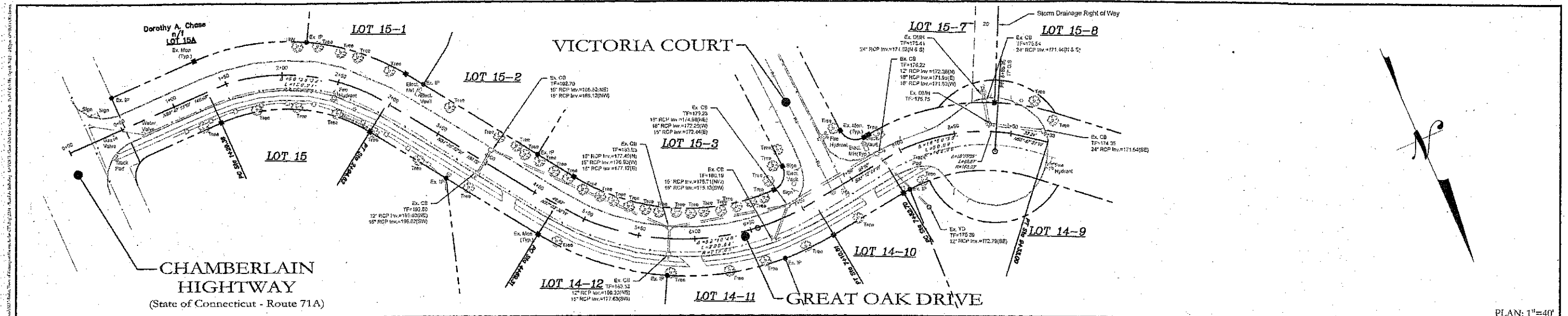
SUBJECT: Review and Recommendation in Accordance with
§8-24 of the Connecticut General Statutes

Acceptance of Great Oak Drive and Victoria Court

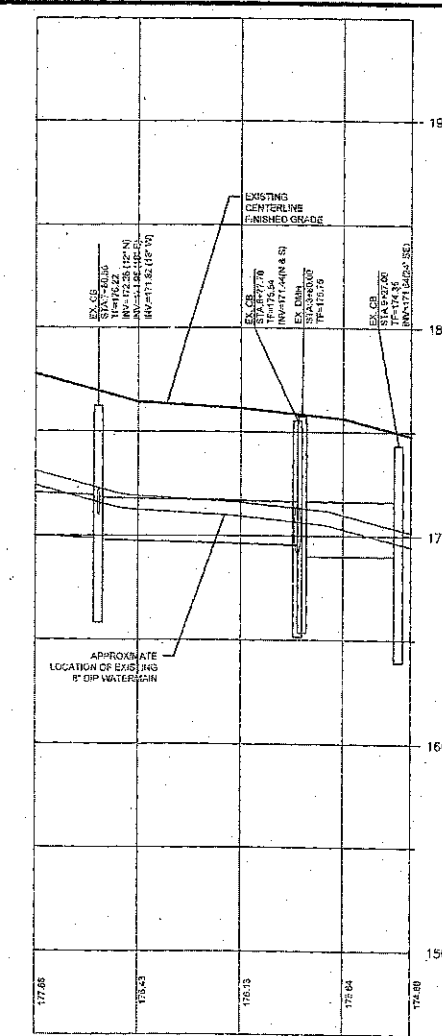
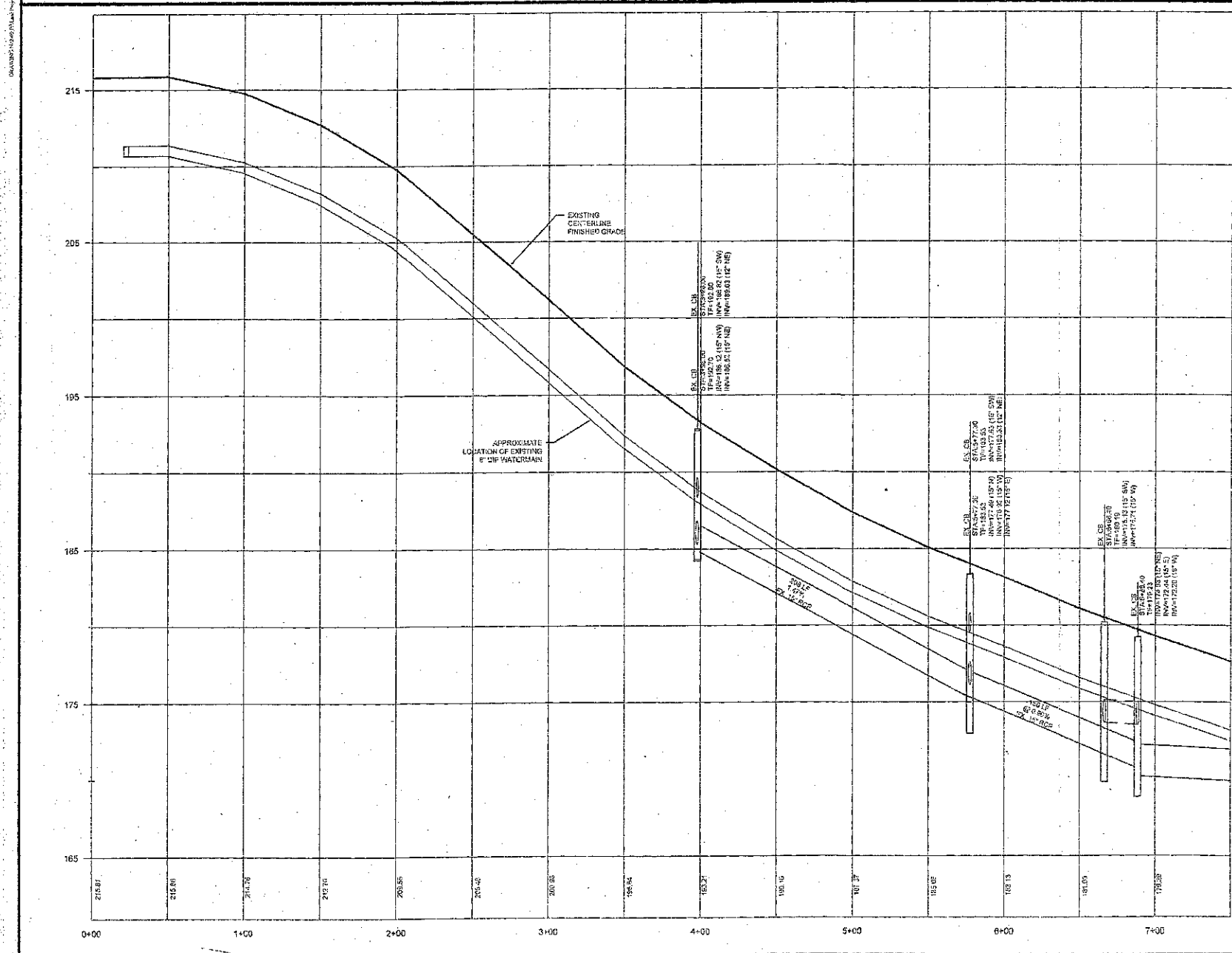
At its Regular Meeting of February 2, 2023 the Berlin Planning and Zoning Commission voted unanimously to forward a favorable recommendation to the Town Council for the street acceptance of two streets, Great Oak Drive and Victoria Court.


Maureen Giusti, AICP
Town Planner

Maureen K. Giusti, AICP, Town Planner, 860-828-7060, mgusti@berlinct.gov
Dylan Willette, ENV SP, Assistant Town Planner, 860-828-7186, dwillette@berlinct.gov
Paul Morbidelli, Zoning Enforcement Officer, 860-828-7008, pmorbidelli@berlinct.gov
Frances Semnoski, Land Use Administrator, 860-828-7066, fsemnoski@berlinct.gov



PLAN: 1"=40'
 PROFILE: H/1"=40'
 V/1"=4'



1. This map has been prepared pursuant to the Regulation of Connecticut State Agencies Sections 20-300a-1 through 20-300a-20 and the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1956.
2. Type of survey performed: Improvement Location Survey - Record.
3. Boundary determination category: None implied.
4. Class of accuracy:
Horizontal: A-2
Vertical: T-2
5. The intent of this map is to depict or note the position, horizontally and vertically between particular existing or proposed improvements with respect to the applicable municipal or statutory requirements. The purpose of this type of survey is to enable determination of compliance with said requirements.

***NOTE:**
 THE LOCATION OF UNDERGROUND UTILITIES DEPICTED HEREON ARE FROM THE BEST INFORMATION AVAILABLE. SAID LOCATIONS CANNOT BE VERIFIED BY SURVEYOR AND ARE NOT TO BE CONSIDERED ACCURATE BY A-2/T-2 STANDARDS. SANITARY LATERALS AND FOOTING DRAIN PIPES ARE SHOWN FROM CONTRACTOR INFORMATION.

AS BUILT - PLAN & PROFILE
 KENSINGTON ESTATES
 PREPARED FOR
TOWN OF BERLIN
 Great Oak Drive
 Berlin, Connecticut

DATE: REVISION:

To the best of my knowledge and belief, this map is substantially correct and is not to be considered accurate by A-2/T-2 STANDARDS. SANITARY LATERALS AND FOOTING DRAIN PIPES ARE SHOWN FROM CONTRACTOR INFORMATION.

Stephen M. Giudice, L.S. Reg. No.

NOT VALID UNLESS EMBOSSED SEAL OR STAMP IS AFFIXED HERETO

July 28, 2022

Scale: 1" = 40'

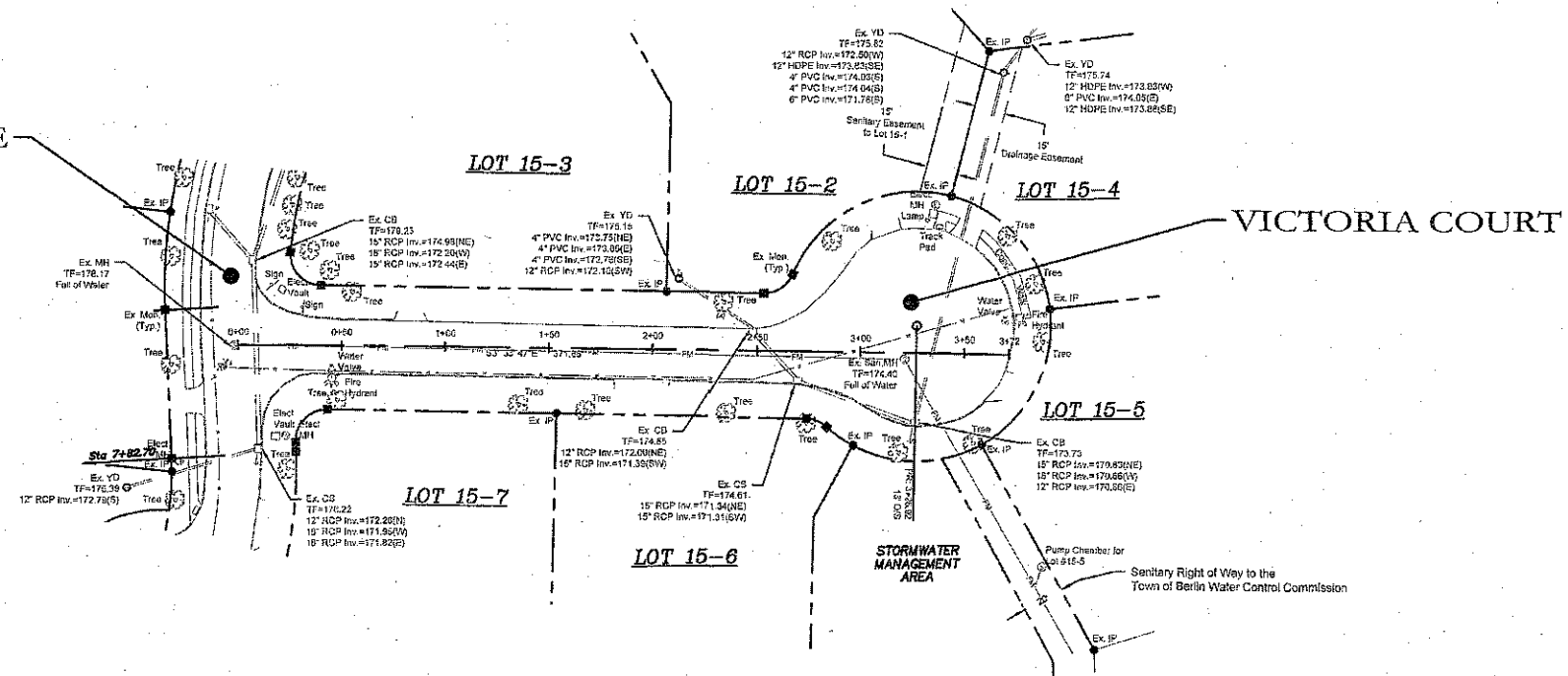
Sheet 1 of 3 PROJECT # 2231

cole
 HARRY E. COLE & SON
 engineering, surveying, planning.

870 South Main Street
 P.O. Box 44
 Pomfret, CT 06478-0044

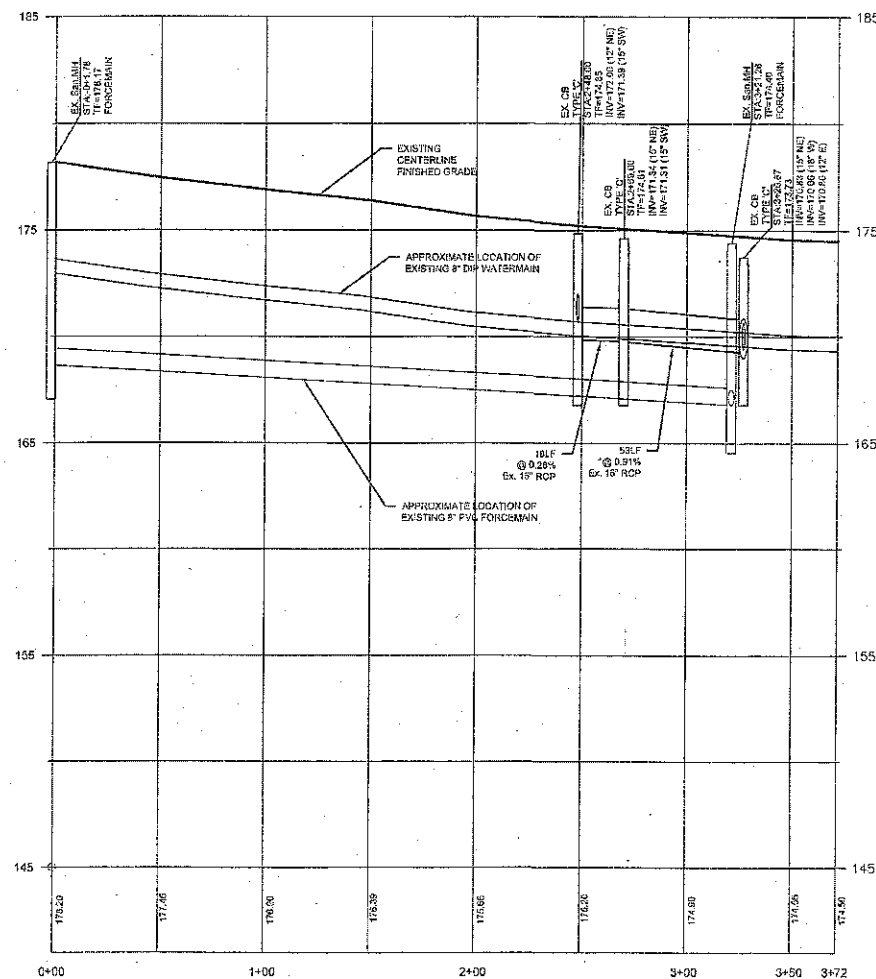
Tel: (860) 928-4484
 Fax: (860) 928-0199
 www.harrycole.com

GREAT OAK DRIVE



PLAN: 1"=40'

PROFILE: H/1"=40'
V/1"=4'



1. This map has been prepared pursuant to the Regulation of Connecticut State Agencies Sections 20-300b-1 through 20-300b-20 and the 'Standards for Surveys and Maps in the State of Connecticut' as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1995.
2. Type of survey performed: Improvement Location Survey - Record.
3. Boundary determination category: None Implied.
4. Class of accuracy:
Horizontal: A-2
Vertical: T-2
5. The intent of this map is to depict or note the position, horizontal and vertical between particular existing or proposed improvements with respect to the applicable municipal or statutory requirements. The purpose of this type of survey is to enable determination of compliance with said requirements.

NOTE:
THE LOCATION OF UNDERGROUND UTILITIES DEPICTED HEREON ARE FROM THE BEST INFORMATION AVAILABLE. SAID LOCATIONS CANNOT BE VERIFIED BY SURVEYOR AND ARE NOT TO BE CONSIDERED ACCURATE BY A-2/T-2 STANDARDS. SANITARY LATERALS AND FOOTING DRAIN PIPES ARE SHOWN FROM CONTRACTOR INFORMATION.

| | | |
|---|-------------|----------------|
| AS BUILT - PLAN & PROFILE KENSINGTON ESTATES PREPARED FOR TOWN OF BERLIN Victoria Court Berlin, Connecticut | | |
| DATE: July 26, 2022 | Revision: 1 | |
| Stephen M. Sullivan, P.E. Reg. No. #70145 | | F.B. # |
| NOT VALID UNLESS SIGNED AND STAMP IS AFFIXED HERETO | | |
| Sheet 2 of 3 | | PROJECT # 2231 |

cole
HARRY E. COLE & SON
engineering, surveying, planning.
875 South Main Street
P.O. Box 44
Plainville, CT 06061-0044
Tel: (860) 625-4494
Fax: (860) 625-0190
www.hcole.com

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: February 28, 2023
SUBJECT: Catch Basin and Street Sweepings and Stockpile Disposal Contract Extension

SUMMARY:

The Public Works Department solicited proposals for the testing, transport and disposal of various environmental regulated materials in mid-2020. The material is collected throughout the year from our catch basin cleaning and street sweeping programs. The contract was awarded to Staxx Construction Services, LLC of Berlin, CT (Staxx) which had the lowest bid of \$47.50 per ton. Pricing under this contract was valid through May 31, 2022. Staxx has offered to extend the existing testing and disposal rate through 12/31/2023. As our Highway Department has been pleased with Staxx's performance on this contract since 2020, Staff are requesting Town Council approval to extend Contract #2020-18 through the end of 2023.

Funding for this contract will be provided from account 001.20.2037.0.53812.00000. This account provides for both the cleaning of catch basins and the disposal of the materials collected. The quantity of materials collected will vary from year to year with the combination of both activities (collection and disposal) being limited to \$75,000.00.

ACTIONS NEEDED:

Move to authorize the Town Manager to extend Contract # 2020-18 with Staxx Construction Services, LLC of Berlin, CT for the testing, transport and disposal of various environmental regulated materials at a rate of \$47.50 per ton through December 31, 2023, as this is in the best interest of the Town.

ATTACHMENTS:

Extension Request Letter from Staxx Construction Services, LLC

PREPARED BY:

Michael S. Ahern, P.E., Public Works Director/Town Engineer

MSA



PO Box 7056, Berlin CT 06037

A Women, Veteran Owned and Operated Business Entity

Town of Berlin

Attn: Michael Ahearn

Contract No. 2020-18 - Catch Basin & Street Sweeping Transport and Disposal

I, Jennie Scofield, owner of Staxx Construction Services LLC, agree to extend my current pricing of \$47.50 per ton for the contract stated above through 12/31/2023.


Thank you,

Jennie Scofield



Agenda Item No. 6
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager 

DATE: February 27, 2023

SUBJECT: Allowing taxpayers to vote in the Referendum and Set question for Water Control

Summary of Agenda Item:

The Town Council should vote to allow any person who is a citizen of the United States, of the age of eighteen (18) years old, and who is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of such town to vote in the budget referendum on April 25, 2023.

The Town Council will also need to set the question(s) on the Berlin Water Control Budget and authorize the preparation of explanatory text for this question.

The following explanatory text has been prepared:

Question #3 pertains only to the water and sanitary sewer services provided by the Berlin Water Control Department. In other words, the Berlin Water Control Department does not provide services to customers of Kensington Fire District and does not provide services to customers of Worthington Fire District. Thus, this budget appropriation does not involve the expenditure of funds to serve the customers of Kensington Fire District or Worthington Fire District.

Action Needed:

Move to allow any person who is a citizen of the United States of the age of eighteen (18) years or more who, jointly or severally, is liable to the town for taxes assessed against him/her on an assessment of not less than one thousand (\$1,000.00) on the last completed grand list of the town to vote in the budget referendum on April 25 and May 23, 2023.

Move set the following questions for the budget referendum(s):

Question 3. "Shall the proposed Berlin Water Control Budget for the 2023/2024 fiscal year, for the provision of water and sanitary sewer services to customers of the Berlin Water Control department, be adopted? Yes. No.?"

Advisory Question 3. "If you voted no on the Berlin Water Control Budget, is the budget... Too High. Too Low."

Move the authorize the preparation of explanatory text for question #3.

Attachments:

None

Prepared By: Kate Wall, Town Clerk

A handwritten signature in black ink, appearing to be 'K Wall', is written over the text 'Prepared By: Kate Wall, Town Clerk'.

Mr Scott Patrick Hamel

Town of Berlin | Generated 1/3/2023 @ 8:51 am by OnBoard2 - Powered by ClerkBase

Status**Name**

Mr Scott Patrick Hamel

Application Date

1/2/2023

Expiration Date

1/2/2122

Status

Received

✓ Commission for Persons
w/ Disabilities
Board of Ethics
Planning & Zoning

| Board (Rank) | Vacancies | Status |
|--|-----------|---------|
| Commission for Persons with Disabilities (1) | 1 | Pending |
| Board of Ethics (Code of Ethics) (2) | 1 | Pending |
| Planning and Zoning Commission (3) | 1 | Pending |

Basic Information**Name**

Mr Scott Patrick Hamel

Contact Information**Address**

73 westview terr

Berlin, CT 06037

Resident

Yes

Phone

8605502457

Email

scottsflowersinc@yahoo.com

Occupation**Employer**

Scott's flowers

Job Title

Owner

Other Questions**Question #1****Number of years in Berlin**

15

Question #3

Current and Past Civic/Community Involvement

Zoning berlin

Question #4

Tell us why you feel qualified for this appointment

Was on zoning commission in new britain for several years

Question #5

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

No

Question #6

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

Yes

Political Party

What is your political party affiliation?

Republican ✓

Generated 1/3/2023, 8:51:46 AM



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: Simonetta

1. Economic Development

2. _____

Name: Michael Simonetta

Telephone No.: 860. 305. 9459

Home Address: 146 Hummingbird Dr Number of years in Berlin: 1 1/2
(Note: To apply, you must be a resident of Berlin)

Email Address: info@theWeddingDJCT.com

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

Party Affiliation: Republican ✓

College Grad
Educational Background (optional)

Michael Simonetta DJ & Event Services - Owner
Present Employment (company/position)

146 Hummingbird Dr
Business Address

Current and Past Civic/Community Involvement: Chairman for the Ferrari Concours
for 18 years, raising over a million dollars for CCMC.

Tell us why you feel qualified for this appointment: I've run a Successful business
for decades as well as helping other Small businesses Succeed.

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

Signature: Michael Simonetta Date: 1.24.23

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 - Berlin

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

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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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.



TOWN OF BERLIN
Office of The Town Manager

January 25, 2023

Joseph Bajorski
80 Butternut Lane
Kensington, CT 06037

Dear Joe:

Your term on the Housing Authority expires on March 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 March. Please respond no later than Friday, February 24th or we will assume you are not interested in serving another term. Please mail this letter and the completed application to the Town Clerk's Office, Town Hall, 240 Kensington Road, Berlin, CT 06037 or email to kwall@berlinct.gov.

Sincerely,

Arossha Jayawickrema

Arossha Jayawickrema
Town Manager

AJ:cms

Enclosure



Please return application to:

Town Clerk's Office - Room 107 - 240 Kensington Road - Berlin, CT 06037

TOWN OF BERLIN

Application for Appointments 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 appointments to a Town board or commission.

Please list your Board/Commission preference below:

1. Berlin Housing Authority 2. _____

Name: Joseph A. Bajorski Telephone No.: 860.982.1489

Home Address: 80 Butternut LA Number of years in Berlin: 57
(Note: To apply, you must be a Registered Voter in Berlin)

Email Address: joseph@thebajorski-team.com

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

B.S. Accounting Norwich University
Educational Background (optional)

City of Middletown Fire Dept + Commercial Services
Present Employment (company/position/address) Realty

Current and Past Civic/Community Involvement: See Attached Summary

Tell us why you feel qualified for this appointment: Have held this position since 2002. Currently working on KOC development

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

Signature: [Signature] Date: _____

1. We encourage you to attend meetings of any board or commission that 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.

Joseph A. Bajorski
Broker Associate

Joseph holds a Real Estate Brokers License with the State of Connecticut. He currently works with clients in a diverse portfolio of needs, including retail leasing, residential housing, and land development. Joseph came to CSR after several decades with RE/MAX of New England. Joseph has a BS in Accounting from Norwich University. Prior to Real Estate, Joseph worked in the Banking Industry both for the State of Connecticut Department of Banking and Peoples Savings Bank of New Britain. At Peoples Savings Bank he established the audit department. He worked as an Auditor for the State of Connecticut Department of Transportation where he audited road construction and rights of way projects involving both State and Federal Transportation funds.

Joseph serves his community as Chairman of the Berlin Housing Authority. During his tenure he has overseen \$4 million dollars in renovations to the Housing Authority Properties. He also streamlined the operations of the authority and updated both the Tenant Handbook of Regulations and the Authorities Policies and Procedures. He is currently in the process of developing a 52-unit affordable housing project for the BHA. This project, known as the Knights of Columbus project, is valued at \$33,000,000.

Joseph holds memberships in NAHRO, CT Association of Realtors, Greater Hartford Association of Realtors, and the Middlesex Chamber of Commerce. He is also a member of the Polish American Business and Professional Association. He formerly served on the Berlin Town Council, Berlin Board of Finance, Berlin Charter Revision Commission, and the Berlin Plan of Conservation and Development Committee.

Joseph also served as an Officer in both the Vermont and Connecticut Army National Guard.

Lucas A Van Zandt

Town of Berlin | Generated 2/27/2023 @ 4:14 pm by OnBoard2 - Powered by ClerkBase

Status

Name

Lucas A Van Zandt

Application Date

2/27/2023

Expiration Date

2/27/2122

Status

Received

| Board | Vacancies | Status |
|---------------------------------|-----------|---------|
| Parks and Recreation Commission | 3 | Pending |

Basic Information

Name

Lucas A Van Zandt

Contact Information

Address

52 Skyview Dr
Berlin, CT 06037

Resident

Yes

Phone

860-983-0177

Email

lucas2424@comcast.net

Occupation

Employer

LPL

Job Title

Financial Advisor

Other Questions

Question #1

Number of years in Berlin

17

Question #2

RECEIVED FOR THE TOWN
BERLIN, CT 06037

2023 FEB 27 PM 4:19

Kathryn Wall

BERLIN, CT.

Educational Background (optional)

Finance in College & profession.

Question #3

Current and Past Civic/Community Involvement

Current constable in Berlin.

Question #4

Tell us why you feel qualified for this appointment

I know my way around athletic fields & finance.

Question #5

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

No.

Question #6

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

Yes.

Political Party

What is your political party affiliation?

Republican ✓

Generated 2/27/2023, 4:14:30 PM

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 ✓✓



Parks & Recreation
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. Parks & Rec

2. TOWN OF BERLIN
12/26/21 AM 9:25

Name: Tony Butrimas

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: butrimas@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, Bachelor of Fine Arts, CCSU.
Educational Background (optional)

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

P.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.
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.

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



Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/83239332580?pwd=Ulc3VXhwOWNQNIM5ZnRQWk1tRW1Sdz09>

Meeting ID: 832 3933 2580

Passcode: 310024

+1 929 205 6099 US (New York)

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, February 21, 2023
Town Council Chambers
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER

Mayor Kaczynski called the meeting to order at 7:05 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Those in attendance were:

Councilor Sandra Coppola
Councilor Casey Foster
Mayor Mark Kaczynski
Councilor Charles Paonessa
Councilor Donna Risolo – *via Zoom*
Councilor Peter Rosso
Councilor Donna Veach

Also in attendance:

Town Manager Arosha Jayawickrema
Corporation Counsel Jeffrey Donofrio

D. AUDIENCE OF CITIZENS

None

E. MAYOR'S UPDATE

None

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

G. CONSENT AGENDA:

1. Topic re: Accept donations to the Berlin Animal Control Donation Account for \$ 165.00. – Animal Control

2. Topic re: Accept monetary donations totaling \$623.68 and deposit \$623.68 into the friends of the library miscellaneous account for the purchase of two museum pass renewals, child/teen program supplies, and coffee supplies and accept the donation of books with an approximate value of \$115.89 to be added to the appropriate department collection and a Dell projector with an approximate value of \$250.00 to be circulated at the library. – Berlin-Peck Memorial Library
3. Topic re: Approve Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2023 – 2024 school year. – Parks and Recreation
4. Topic re: Approve Berlin Volunteer Fire Department to be able to sell food, beverages and merchandise and charge an entry fee at their Annual Auto Rama and Touch a Truck event at Sage Park on Saturday, May 27, 2023, from 8:00 AM to 3:00 PM. The rain date is Sunday, May 28, 2023. – Parks and Recreation
5. Topic re: Approve CFC North, LLC to charge a registration fee of \$175 for a youth soccer camp which will take place July 10-15, 2023 from 9:00AM – 12:00PM at Scalise Field. The camp will have approximately 40 children. – Parks and Recreation
6. Topic re: Approve acceptance of the donation to the fishing derbies in the amount of \$1000.00 for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 22, and Saturday, April 29, 2023, at Sage Park Pond from 8:00 AM to 10:00 AM. – Parks and Recreation
7. Topic re: Approve Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$125 for a preseason high school soccer camp which will take place August 14 – 18, 2023 from 5:00PM – 8:00PM at McGee soccer field. The camp will have approximately 60 people. – Parks and Recreation
8. Topic re: Approve Berlin High School to be able to sell food, beverages and charge an entrance fee of \$285 per team for the Lineman Challenge Competition on Saturday, July 8, 2023 at Sage Park; Scalise Field and Sage Auxiliary Field from 6:00AM 3:00PM. – Parks and Recreation
9. Topic re: Approve waiving estimated field usage fees not to exceed the amount of \$6,950 for the 2023 Nutmeg State Games to be held at Scalise Field and Baretta Field from July 14 through July 30, 2023. – Parks and Recreation
10. Topic re: Approve John Paul Demko and Max Delorenzo of P & Q Enterprises LLC to charge a registration fee of \$225 for the Central CT Youth Football Camp taking place June 12 – 16, 2023 for approximately 80 children at Scalise Field. – Parks and Recreation
11. Topic re: Accept the donation of \$1750.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police
12. Topic re: Accept the donation of \$25.00 and appropriate the funds to the Supplies Expenditure Account. – Police

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

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, February 21, 2023 at 7:00 p.m. for the purpose of holding a public hearing on the following proposed ordinance of the Town, said ordinance being entitled as follows:

AN ORDINANCE APPROPRIATING \$6,500,000 FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION, AND AUTHORIZING THE ISSUE OF \$6,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Copies of said proposed ordinance are on file open to public inspection at the Office of the Town Clerk.

Mayor Kaczynski convened the Public Hearing for the \$6,500,000 Police Station Renovation appropriation and bond ordinance. The ordinance which is the subject of this public hearing is available to the public and may be obtained at this meeting from the Town Clerk.

Mayor Kaczynski asked if there is a motion and a second to read the title of the following proposed ordinance and to waive the reading of the remainder of the ordinance, incorporating its full text into the minutes of this meeting.

Councilor Paonessa moved to waive the reading of the ordinance and incorporate the wording of the ordinance into the record.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED).

AN ORDINANCE APPROPRIATING \$6,500,000 FOR ADDITION AND RENOVATIONS TO THE BERLIN POLICE STATION, AND AUTHORIZING THE ISSUE OF \$6,500,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION, AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Mayor Kaczynski asked if there were any comments from the public. No public comments were made.

Mayor Kaczynski explained that the Police Station renovations need to be done but bonding at this point is premature as figures for the project are estimates and hard figures for the project are due to

be received in the Spring. He added that it is a project that is going to get done but sending this to referendum with figures that are not specific is premature.

Councilor Veach stated that with the original rough estimate of \$5.2 million and the \$6.5 million is an approximate 20% increase which really is not unheard of these days.

Councilor Paonessa stated that he agrees that sending this to referendum at this time is premature, but he does believe that the project needs to be done. He is not opposed to funding part of it without the bond if needed.

Mayor Kaczynski stated that the Board of Finance also believes that going out to bond at this time is not appropriate and added that he wanted to make it clear that this project will get done. Once firm estimates are received it can be moved forward.

Mayor Kaczynski closed the Public Hearing at 7:17 p.m.

Mayor Kaczynski stated that the sally port, prisoner processing area, and the locker rooms are the items the police station have the most need for today. These first phase items will meet the needs of the department today.

I. NEW BUSINESS:

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

Town Manager Jayawickrema introduced this item stating that the Town Council heard from the attorneys for both parties at a previous meeting and required additional time for the new Council members to review the materials.

Mayor Kaczynski apologized to Joanne Angelico-Stetson stating that he had been informed that Counsel for Donna Veach was not able to attend tonight's meeting and he thought Ms. Angelico-Stetson would have been notified.

Attorney David Hill, Counsel for Ms. Angelico-Stetson, stated that he wanted to make sure that it was clear that allowing Counselor Veach to vote on this matter would not be appropriate as she is the Complainant in this matter. Mayor Kaczynski stated that she would not be participating.

Corporation Counsel Donofrio provided a summary of this Ethics matter stating that the Town of Berlin has a Code of Ethics as well as an Ethics Policy. Under the Town Charter the Board of Ethics was established pursuant to State law. Under that Statute there is provision 182a that applies to complaints filed with a Board of Ethics which states that unless there is a finding of probable cause a complaint alleging a violation of the Ethics Policy is to remain confidential which is incorporated into municipal codes of ethics pursuant to State Statute.

This matter concerns a finding by the Berlin Board of Ethics in December 2021 upon the complaint by Donna Veach that Joanne Angelico-Stetson violated the Berlin Ethics Policy by disclosing the existence of a complaint filed against Ms. Veach in a mailer sent out by the Angelico-Stetson campaign when both parties were running against each other for a seat in the General Assembly. A similar statement was posted on Ms. Angelico-Stetson's campaign Facebook page. The complaint against Ms. Veach was dismissed by the Berlin Board of Ethics due to lack of probable cause.

Ms. Veach then filed a complaint against Ms. Angelico-Stetson based on the disclosure of confidential material. The Board of Ethics concluded that Ms. Angelico-Stetson had violated Section 1-5 of the Ethics Policy by public disclosure of the ethics complaint filed against Ms. Veach.

Once the Board of Ethics determines a violation has occurred then it is up to the Town Council to decide what, if any, penalty should be imposed. Section 1-4 of the Ethics Policy states the penalties that may be imposed. All Town Council members have been provided with transcripts from the hearings and the record which consists of exhibits from the complainant and respondent.

Mayor Kaczynski stated that as the attorney for Ms. Veach is not present this evening the Town Council will continue this matter at either the March 7th or 21st meeting.

2. **Topic re: Authorize the Town Manager to apply for a \$75,000 Recreational Trails grant for the Hungerford Nature Center property and that the Town contribute \$5,000 in cash match from the fee in lieu of open space account and authorize the Town Manager to participate in a grant application to be submitted by the Town of Middletown for the Lamentation Mountain/Pistol Creek Area for a Recreational Trails grant that will include improvements in Berlin at an estimated cost of \$200,000 and that the Town contribute \$40,000 in cash match for the Berlin portion of the project from the fee in lieu of open space account. – Economic Development**

Economic Development Coordinator Jim Mahoney stated that the Hungerford Nature Center is located in Berlin on property owned by the City of New Britain. The property contains trails available to the public and the Center serves local school children. The grant requires a 20% match, and this request is for the Town to contribute \$5,000 from the Fee in Lieu of Open Space account while Hungerford will contribute \$5,000 in cash and \$5,000 in kind.

The second project to be considered for the grant would be improvements in the Lamentation Mountain/Pistol Creek area. After recent purchases by the City of Middletown and the Town of Berlin both towns now own the former golf course. A section of the cart paths had been repaved and Mr. Mahoney is suggesting that the Town repave more of the section north of Spruce Brook Road. This project would also help to connect the Pistol Creek area to Lamentation Mountain.

The Mattabassett Trail and the New England National Scenic Trail also begin/end on Spruce Brook Road west of Pistol Creek and there is consideration to make improvements to the trail in that area as well as to the small parking space on Spruce Brook Road.

In Middletown improvements plan to be made to the cart paths as well as a connection to a City of Middletown open space parcel south of Berlin on Atkins Street to connect that parcel to the Lamentation Mountain Trail.

Mr. Mahoney stated that Middletown has had a request from an abutting property owner to move a portion of the trail south of their property and the City of Middletown is working with that property owner. A resident of Berlin addressed the Conservation Commission about relocating the road walk which connects Pistol Creek from the north side to the south side as far to the west as possible to get it off her property and Mr. Mahoney stated that should be doable.

Mayor Kaczynski inquired about enforcement regarding trail use, particularly regarding the use of ATVs on the trails. Mr. Mahoney stated that he has spoken with the Berlin Police Department and will also speak to the City of Middletown about those concerns.

Councilor Paonessa moved to authorize the Town Manager to apply for a \$75,000 Recreational Trails grant for the Hungerford Nature Center property and that the Town contribute \$5,000 in cash match from the fee in lieu of open space account.

Seconded by Councilor Coppola.

Those voting in favor: Councilor Coppola, Councilor Foster, Councilor Paonessa, Councilor Risolo, Councilor Rosso, Mayor Kaczynski.

Abstain: Councilor Veach

Vote being 6-0-1 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Town Manager to participate in a grant application to be submitted by the Town of Middletown for the Lamentation Mountain/Pistol Creek Area for a Recreational Trails grant that will include improvements in Berlin at an estimated cost of \$200,000 and that the Town contribute \$40,000 in cash match for the Berlin portion of the project from the fee in lieu of open space account.

Seconded by Councilor Coppola.

Those voting in favor: Councilor Coppola, Councilor Foster, Councilor Paonessa, Councilor Risolo, Councilor Rosso, Mayor Kaczynski.

Abstain: Councilor Veach

Vote being 6-0-1 (MOTION CARRIED)

3. **Topic re: Approve the transfer of \$30,153.66 from the Hubbard Playground account and \$9,846.34 from the McGee Air Quality account, both in the Capital Non-Recurring Fund, to the Buildings and Renovations account in the Police Construction Fund, pending approval by the Board of Finance. – Finance**

Finance Director Kevin Delaney stated that this is a request for a transfer of funds remaining from two projects that were completed last year in order to continue the effort to clear out the current Board of Education storage area in anticipation of the Police Department renovation project.

A previous request was made for the scanning of documents in the current storage area. This request is to fund staff, overtime, and eventually outside companies needed to move items such as equipment and furniture and dismantle current storage shelving to be moved to Willard School.

Councilor Paonessa moved to approve the transfer of \$30,153.66 from the Hubbard Playground account and \$9,846.34 from the McGee Air Quality account, both in the Capital Non-Recurring Fund, to the Buildings and Renovations account in the Police Construction Fund, pending approval by the Board of Finance.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

4. Topic re: Authorize Town Manager, Arosha Jayawickrema, to enter into contract with US Pitchcare LLC. for the renovation of Percival Soccer Field in an amount not to exceed \$442,774 which includes \$13,774 contingency. – Parks and Recreation

Superintendent of Parks and Grounds Steve Wood stated that seven bids were received for the renovation of Percival Soccer Field, and interviews were conducted with the three lowest bidders. US Pitchcare LLC, the company that rebuilt Sage I, came in as the lowest bidder, they have plenty of experience with athletic fields, and he believes they will do a great job with the renovation of Percival Soccer Field.

Councilor Paonessa moved to authorize Town Manager, Arosha Jayawickrema, to enter into contract with US Pitchcare LLC. For the renovation of Percival Soccer Field in an amount not to exceed \$442,774 which includes \$13,774 contingency.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Discussion of Possible Uses of Pistol Creek – Town Manager

Town Manager Jayawickrema introduced this item stating that at a previous meeting the Town Council requested that he bring ideas for the use of the Pistol Creek property to a future meeting.

Current uses of the Pistol Creek grounds and club house include dog obedience classes, summer camp, storage for equipment and Berlin Upbeat supplies, eviction storage, overflow Food Pantry storage, a distribution location for Thanksgiving and Christmas, after school programming, the leash-free dog park, cross country races, and walking trails.

Future options for discussion range from selling all or part of the property without use restrictions to maximize profits, making part or all of the property open space, developing playing fields, using the whole property for a combination of Town uses such as office space and playing fields, selling all or part of the property for affordable housing such as senior housing as that was a priority of the Affordable Housing Plan, creating a small 9-hole golf course with high-end single family homes, donating part of the site to an organization such as Habitat for Humanity, creating an RFP for sale or lease of clubhouse only, and maintaining and expanding on current services.

Town Manager Jayawickrema added that the original and recent purchases of the property removed over \$4 million from the tax rolls. If the Town were to sell half of the property that would add over \$2 million back to the tax rolls and still leave considerable land for trails, the leash-free area, clubhouse, and other recreational uses.

Economic Development Coordinator Jim Mahoney stated that the current acreage of Pistol Creek that the Town owns is about 87 acres in three parcels.

One thing the Town Manager stated needs to be considered is that the Town purchased the original property, which includes the clubhouse, with tax-exempt bonds. The bonds will retire in 2026 and until that time the Town needs to maintain a 90% governmental purpose use of the property or call the bonds.

It was noted that the Town has rarely sold or leased Town property for private use in the past so it may be useful to first decide if private uses will be considered.

Councilor Paonessa inquired if the clubhouse was suitable to lease as office space. Town Manager Jayawickrema stated that it would need some renovations and there may be some work needed to correct the sewer line elevation.

Corporation Counsel Donofrio stated that it would be a good idea for the Town to have a highest and best use analysis of the property which would provide an appraisal based on existing zoning as well as an appraisal based on given alternatives. This would assist with considering the different options and determining what an appraiser has determined to be the highest and best use of the property to be from a value perspective. He suggested that this is something that could be done now so the value is known before any decisions are made.

Councilor Coppola suggested that discussing and knowing what the Town really wants to do with the property first would make more sense than having an appraiser bring back alternatives that the Town has no interest in following. Corporation Counsel suggested having an Executive Session workshop with an appraiser so they understand the options the Town wants to consider.

NO ACTION NEEDED

J. TOWN MANAGER'S REPORT:

After receiving feedback from staff, the previously considered four-day work week pilot program for Town Hall will not be put into effect. Options such as flex time within departments are being explored but offices will be open five days a week. He added that he believes that requests for work-from-home or hybrid options are not going to go away as conversations with other Town Managers have suggested the trend is heading in that direction.

K. SPECIAL COMMITTEE REPORTS:

The Ordinance Committee met this evening to discuss the Golf Commission and ATV regulations.

Councilor Veach inquired if any discussions were held regarding the 10-acre requirement for chickens. Town Manager Jayawickrema stated that a text amendment can be submitted to Planning and Zoning.

L. COUNCILORS' COMMUNICATION:

Councilor Rosso stated that the Family Dollar/Dollar Tree on Chamberlain Highway had a soft opening recently and will be having a grand opening in March.

M. ACCEPTANCE OF MINUTES:

February 7, 2023

Councilor Paonessa moved to accept the February 7, 2023 Town Council Meeting Minutes as presented.

Seconded by Councilor Veach.

Vote being 7-0 (MOTION CARRIED)

N. ADJOURNMENT

Councilor Paonessa moved to adjourn at 8:39 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting