



**A-Z GUIDE FOR TOWN SERVICES AND
COMMUNITY INFORMATION
TOWN OF BERLIN**

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Absentee Ballots:



Absentee Ballot [applications](#) and Absentee Ballots are available in the Town Clerk's Office. An application can be sent by mail upon request. Telephone 860-828-7036

Abutting Property Owner Information:

[Assessor's Office](#) ó Telephone 860-828-7105

Adult Education:

[Berlin High School](#) ó Telephone 860-828-8135

Aerial Maps:

Available in the Assessor's Office.

Affordable Housing:

Contact: [Social Services Department](#) ó Telephone 860-828-7007

Agendas:

All Boards and Commissions' meeting agendas are posted in the Town Clerk's Office and on the [Town's website](#). Both under the webpage of the Board or Commission and on the calendar.

American Legion:

[American Legion](#) ó 154 Porters Pass, Kensington 06037 ó 860-828-9102

Animal Control Facility:

[Animal Control Officer](#) ó Jan Lund ó600 Christian Lane, Berlin
Routine Calls: 860-828-7055.
Emergency Calls: 860-828-7080.

Appeal of Property Assessment and Real Property Tax:
Contact [Assessor's Office](#) ó Phone: 860-828-7105



Bee Keepers

Register to keep honey bees in Connecticut with [The Connecticut Agricultural Experiment Station](#).

Berlin Blues Festival

Berlin Fair:

Berlin Fair
PO Box 7284
Berlin 06037 860-828-0063

Berlin Farmers' Market:

PO Box 191 ó Kensington 06037

Berlin Garden Club:

Co- Presidents: Karen Salwocki ó 59 Hamilton Drive, Berlin 06037 ó 860-828-3190
Sharon Reckert ó 1667 Chamberlain Hwy, Kensington 06037 ó 860-828-9379

Berlin Historical Society

Located at 305 Main Street, Kensington 06037 ó 860-828-5114
Mailing Address: PO Box 8192 ó Kensington, CT 06037
Kate Kearns, President

Berlin/Kensington YMCA:

365 Main Street, Kensington, CT 06037 860-828-6559

Berlin Land Trust Inc

860-828-4393

Berlin Lions Club

Berlin Lions Club ó PO Box 23 ó Berlin, 06037 ó 860-828-0063

Berlin Polish Political Club

581 Farmington Avenue, Kensington 06037 860-829-6404

Berlin Upbeat Program

Berlin High School Main Telephone 860-828-6577

Birth Certificates:

[Birth Certificates](#) are available in the Town Clerk's Office where the birth occurred, the town where the mother was residing at the time of the birth, or:

[Department of Public Health](#)

Vital Records Office

410 Capitol Avenue MS #11VRS

PO Box 340308

Hartford, CT 06134-0308

Phone: 860-509-7700

Boards and Commissions:

An [Application](#) to serve on Town Boards or Commissions can be submitted to the Town Manager's Office.

Board of Education:



[Berlin Board of Education](#) ó 238 Kensington Road ó Phone: 860-828-6581

Budget: The Town Budget is available on the Town's website.

Building Permits

To obtain a building permit contact the Building Department. 860-828-7012.

Business Registration ó See "Trade Name Certificate"



Call Before You Dig: Before digging a hole or excavating on private or public property, call for the location of underground utilities at 1-800-922-4455.

Cemeteries:



- [Wilcox Cemetery](#) ó Berlin Street 860-828-3365
- [Maple Cemetery](#) ó Worthington Ridge 860-828-1868 or 828-9558 ó [Maple Cemetery Association](#)
 - [Hale Collection](#)
- [West Lane Cemetery](#) ó High Road 860-828-5547 or Board of Directors 860-828-9558
 - [Hale Collection](#)
- [South Burying Grounds](#) ó Southington Road ó Dave Alkas 860-828-4512
- [Beckley Cemetery](#) ó Deming Road

- Hall Cemetery ó Berlin Turnpike
 - [Hale Collection](#)
- Dennison or Bridge Cemetery ó Farmington Avenue
 - [Hale Collection](#)
- Dunham Cemetery ó Norton Road
 - [Hale Collection](#)
- Christian Lane Cemetery ó Christian Lane
 - [Hale Collection](#)
- Ledge Cemetery ó Cashman Place
 - [Hale Collection](#)
- Old Yard Cemetery ó Spruce Brook Road

Certificate of Occupancy:

A Certificate of Occupancy (õCOö) is available from the Building Department
Phone: 860-828-7012.

No new structure may be used and no addition or building be occupied until a õCOö is issued.

Chamber of Commerce

Greater New Britain Chamber of Commerce
Telephone: 860-229-1665

Charter – Town of Berlin

Citizen Service Requests:

Berlin Website ó Under õAction Centerö

- Commendation Form * Complain Form (Police Department Only)
- Crime Tips * General Inquiries & Requests
- Report Barking Dog * Traffic Concerns
- Tree Fallen Across Road

Civil Preparedness

Steve Waznia, Fire Marshal 860-828-7053

Closing of Schools

Administration Office ó Phone: 860-828-8594

Community Center

Berlin Community Center ó 230 Kensington Road, Berlin 06037 ó Phone: 860-828-7056

Community Center Hours: Monday ó Thursday 8:30 a.m. to 8:30 p.m.

Friday ó 8:30 to 5:00 p.m.

Saturday ó 8:00 a.m. to 12:00 p.m.

Complaints:

You can submit a concern or a problem though our webpage.

Courts:

Probate Court ó Berlin/New Britain Probate Court ó One Liberty Square ó PO Box 400 ó New Britain, CT- Telephone: 860-826-2696

Superior Court ó 20 Franklin Square ó New Britain, CT- Telephone: 860-515-5200



[Demographics of Berlin](#)

Dial-A-Ride: Senior Center Transportation ó Call for the **free** bus service @ 860-828-7006 (Elderly and Disabled). The bus runs from 8:30 a.m. to 3:30 p.m. Monday-Friday)

[Directions to Town Complex:](#)

(Town Hall Information on home page)

[Dog Licenses](#)



Dog licenses run from June through the following May and can be obtained at the Town Clerk's Office. A rabies certificate and proof of neutering or spaying must be provided to obtain a license. All dogs 6 months and older must be licensed and the cost to license a dog is as follows: Altered Dogs: \$8.00 ó Unaltered Dogs: \$19.00.

[Dog Pound \(Animal Control Facility\):](#)

The Dog Pound (Animal Control Facility) is located 600 Christian Lane, Berlin
Phone: 860-828-7055.

[Drainage:](#)

To report a clogged storm drain or for information about storm water drainage projects, please call Public Works ó Phone: 860-828-7022.



[Economic Development](#)

Economic Development Department ó Berlin Town Hall ó Phone: 860-828-7005

[Elderly Homeowners and Disabled Applications](#)

Available in the Assessor's Office. 860- 828-7105

[Elections:](#)

Election Date: Held on the Tuesday following the first Monday in November. For information call the Registrars of Voters 860-828-7020 or 7021 or Town Clerk's Office 860-828-7036.

Electrical Permits:



Contact Building Department ó Berlin Town Hall ó Phone: 860-828-7012.

Employment Opportunities (Berlin)

Contact the Town Manager's Office at 860-828-7003.

Energy Assistance

Contact: [Social Services Department](#)

Phone: 860-828-7007

Applications available for programs offered by Eversource and CNG



Fax Machine for Public Use: Berlin Peck Memorial Library - 234 Kensington Road , Berlin
Cost: \$1.95 for first page, \$1.00 for any additional pages

Field Cards:

Available in the Assessor's Office. 860-828-7105

Fire Departments:

Fire Administrator: James Simons



Berlin Fire Dept. 1657 Berlin Turnpike Berlin, CT	Kensington Fire Dept. 880 Farmington Ave. Kensington, CT	East Berlin Fire Dept. 80 Main Street East Berlin, CT	So. Kensington Fire Dept. 1952 Chamberlain Hwy. Kensington, CT
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Fire Districts:

Kensington Fire District 947 Farmington Ave. Phone: 860-828-1782	Worthington Fire District 930 Worthington Ridge Phone: 860-828-5630	Water Control Comm. Berlin Town Hall 860-828-7065
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Fire Hydrants: The homeowner is responsible for the clearing of fire hydrants.

Fire Marshals:

Fire Marshal: Steven Waznia Berlin Town Hall Phone: 860-828-7053	Deputy Fire Marshals: Matthew Odishoo Joseph Delconte Fire Investigator: Richard Cop
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The Fire Marshal is responsible for code administration, fire and explosion investigations, risk management, fire prevention and fire education programs.

Fishing Licenses:

No longer available in Town Clerk's Office. Available online at www.ct.gov/deep/fishing

Flu Clinics:

Clinics are held every fall for Berlin's elderly residents and residents with chronic health problems. They also have homebound services for residents and they can call the [Berlin VNA](http://www.berlinvna.org) at 860-828-7030 for an appointment.

Food Pantry:

Contact: [Social Services Department](#)
Berlin Town Hall - Phone: 860-828-7007

Food Safety: Information concerning food safety, regulations pertaining to food handling, and permits for temporary food vending, call the Health Department at 860-828-7017.

Food Vendors:

Contact the Health Department at Berlin Town Hall at Phone: 860-828-7017

Foot Care Program: Senior Center at Call for appointment 860-828-7706 (Fee is \$29.00 at Home Visits are \$50.00 per visit)

Fuel Assistance:

Senior Center
Applications available for programs offered by Eversource and CNG.



Garbage Collection:

(See Trash Collection)

Golf Course:



[Timberlin Golf Course](#) at 300-330 Southington Road at 860-828-3228.

[Golf Rates](#) at The new rates are usually adopted in February

[Golf Pro Shop](#) at 860-828-3228. (Purchase Season Pass at Golf Pro Shop)

Grass Clippings: Disposal of grass clippings is prohibited in Connecticut. [The CT Department of Environmental Protection](#) suggests that residents use mulching mowers.

Gun & Pistol Permits:

Contact: Berlin Police Department ó Phone: 860-828-7080 for gun and pistol applications.



Handicapped Parking Permits: Contact the State of CT Department of Motor Vehicles.

Hazardous Waste Collection:

TROC Announces Household Hazardous Waste Collections for current year.
Collections are held from 9:00 a.m. to 1 p.m. For collection sites and dates, visit the TROC website.

Hiking Trails:



Contact: [Parks & Recreation Department](#) ó 230 Kensington Road - Phone 860-828-7009

Historic District:

Historic Sites:

Worthington Meetinghouse	
<u>723 Worthington Ridge</u>	
Berlin Historical Museum	
<u>305 Main Street</u>	
Civil War Monument	
<u>312 Percival Avenue</u>	
Christian Lane Cemetery	
<u>Christian Lane</u>	
Berlin Congregational Church	
<u>878 Worthington Ridge</u>	

Historical Society:

See Berlin Historical Society

Homebound Deliveries Service for Library Materials: The Berlin-Peck Memorial Library offers volunteer services to Berlin residents who are homebound, temporarily or permanently, because of illness, disability or advanced age. Call 860-828-7126 or email to illbpml@libraryconnection.info to register.

Homebound Delivery Service for Senior Center: Contact Tina Doyle at 860-828-7050

Housing Authority:

Marjorie Moore Village ó 250 Kensington Road ó Community Center Room
Phone: 860-828-4500.

House Numbering: House numbers should be 4ö high and visible from approaching either direction.

Hungerford Outdoor Center:

New Britain Youth Museum
191 Farmington Avenue ó Kensington ó 860-827-9064

Hunting Licenses:

No longer available in the Town Clerk's Office. Available online at www.ct.gov/deep/hunting



Ice-Skating:



Call the Parks and Recreation Department for information on ice-skating at 860-828-7100.

Immigration: For information call the U. S. Department of Homeland Security at 1-800-375-5283 or visit the website at www.USCIS.gov

Inland/Wetlands Regulations:

[Regulations](#) are available in the Engineering Department. 860-828-7022.

Internet: Find the Town of Berlin at <http://www.town.berlin.ct.us>

Italian Independent Political Club:

16 Harding Street ó 860-828-9010



Justices of the Peace:

[Justices of the Peace](#) list or obtain one from the Town Clerk's office 860-828-7036.



Kensington Garden Club:

Kiwanis Club:

Contact Jim Horbal at 860-828-7069.



Land Records Index:

Images are available in the Town Clerk's Office or on the website through Cott Systems.

Leaf Collection:



Town website: www.town.berlin.ct.us (Check under "News" link) or contact [Public Works](#) 860-828-7022

League of Women Voters of Berlin:

Email: lwvnb@lwvct.org

Telephone: 860-229-1075
860-223-2905

Libraries:



■ [Berlin Peck Memorial Library](#)

Phone: 860-828-7125

■ [Berlin Free Library](#)

Phone: 860-828-3344

■ [East Berlin Library](#)

Phone: 860-828-3123

Loyal Order of Moose:

400 Farmington Avenue 6 Kensington, CT 860-828-0211



Mailbox Damage:



If a mailbox is damaged by direct contact from a Town plow, the Town will reimburse the owner \$15.00 for the box and \$25.00 for the post, as applicable. Damage to mailbox should be reported to the Town's Public Works Department at 860-828-7069.

Maps:

Survey Maps and Subdivision Maps are available in the Town Clerk's office.

Marjorie Moore Foundation

Click the following link: <https://www.tgci.com/funding-sources/moore-charitable-foundation>

Marriage License:

Marriage Licenses are available in the Town Clerk's office. A copy of a marriage license may be obtained from the town of occurrence. You must take out the marriage license in the town of occurrence.

Fee - \$30.00

Meeting Rooms:

The Community Center of Parks and Recreation Department - located at the Town Hall Complex below the Berlin Peck Memorial Library. 860-828-7010. Also the Berlin Peck Memorial Library has a meeting room. 860-828-7125.

Mill Rate:

[Revenue Collector](#)

Municipal Agent for the Elderly: Contact Tina Doyle at 860-828-7006.

Museums:

[Berlin Historical Society Museum](#) of 305 Main Street, Berlin, 06037 Telephone: 860-828-5114.

New Britain Youth Museum (Formerly Known As Hungerford)

New Britain Youth Museum
191 Farmington Avenue of Berlin 06037
Telephone: 860-827-9064



Greater New Britain Chamber of Commerce:

New Britain Chamber of Commerce
Telephone: 860-229-1665

New Britain Youth Museum (Formerly Known As Hungerford)

New Britain Youth Museum
191 Farmington Avenue of Berlin, CT
Telephone: 860-827-9064

Notary Public:

Notary Public services are available in the Town Clerk's Office (Fee \$5.00).

Nutmeg TV: 58 West Main Street, Plainville, CT 06062



Ordinances: All Town Ordinances are located in the [Berlin Code Book](#).



Parks

Plot Plans:

Plot Plans are available in the Building Department. 860-828-7012.

Poison Control Center: Contact the 24-hour Poison Control Center at 1-800-222-1222.

Post Offices:



- Kensington Post Office ó 62 Kensington Road ó 860-828-4768
- Berlin Post Office ó 780 Worthington Ridge ó 860-829-4277
- East Berlin Post Office ó 115 Main Street ó 860-828-3618

Probate Court:

Berlin/New Britain Probate Court ó One Liberty Square ó PO Box 400 ó New Britain, CT -860-826-2696.

Property Ownership Questions:

Contact the Assessor's Office at 860-828-7039.



Radon Kits:

Can be obtained in the Town Manager's Office ó \$8.00 cost to residents during the fall and winter months only.

Recycling:



1. Rinse all containers
2. Put cardboard, newspaper, clear glass, and other recyclables in recycling bin

For more information: [Public Works Dept.](#)

3. Recycling Bins ó call Trash Away at 860-225-1206 (\$75.00)

Refuse Collection:

See Trash Collection.

Removal of Snow and Ice: The homeowner is responsible for the removal of snow and ice from their sidewalks and fire hydrants.

Renters Rebate Program:

Contact the [Senior Center](#) on the State/Federal Financial Assistance Program ó 33 Colonial Drive ó 860-828-7006.



Schools:

[Emma Hart Willard School](#)

1088 Norton Road
Berlin, CT 06037
(860) 828-4151

[Mary E. Griswold School](#)

133 Heather Lane
Kensington, CT 06037
(860) 828-6336

[Richard D. Hubbard School](#)

139 Grove Street
East Berlin, CT 06023
(860) 828-4119

[Catherine M. McGee Middle School](#)

899 Norton Road
Berlin, CT 06037
(860) 828-0323

[Berlin High School](#)

139 Patterson Way
Berlin, CT 06037
(860) 828-6581

Season Golf Pass:

Purchase Season Golf Pass at Timberlin Golf Course ó Golf Pro Shop
Telephone: 860-828-3228

Senior Center:

The Berlin Senior Center ó 33 Colonial Drive ó Berlin 06037 860-828-7006.

All Berlin residents, age 60 and older, are welcome to join the center at no cost, non-residents fee is \$24.00 annually.

Senior Lunch: Lunch is served Monday through Friday at 12 Noon. A donation of \$2.50 is requested.

Shut-in Library Service: See Homebound Library Service

Social Security Office: 233 Main Street 2nd Floor New Britain, CT 06051 Telephone: 866-858-6086

Spartans Vets AC:

999 Kensington Road, Kensington 06037 860-229-7922

Sporting Licenses:

No longer available in the Town Clerk's Office. Available online at www.ct.gov/deep

State Government:

Governor of Connecticut

Dannel P. Malloy (D)
State Capitol, Room 202
210 Capitol Avenue
Hartford, CT 06106
www.governor.ct.gov

Telephone: 860-566-4840
Fax: 860-524-7395

General Assembly

Theresa Gerratana (D)
Senator 6th District
Legislative Office Bldg. Room 3000
Hartford, CT 06106-1591
www.senatedems.ct.gov/Gerratana.html

Telephone: 860-240-0584
800-842-1420

State Representative/Districts

30th District - Joseph Aresimowicz (D)
Joe.aresimowicz@cga.ct.gov
Legislative Office Bldg. Room 4110
83rd District ó Catherine Abercrombie (D)
Catherine.Abercrombie@cga.ct.gov
Legislative Office Bldg. Room 2002
Hartford, CT 06106

Telephone: 860-240-8489
860-371-6887
Telephone: 860-240-8500
203-634-8770

Street Lighting and Street Light Repairs: Contact the Public Works Dept. at 860-828-7022.

Superintendent of Schools:

[David Erwin](#) ó 860-828-5018 ó Board of Education

Svea Social Club:

999 Kensington Road, Kensington 06037 ó 860-828-9447



Tax Payments:

Revenue Collector's Office ó Town Hall ó Room 22 ó Telephone: 860-828-7024

Tax Relief: Several assessment exemptions and benefits are available to qualified taxpayers. For information please call the Assessor's Office at 860-828-7039.

Town Hall:

Berlin Town Hall ó 240 Kensington Road ó 860-828-7000.

Trade Name Certificates:

Trade Name Certificates are available in the Town Clerk's Office for any new business.

Traffic Signals: To report a malfunctioning traffic signal light call the Berlin Police Dept. Telephone: 860-828-7080.

Trash Collection:



A complete listing of refuse and recycling rules and regulations are available in the Public Works Department ó860-828-7022.

Note: Items that are too large or cannot be put out with regular trash call Trash-Away at 860-225-1206.



Variances or Special Permits:

Development Services ó Telephone: 860-828-7066.

Vendor's Permit:



Contact the Police Department for all vendor permits. Telephone: 860-828-7109
Also contact the Health Department if it is a food permit. Telephone: 860-828-7017

VFW:

152 Massirio Drive ó Berlin, 06037 860-828-1080

Veterans' Information:

[Exemptions ó Assessor's Office](#)

[Copies of DD-214](#)

[Department of Veterans Affairs](#)

Volunteer Park – Sign Board:

Farmington Avenue - Telephone: 860-225-3020

Contact: New Britain Youth Museum ó Donn Veach Email: marketing@newbritainyouthmuseum.org

Voter Registration:

Register to vote in the Registrar of Voters Office. Voter registration cards are also available in the Town Clerk's Office.



Walking Trails:

Park & Recreation Department

Water & Sewer Questions or Payments:

Contact the Water & Sewer Department at 860-828-7016.

Working Papers for Teenagers: Contact the Berlin High School at 139 Patterson Way, Berlin at Telephone: 860-828-6577



Y.M.C.A. (Berlin/Kensington):

New Britain Y.M.C.A

Youth Services:

Youth Services Department at 860-828-7059



Zoning Board of Appeals Applications:

Available from the Zoning Enforcement Officer at 860-828-7008 or the Planning and Zoning Department at 860-828-7066.

(Rev. 2/11/2016)