

date
TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Wednesday, April 19, 2023

12:00 p.m.

SPECIAL MEETING

This meeting will be held remotely on Zoom only.

Join Zoom meeting

<https://berlinct->

[gov.zoom.us/j/88659368729?pwd=bVVWTm9SVFhEdVU1b251KzAyS0dtUT09](https://berlinct-gov.zoom.us/j/88659368729?pwd=bVVWTm9SVFhEdVU1b251KzAyS0dtUT09)

Meeting ID: 886 5936 8729

Meeting Passcode: 426024

By Phone (tolls may apply): +1 929 205 6099 US (New York)

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
 - a. March 9, 2023
3. Consent Agenda
 - a. Request by Vincent Carbonell of the Spanish American Cultural Club for permission to consume alcoholic beverages (BYOB) for a summer picnic at Timberlin Park Pavilion on Saturday, June 10, 2023 from 10:00AM – 6:00PM. There will be approximately 45 people in attendance ranging from ages 50 to 75. Food will be served buffet style. TULIP insurance will be obtained if alcohol permit is approved.
 - b. Request acceptance of a \$200 donation from Kiwanis Club of Berlin and a \$50 donation from Berlin VFW Post 10732 towards the Parks and Recreation Fishing Derbies that will be held on April 22 and April 29, 2023 at Sage Park Pond from 8:00AM – 10:00AM.
 - c. Request by Saint Paul School to have field usage fees, not to exceed an amount of \$1,920 waived for the school soccer team practices at Percival Soccer Field for the spring 2023 season.
 - d. Request approval for Metro Swim Team to sell swimsuits, caps, goggles, bungee cords, etc. on June 22, 2023 at Percival Pool to participants on the Berlin Dolphin Swim Team, and to waive the vendor fee of \$200.
 - e. Request approval for Berlin Dolphins Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2023.

4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds
 - a. Monthly Report
 - b. Discussion on Fields, Playgrounds Tours
 - c. State of CT Grant Update
6. Adjournment

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Thursday, March 9, 2023

6:00 p.m.

MEETING

Board of Education Conference Room
238 Kensington Road, Berlin, CT 06037

ATTENDANCE:

Commissioners Present: Chairwoman- Donna Bovee, Greg Starr, Tony Butrimas, Don Dellaquila, Joe Pulcini (at 6:08)

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services
Steve Wood, Superintendent of Parks & Grounds

Chairwoman Donna Bovee called the meeting to order at 6:00 pm

1. Audience of Citizens
 - a. No Audience of Citizens
2. Approval of Minutes February 9, 2023

Commissioner Starr moved to approve the February 9, 2023 meeting minutes.
Seconded by Commissioner Dellaquila
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,
Commissioner Don Dellaquila, Commissioner Tony Butrimas
Vote being: 4-0 (MOTION CARRIED)
3. Consent Agenda
 - a. Request by Kari Macci for permission to consume alcoholic beverages (BYOB) for a baby shower at Timberlin Park Pavilion on Saturday, June 3, 2023 from 1:00PM – 5:00PM. There will be approximately 100 people in attendance ranging from ages 8 to 75. Food will be served buffet style. TULIP insurance will be obtained if an alcohol permit is approved.
 - b. Request acceptance of a \$50 donation from Kensington Garden Club, \$100 donation from Berlin Polish Political Club, INC., \$100 donation from Mattabasett Rifle & Pistol Club and \$1,000 donation from Berlin Lions Club towards the Parks and Recreation Fishing Derbies that will be held on April 22 and April 29, 2023 at Sage Park Pond from 8:00AM – 10:00AM.
 - c. Request by Berlin Little League to be able to sell food, beverages and merchandise for the 2023 baseball/softball season at the following locations: Petit, Garrity/Pulcini, Dennehy, and Centurelli.
 - d. Request by Debra Tubbs of Ice Queen Ice Cream, LLC for permission to sell ice cream, snacks and beverages from her ice cream truck at Pistol Creek, Percival

Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Friendship Place and Sage Park when concession is not in use for 2023.

Commissioner Pulcini moved to accept Consent agenda items a-d

Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,
Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Pulcini
Vote being: 5-0 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report, Jen Ochoa, Director of Community, Recreation and Park Services reported there were no further applications for the Director or Assistant Director position at Clover Hill so they will be sticking to Pistol Creek, which works well with 80 kids. They are short staffed and haven't received more applications so they do not have enough people to open both pools. Steve Wood, Superintendent of Parks & Grounds reiterated the pool cannot open without more staff, and that the pool does need a liner. The liner is projected for Summer 2026 but if more staff is found for Summer 2024 then they will install liner for then. But young staff cannot be put in charge of the pool by themselves. Chairwoman Bovee mentioned she saw other swim schools around the area and they were filled, which is due to them being indoors and full-year pools. She suggested they will make their decision final in the April meeting.

Commissioner Dellaquila motioned that assuming no additional staff is added to meet requirements needed to open the pool between now and April Council meeting they will close it for the season.

Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,
Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Pulcini
Vote being: 5-0 (MOTION CARRIED)

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds noted his team was able to get the fields done earlier than usual this year and it has worked out well. They have added the remainder of tennis nets and have opened the batting cages earlier as well. He noted if it snows it won't be an issue because they can just shake the nets out. Commissioner Butrimas asked about the misshapen fences, and Steve Wood, Superintendent of Parks & Grounds noted that it's because they are hitting them with balls. He encouraged the commission to help hold the coaches and association presidents accountable for that. They also have pulled out shrubs and made the area nicer near the Police Department. He reiterated that ice check means they are checking public area sidewalks for ice to prevent injuries. He discussed the electrical page he created with data to track the pricing of turning the lights on at specific fields. He said for 30 minutes of usage it was around \$800 and mentioned if we say yes to individual groups we need to keep in mind the electrical usage. During the summer, Nutmeg games are the only ones usually using the lights. Most of the groups that play do not need the lights. New line's were created at Sage and so now there is less of an initial power draw. He also noted that snow removal can only be down by Field Turf due to their policy and to prevent potential damage.
- b. Discussion on Fields, Playgrounds Tours, Steve Wood, Superintendent of Parks & Grounds mentioned the playground updates were discussed at the Board of Finance meeting. They are under the impression the playgrounds are in good shape and the proposal is for 175k to renovate Willard playground and 200k for Little People's

playground. The next Board of Finance meeting will be Tuesday, March 14th if anyone would like to speak at the Audience of Citizens. The playground's have not been updated in 20 years and as equipment breaks, they have the budget to fix individual items but the process is to replace the whole facility at once instead of individual pieces.

- c. Pickleball, Steve Wood, Superintendent of Parks & Grounds and Jen Ochoa, Director of Community, Recreation and Park Services went to visit two facilities for pickleball that were suggested by Scott Trevethan. They took notes on positives and negatives to each facility. They recently purchased portable sets of pickleball nets. They are locked with a combination that you will have to call the town number to get. Every piece inside is labeled to construct. All parties they notified are happy and excited to have this update.
- d. Cameras Update, Steve Wood, Superintendent of Parks & Grounds stated the area's the commission want's cameras installed still does not have infrastructure to sustain cameras. They will ask Doug Solek and then Brian from the IT department. They will put in the request to install camera's once infrastructure is created and in place. Ultimately, there was discussion on effectiveness of cameras in the areas and that they are nice to have but will not prevent damage. Chairwoman Bovee stated she will write a letter to the editor about the damage to the fields and will ask for it to be put on the town website as well.
- e. State of CT Grant Update, Jen Ochoa, Director of Community, Recreation and Park Services stated bids are due on Thursday and then they will have an idea of pricing for the project. They have built the concrete base and mounted the transformer. Should all be hung by Monday. Both scoreboards will be staying until people are accurately trained on the new scoreboard before they will remove the old one.

Discussion on the annual report, Chairwoman Bovee had begun working on it. She went through all of our meeting minutes and highlighted specific items. The mission hasn't changed but Jen Ochoa, Director of Community, Recreation and Park Services noted she feels it needs adjustment. Chairwoman Bovee asked the commission to email any thoughts, things they find missing, etc. to her and suggested that they look at surrounding towns annual reports because they are great for reference.

6. Adjournment

Commissioner Starr moved to adjourn at 7:06 pm

Seconded by Commissioner Dellaquila

Those voting in favor: Commissioner Bovee, Commissioner Starr, Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini

Vote being: 5-0 (MOTION CARRIED)

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037

Thursday, March 9, 2023
6:00 p.m.
MEETING
Board of Education Conference Room
238 Kensington Road, Berlin, CT 06037

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/84150336404?pwd=SHExazNJQkR6dExoaENnK0pUdnJ0UT09>

Meeting ID: 841 5033 6404

Meeting Passcode: 308024

By Phone (tolls may apply): +1 929 205 6099 US (New York)

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4. Parks and Recreation
 - a. Monthly Report

5. Parks & Grounds
 - a. Monthly Report
 - b. Discussion on Fields, Playgrounds Tours
 - c. Pickleball
 - d. Cameras Update
 - e. State of CT Grant Update

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Board of Education Conference Room
238 Kensington Road, Berlin, CT 06037

ATTENDANCE:

Commissioners Present: Chairwoman- Donna Bovee, Greg Starr, Tony Butrimas, Don Dellaquila

Commissioners Absent: Joe Pulcini

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services

Debbie Dennis, Superintendent of Recreation

Steve Wood, Superintendent of Parks & Grounds

Chairwoman Donna Bovee called the meeting to order at 6:00 pm

1. Audience of Citizens

- a. **Rick Plasky, CT Sports Management Group, Nutmeg Games**, is requesting the use of Scalise field and the Baseball field as well as a fee waiver for their use. The Nutmeg games are happening July 14th to July 30th. They have offered to include Berlin's logo and ad on their T-Shirts and website. They offered to open the concession stand and allow Berlin boosters to sell during the day. Middletown is the host city and they would like Berlin's field as a backup. Commissioner Butrimas asked if our maintenance costs are covered in the previous years when used and yes they were.

Commissioner Dellaquila motioned to move agenda item #2 to agenda item #3.

Commissioner Starr seconded

Those voting in favor: Chairwoman Bovee, Commissioner Starr, Commissioner Butrimas, Commissioner Dellaquila

Vote being: 4-0 (MOTION CARRIED)

- 2. Discussion with Youth Group Presidents: Berlin Youth Lacrosse, Tim Sullivan & Pam Heeps, Berlin Little League, Bryan Zup & George Satalino, Berlin Little League Softball, Bill Petit, & Berlin Youth Soccer Association, John Reilly, Steve Wood, Superintendent of Parks & Grounds** discussed with the group representatives about the growing numbers of field usage and there is not alot of space/availability for this Spring/Summer season. He mentioned people see the fields empty and want to utilize the fields so they are formally requesting that the groups do their best to polish

their schedules and only request certain times/dates by Sunday evening each week. He stressed that there is not enough maintenance staffing/availability for all the fields and more communication will help this process. Volunteers are able to maintain fields but it has to be before 6:30 am or after 3:30 pm on Monday through Friday. Field Reservation forms are due March 1st. Pem Heeps from Berlin Youth Lacross stressed that the groups do try to communicate cancellations and needs as much as possible but weather is the main issue. Bill Petit from Berlin Little League Softball asked about limited spaces and that his number of sign-ups is increasing.

3. Approval of Minutes

January 12, 2023

Commissioner Starr moved to approve the January 12, 2023 meeting minutes

Seconded by Commissioner Butrimas

Those voting in favor: 0

Those voting against: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Don Dellaquila, Commissioner Tony Butrimas

Vote being: 0-4 (MOTION NOT CARRIED)

Commissioner Butrimas moved to approve the January 12, 2023 meeting minutes with Revisions to item 5c.

Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Don Dellaquila, Commissioner Tony Butrimas

Vote being: 4-0 (MOTION CARRIED)

Revisions accepted

5c. The first bullet should say "Chairwoman Bovee would like the group to visit Little People's Playground. The second bullet should say "Demore, Dinda, Commissioner Bovee noted she attended a Town Council meeting and gave the Council an update on the issue with staffing that is a state/nation issue for summer pools and that we would update them in later February if we do not have enough staff to support two outdoor pools for the 2023 season. She also provided an update on the physical repairs of Demore, Dinda's physical condition and noted that the Commission will be reviewing attendance, costs to repair and possibly be looking at alternative options for the pool area, such as a splash pad with input from the East Berlin community, as recommended by one of the Town Council members, we would do so at Hubbard School.

Commissioner Dellaquila reiterated that if Hubbard is closed this summer due to lack of staffing it is not the same as them closing it permanently and clarified it as two separate issues."

4. Election of Chairperson and Vice Chairperson

Commissioner Butrimas moved to elect Commissioner Bovee as Chairperson

Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Don Dellaquila, Commissioner Tony Butrimas

Vote being: 4-0 (MOTION CARRIED)

Commissioner Butrimas moved to elect Commissioner Dellaquila as vice-chairperson

Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,
Commissioner Don Dellaquila, Commissioner Tony Butrimas
Vote being: 4-0 (MOTION CARRIED)

5. Consent Agenda

Commissioner Starr moved to accept Consent agenda items b-h
Seconded by Commissioner Butrimas

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,
Commissioner Don Dellaquila, Commissioner Tony Butrimas
Vote being: 4-0 (MOTION CARRIED)

- b. Request by Berlin High School to be able to sell food and beverages, and to charge an entrance fee of \$285 per team for the Berlin High School Lineman Challenge on Saturday, July 8, 2023 at Scalise Field and Sage Auxiliary Field from 6:00AM – 3:00PM.
- c. Request by Connecticut Football Club to charge a registration fee of \$175 for a youth soccer camp that will take place July 10, 2023 – July 14, 2023 from 9:00AM – 12:00PM at Scalise Field. The camp will have approximately 40 children.
- d. Request by Berlin Volunteer Fire Department to sell food, beverages and merchandise and to be able to charge an entrance fee for their annual Auto Rama and Touch A Truck event at Sage Park on Saturday, May 27, 2023 from 8:00AM – 3:00PM, with a raindate of Sunday, May 28, 2023. All proceeds will be donated to local veterans.
- e. Request by Berlin High School Athletic Booster Association to sell food, beverages and merchandise at Berlin High School events during the 2023-2024 school year.
- f. Request by P&Q Enterprises to charge a registration fee of \$225 for a youth football camp that will take place June 12, 2023 – June 16, 2023 at Scalise Field. The camp will have approximately 80 children.
- g. Request by J&S Soccer Camps, LLC to charge a registration fee of \$125 for a preseason high school soccer camp that will take place at McGee soccer field on August 14 – 18, 2023 from 5:00PM – 8:00PM. The camp will have approximately 60 people.
- h. Request acceptance of a \$1,000 donation from Cambridge Specialty Company, Inc. towards the Parks and Recreation Fishing Derbies that will be held on April 22 and April 29, 2023 at Sage Park Pond from 8:00AM – 10:00AM.

Commissioner Dellaquila moved to approve Consent agenda items a
Seconded by Commissioner Starr
Those voting in favor: Chairwoman Bovee, Commissioner Starr, Commissioner
Butrimas, Commissioner Dellaquila
Vote being: 4-0 (MOTION CARRIED)

Discussion on item a

Steve Wood, Superintendent of Parks & Grounds stated that Parks & Grounds is looking at the yearly cost of lights and usage for ZIP, Scalise and Sage 1. The group reserving the field for the Nutmeg Games covers the majority of light's cost separately. He stated that Parks & Grounds currently absorbs the remaining lighting costs within their budget. He explained that Eversource charges for the initial power draw that's why the bill is so high for such a short period of usage. He said that with the new scoreboard it might change the usage as well but once the lights are upgraded to LED it will decrease.

6. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation noted that there are other towns struggling to find staffing as well. Commissioner Dellaquila noted that he had seen the advertisements for the summer positions. Debbie Dennis, Superintendent of Recreation discussed the Central CT Swim League and that there is a fee the town pays to participate. The Town's finance policy dictates a W9 to be completed by the Central CT Swim League, and she has attempted to sort out this issue to no avail. She mentioned no other towns have asked for this paperwork from this group and this is the only league that she knows of like this. She stated that they can still offer swim practices but without joining this league there would be no competitions. Commissioners suggested she reach out to swim team parents directly about this issue. She also stated she is looking to fill her Program Coordinator position. She stated she can update the commission on her staffing at the March meeting.

7. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds received an email from a parent regarding Little People's playground and did ask her for suggestions and ideas she might have. Chairwoman Bovee was asking what age group typically utilized Little People's playground as well. Steve Wood, Superintendent of Parks & Grounds, discussed updates with Hubbard playground. He stated they will hopefully have a conceptual design by April. Commissioner Butrimas asked about the off-leash dog area and noted an encounter he had there, suggesting people know the rules but disregard them.
- b. Discussion on Fields, Playgrounds Tours, The Commission will visit Little People's playground in the Springtime.
- c. State of CT Grant Update, Jen Ochoa, Director of Community, Recreation and Park Services noted the bids for contractors for Biscoglio are due in March. They will be attending the Town Council meeting in April to hire contractors. The Bleachers are not included as part of the project. Steve Wood, Superintendent of Parks & Grounds provided an update on the Scoreboard. The Scoreboard's posts have been set, it was delayed a few weeks because they added the safety netting. The conduit's have been laid and he hopes they will be up and running by April. He is working with Eversource on this because he does not know how much power they will need. Commissioner Butrimas asked about their previous camera requests, they stated it is going through the town's IT department. The fiber work and boosters are being done so all of Scalise will have wifi connectivity. Jen Ochoa, Director of Community, Recreation and Park Services, noted that the building at Scalise was cleaned up as well.

Commissioner Butrimas motioned to add to the agenda a discussion on the Plan of Conservation and Development

Seconded by Commissioner Starr

Those voting in favor: Commissioner Bovee, Commissioner Starr, Commissioner Butrimas, Commissioner Dellaquila

Vote being: 4-0 (MOTION CARRIED)

The Commissioner's noted that P&R is where Park and Recreation Commission is being noted within the plan. Chairwoman Bovee noted that the feedback from the last meeting had been added to the plan. There was discussion on which areas of town are under the purview of the Commission and requested a complete and updated list of this. She noted that this is a big deal to have a masterplan and they should develop one

specifically for this commission. She wants to emphasize that the Parks & Recreation Department as well as Parks & Grounds Department to be included in this process. She questioned the wording about the Community Senior Center and would like it revised, "complete process that's underway" and to remove the piece about a funding referendum. Jen Ochoa, Director of Community, Recreation and Park Services will update Jim Mahoney of changes.

8. Adjournment

Commissioner Starr moved to adjourn at 7:49 pm

Seconded by Commissioner Dellaquila

Those voting in favor: Commissioner Bovee, Commissioner Starr, Commissioner Butrimas, Commissioner Dellaquila

Vote being: 4-0 (MOTION CARRIED)

Received on 2/15/2023
at 1:17:02 PM by Town Clerk
Kathryn J Wall



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds January Report

News:

- Cleaned up cemeteries, roadside strips and cul-de-sacs
- Removed trees and stumps for score board at Sage
- Cleaned up area outside Little People Playground

Daily

- Ice check

Weekly

- Garbage & litter
- Wash and clean trucks

Miscellaneous

- Serviced grounds and remote equipment
- Built and repaired tables and benches
- Rebuilt tables in greenhouse
- Detailed all vehicles
- Took down Christmas lights



Town of Berlin
Parks and Recreation Department
230 Kensington Road • Berlin, CT 06037
Office (860) 828-7056 • Fax (860) 828-1627
E-mail ddennis@berlinct.gov

Debra S. Dennis, CPRP
Superintendent of Recreation

Parks and Recreation monthly report for February

1. I am still waiting for a definite response from one Assistant Director from last summer because we are still short to be able to open two pools and have not received any applications. We are accepting applications for Assistant Director, Head Guard, Facility Manager, WSI/Lifeguard and Pool Attendant. The number of staff we need will depend on if we open one or two pools. I have one supervisor who is taking the Lifeguarding Instructor class and will become the Aquatics Director but filling in as needed at the pool. We currently have 5 WSI. I anticipate offering swim team this summer but their participation in the CCSL is in jeopardy due to a Finance policy for payment. Hopefully it can be resolved.

We have almost the entire staff from the Summer Fun Pistol Creek site returning. We have begun advertising for a Director, Assistant Director and supervisors for the second site.

2. I have begun the process of setting up summer camps through Skyhawks and we should be able to start registering online for Skyhawks the beginning of March.

I have set up a couple venues for field trips for the Summer Fun program and will also have the Ice Cream Emergency truck several times. The Rock & Roll Ice Cream truck worked out well last summer and I will look to book them every week this summer.

3. Fish deliveries are set for April 21 and 28 with derbies on April 22 and 29. Application for permits will be submitted to the DEEP for stocking in February.

The Easter Candy Hunt will be held on Saturday, April 1 at Sage Auxiliary, weather permitting, or in the A gym at BHS.

Debbie



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: CT Sports Management Group (Nutmeg State Games)		Date: 1-17-23
Contact Name: Rick Plushy		
Phone Number: (860) 788-7041		
Event: Nutmeg State Games; Baseball, Boys + Girls Lacrosse, Field Hockey		Date of Event: JULY 14th - 30th
Location of the Event: Sage Park; Scales Field (Turf) and Beretta Field.		
What fee do you want waived: Facility rental fees		
Identify the hardship incurred: CSMG is a non-profit organization that relies on sponsorships, donations/funders and Partnerships with the towns and cities in CT to help meet the cost of running events for amateur athletes in Connecticut.		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berlin businesses and restaurants will benefit from the guests visiting the town for our event. The town of Berlin will also receive an ad on all webpages for events in Berlin, Town seal on athlete shirts, recognition on all event films for events in Berlin and recognition on email marketing campaigns for Berlin events in Berlin. See attached letter for more details + benefits.		

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: Connecticut Sports Management Group, Inc.

Comments:

CSMG and the Nutmeg State Games have been fortunate to work with Berlin over the years to put on our events for amateur athletes in Connecticut. We look forward to continuing that relationship over the coming years. Thank You.



Signature

1-17-23

Date

Town Manager Signature

Date

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

1. Fee Waiver Policy

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

January 17, 2023

Berlin Parks & Recreation Department
230 Kensington Rd
Berlin, CT 06037

Dear Berlin Parks & Recreation,

Please accept this letter as part of the 2023 Nutmeg State Games facility request application. As in past years, we are requesting that all rental fees for the use of Berlin Parks for the 2023 Nutmeg State Games be waived. The Nutmeg State Games will cover all associated costs of the Berlin Parks staff to prepare fields on the weekends and for overtime (after normal working hours).

Berlin area businesses and restaurants will benefit from the influx of participants from the proposed events. The Nutmeg State Games Administration will work closely with town officials to promote Berlin businesses, hotels and restaurants to the Nutmeg State Games participants, coaches, and family members in attendance. Information will be distributed prior and during the event to all participants attending events in Berlin.

The Town of Berlin will receive name recognition in the following:

- Website Banner Ad – on all associated events webpages taking place in Berlin.
- Town of Berlin seal / logo added to the Nutmeg State Games athlete t-shirt – 7,000+
- Recognition on flyer and posters for related events held in Berlin
- Recognition on email marketing campaigns for related events held in Berlin
- Sponsor benefits will also be provided for the value of the rental donation provided to the "Games".

The Nutmeg State Games has also worked with the Best Western New England Hotel on the Berlin Turnpike in the previous years to secure a room blocks for Nutmeg State Games and Connecticut Masters' Games participants. The Best Western New England hotel will be the Official Hotel for Nutmeg State Games participants who will be competing in Berlin.

And finally, the Nutmeg State Games has provided opportunities to Berlin teams and individual sport athletes to compete in the "Games". Since 2010, Berlin has had well over 600+ athletes take part in our 20+ different sport offerings.

The Nutmeg State Games is a 501(c)3 not for profit organization governed by the National Congress of State Games and recognized by the U.S. Olympic Committee as the official state games of Connecticut. The Games are a multi-sport, Olympic style yearly event open to thousands of Connecticut citizens 6 – 18 years of age. In 2023, 6,000+ athletes, 1,500 volunteers and 20,000 spectators will participate in the 20+ sport offerings that will take place in the "Games"

We greatly appreciate your consideration of our fee waiver request and look forward to working with you to make the 34th Anniversary of the Nutmeg State Games a success.

Genuine Regards,

A handwritten signature in black ink that reads "Rick Plasky". The signature is written in a cursive, flowing style with a large initial "R".

Richard Plasky
Executive Director



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood

Superintendent Parks and Grounds

Parks and Grounds February report

News:

- Weeded and edged several ballfields
- Cleaned up and cut down around trees Water Department
- Dug and ran conduit for new scoreboard
- Poured pad for the new transformer for scoreboard
- Made 21 sets of concrete legs for benches

Daily

- Ice check

Weekly

- Garbage & litter
- Wash and clean trucks

Miscellaneous

- Serviced grounds and remote equipment
- Put out 150 garbage cans
- Put up two tennis nets at BHS
- Replaced wood sign post at Town Hall
- Pulled out over grown shrubs and added stone at Police Department



Town of Berlin
Parks and Recreation Department
230 Kensington Road • Berlin, CT 06037
Office (860) 828-7056 • Fax (860) 828-1627
E-mail ddennis@berlinct.gov

Debra S. Dennis, CPRP
Superintendent of Recreation

March monthly report

1. I still have not received any applications for Summer Fun Director, Summer Fun Assistant Director or Aquatics Assistant Director. I have received one application for a WSI/Lifeguard but they need to recertify their Lifeguard certification before I will interview them. We currently only have 3 WSI's and will continue to take applications for that position.
2. The Easter Candy Hunt is scheduled for Saturday, April 1 starting at 1 p.m. Weather and field conditions will determine if the event will be held at Sage Park auxiliary field or inside the A gym at BHS. In case of a snowstorm, it will be held on Saturday, April 8. We will have the Easter Bunny set up in a side location for pictures, that should speed up the actual hunt and give people a nice opportunity for pictures.
3. Fishing Derbies will be held April 22 and 29 at Sage Park Pond from 8-10 a.m.
4. We have started registration for Skyhawk summer camps. Residents will have two weeks to register before we allow non-residents to register. People can only register on-line through our WebTrac program until March 20 when they can register through us or directly on the Skyhawks website. We will take in person registration starting in May, with the rest of our summer programs.
5. I have completed getting information for field trips for the summer, and due to new policies in town will need to get three prices from bus companies before I can book the busses. Once I get prices, I can finalize fees. We are looking to start June 20 since the Town now gets June 19 off as a holiday. That will also affect the start date for swim team and Skyhawks camps.

I did reach out to a parent who is involved with the Dolphins Boosters. If we cannot get the proper paperwork from the CCSL, the Boosters were planning to collect money from parents for other expenses so they will add this cost on and pay the league directly. We will advertise that with our information.

6. Spring program registration will begin March 13. All information goes on Facebook, the Town website, and the Berlin Public Schools website.

Debbie

PARKS AND RECREATION COMMISSION

Mission

The Parks and Recreation Commission has oversight of the Parks and Recreation Department and the Public Grounds Department. We are committed to providing Berlin residents with high quality recreation programs using facilities that support and complement those experiences.

It supports maintaining, recruiting and developing staff who will be friendly, courteous and knowledgeable when interacting with the general public.

Provide the foregoing at a reasonable yet competitive cost within the constraints of the Town financial structure.

Highlights

Over the course of the year, the Commission initiated, approved and supported a number of items that came before them, such as:

- Successful implementation of events such as Winter Basketball Program, Fishing Derbies, Easter Bunny Hunt, annual Trunk or Treat, Scarecrow Festival held this year at the entrance to the Town Hall, Santa Parlor Visit and Tinsel Fun Run, as well as summer camp, etc.
- Worked with town/education staff and Town Council with the turf design of Biscoglio Field, currently scheduled for renovation summer/fall 2023, and participated in discussions of new Scalise Field Scoreboard location to be installed early 2023; both projects funded with a State of CT grant.
- Agreed with staff that Percival Soccer Field renovations should be pushed to later 2023 due to extensive work required and that much needed top soil can be provided by Biscoglio Field renovation.
- Coordination improved with Facilities Department for all planning and implementation of all pools, parks and athletic field projects to ensure any conflicts with programs or athletic events are minimized.
- Chairperson participated on Advisory Committee for Community and Senior Center with presentation to the Town Council made in May, Town Council public forum in June and Finance Committee reporting back to Town Council requesting if town funded plan cost could be reduced and further discussions with outside agency such as the YMCA. Parks and Recreation Commission awaiting next steps from Town Council.
- Continued support for Parks and Grounds in their assessments of fields and courts, identification of damage and cause and options to limit further damage. Discussions with Berlin Police Department regarding potential installation of cameras continues.
- Input provided to the Town Council for the new leashed dog park at Pistol Creek that ensures no interference with sports events and walking trails. Ordinance states that no pets are allowed on athletic fields and within the fenced in area of Scalise Field. All pets must be leashed in all other parks and grounds except the unleashed fenced dog park area of Pistol Creek. Signage updated.
- Pools opened during 2022 summer, although due to supervisory staffing issues Demore, Dinda, Bittner Jr. Memorial Pool opened only during the week. Parks and Recreation Commission presented the Town Council with an update of staffing issues, significant repairs needed and declining attendance, as well as other options to consider in future years.
- Staff accolades received Parks and Ground Staff from Veterans Commission and the Director of Parks and Recreation from the Education Department for outdoor movies as well as the entire staff for considerable work in opening pools despite staff and repair issues.



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: St. Paul School, Berlin	Date: 4/3/2023
Contact Name: Julio Maturana, Business Mng.	
Phone Number: 860-828-0331 x 304	
Event: soccer	Date of Event: April 1 - mid June
Location of the Event: Available fields per Parks + Rec	
What fee do you want waived: field usage fee	
Identify the hardship incurred: See attached	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: see attached	

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: St. Paul School

Comments:

Thank you for considering our request

Don Donnelly BUSINESS MANAGER
Signature

3/3/2023
Date

Town Manager Signature

Date

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

1. Fee Waiver Policy

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

Saint Paul Parish

467 Alling Street Kensington, CT 06037
(860) 828-0331 www.stpaulkensington.org

April 3, 2023

Town of Berlin
Department of Community, Recreation and Parks
240 Kensington Road
Berlin, CT 06037

Dear Recreation Commission:

Saint Paul School has submitted an application for use of the Town of Berlin soccer fields for our JV and Varsity soccer team practices. We hope to hold practices four afternoons a week. I am respectfully requesting a waiver of fees for this application.

As you know, Saint Paul School is a non-profit organization that has had a strong presence in the Berlin Community for over 57 years. Our school and parish consistently contribute to the greater Berlin Community by way of yearly food drives, clothing drives, community giving during the holidays, etc. We believe in giving back.

Our student are assessed a fee to participate in soccer. If we were to incur field use fees, we would find it necessary to pass the cost down to the players, and this certainly would result in a greater financial burden on our parents.

I thank you for your consideration of a waiver of fees for use of the soccer fields.

Sincerely,


Fr. Joseph Benicewicz, OFM Conv.
Pastor



TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: Metro Swim Shop		Date:
Contact Name: Debra Cosme		4/3/2023
Phone Number: 860-651-5063		
Event:	Swim Suit Sale	Date of Event:
		6/22/23
Location of the Event:		
Percival Pool		
What fee do you want waived:		
Vendor fee		
Identify the hardship incurred:		
We sell at team price		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific:		
Parents pay a reduced fee.		

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: Metro Swim Shop

Comments:

Debra H. Come

Signature

4/3/2023

Date

Town Manager Signature

Date

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Debra S. Dennis, CPRP
Superintendent of Recreation

April monthly report

1. Interviews for summer positions have been completed and hiring is complete for the Summer Fun program. We still may hire a WSI/Lifeguard for the pool.
2. The Easter Candy Hunt was held on Saturday, April 1 at Berlin High School. Numbers were down slightly but everyone seemed happy and kids left with many goodies!

We are currently registering for the fishing derbies, with a decent amount registered so far. The first derby, for 3-7 year olds will be April 22 and the second for 8-15 year olds will be April 29. Both derbies will be from 8-10 a.m.

3. Registration continues to be going very well for summer Skyhawks camps. Summer Fun registration will start May 1.
4. We are currently registering for the following classes this spring – dance, Painting w/Peggy classes, dog obedience, and Personal Euphoria classes.

Debbie