

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

Thursday, May 11, 2023
6:00 p.m.
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/84452017815?pwd=R1l0RVUyNjBQOVVo0TEtEZ0tQenA0QT09>

Meeting ID: 844 5201 7815

Meeting Passcode: 048632

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

Meeting Agenda

1. Audience of Citizens
 - a. Police Chief McNally
2. Approval of Minutes
 - a. April 19, 2023
3. Consent Agenda
 - a. Request approval for the Class of 2024 to sell food and beverages at Berlin High School events during the 2023-2024 school year.
 - b. Request by Dinesh Patel of Ektamandal for permission to consume alcoholic beverages (BYOB) beer and wine and charge a fee at Sage Park Pavilion for a family picnic on Sunday, July 2, 2023 from 10:00AM – 8:00PM. There will be about 80 guests with ages ranging from 5 to 80 years old. Food will be served buffet style with no entertainment except for organized games on the field. TULIP insurance will be obtained if alcohol permit is granted. The fee being charged is \$10 per adult to go towards food costs.
4. Discussion on relocation of September Commission meeting.
5. Parks and Recreation
 - a. Monthly Report
6. Parks & Grounds
 - a. Monthly Report
 - b. Cameras
 - c. Vandalism
 - d. Field Usage
 - e. Discussion on Fields, Playgrounds Tours
 - f. State of CT Grant Update
7. Adjournment

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

Wednesday, April 19, 2023
12:00 p.m.
MEETING
Via Zoom

Attendance:

Commissioners Present via Zoom: Chairwoman- Donna Bovee, Tony Butrimas, Don Dellaquila, Joe Pulcini

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 12:00 pm

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

Commissioner Butrimas moved to approve the March 9, 2023 meeting minutes.
Seconded by Commissioner Dellaquila
Those voting in favor: Chairwoman Donna Bovee, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Pulcini
Vote being: 4-0 (MOTION CARRIED)
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.

Commissioner Butrimas moved to accept Consent agenda items a-e

Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Donna Bovee, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Pulcini

Vote being: 4-0 (MOTION CARRIED)

Item c, Chairwoman Bovee noted about approvals and policy to potentially add their agenda item to the policy so they do not have to ask for exemption each year.

Also Chairwoman Bovee noted that she attended the town's Easter Egg Hunt at the High School and she thought it was fabulous.

4. Parks and Recreation

- a. Monthly Report, Jen Ochoa, Director Community, Recreation and Park Services reported the Easter egg hunt went well, it was moved due to the weather. There is still not enough staff to open Hubbard pool this summer so the Town Council was notified and they accepted the decision.

5. Parks & Grounds

The capital budget, there is 175k for the Willard Playground submitted and around 200k for Little Peoples. Both playgrounds need to be updated. Steve Wood, Superintendent of Parks and Grounds reported they had their final meeting to decide on the vendor for the Willard playground. They will have to decide which playground they will put money towards first. Part of their decision will prioritize the playgrounds that are open all day. He wants to have more of a partnership with the Board of Education in regards to the school playgrounds.

There was vandalism at Sage Park, and Commissioner Butrimas wanted to know if Police could start checking on Sage Park at night to deter this. Steve Wood, Superintendent of Parks and Grounds believes it occurred after hours at Sage Park and someone almost started a brush fire because they lit a garbage can on fire.

The commission needs to come up with a plan on how they want to combat the issue of garbage at the High School Basketball Courts. He had received an email from the custodian about bottles being smashed in the parking lot. It took three hours for his staff to clean up. A resident in the area had picked up all of the trash in the parking lot this past week. There have been many phone calls to the Police Department about this issue. Chairwoman Bovee suggested having the Police Chief attending a meeting just to discuss the issue.

In regard to the Dog Park, written warnings started in April, written tickets will start May 1st. The Town Council is in support of it. They tried to include in the budget to move the part-time animal control officer to full-time but it was cut from the budget.

There will be eight cameras installed at Scalise Field. The ice machine has been moved into the kitchen so it is locked. New keys will be created to enter the Youth Room. There will be cameras inside the Youth Room and outside the perimeter of the building. We do not have the wifi connectivity that we originally thought we had. The reason for the cameras is to stop the vandalism and issues taking place.

6. Adjournment

Commissioner Butrimas moved to adjourn at 12:30 pm

Seconded by Commissioner Dellaquila

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

Vote being: 3-0 (MOTION CARRIED)

Following items tabled to next meeting,

Parks & Grounds

- a. Monthly Report
- b. Discussion on Fields, Playground Tours
- c. State of CT Grant Update

Submitted by,
Tiffany Trowbridge-Bernard
Recording Secretary

Received on 4/26/2023
at 10:55:48 AM by Town Clerk
Kathryn J Wall



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Debra S. Dennis, CPRP
Superintendent of Recreation

May monthly report

1. Sent out paperwork for summer staff, new and returning.
2. Working on entering new staff and have emailed all staff about blood borne pathogens program through CIRMA. Also sent out Mandated Reporter training to the Summer Fun staff and WSI. Coordinating first aid/CPR training for Summer Fun staff.
3. Will begin opening and closing p.o.'s for the end of the fiscal year.
4. Fishing derbies were held, nice turn out the first date and decent turn-out the second date considering weather conditions, over 100 total kids registered.
5. **New this year**, we are offering Parks and Recreation Team Tennis, with 6 matches against other Towns. We started to register for household, senior and individual swim passes and will begin registration for swim lessons, on May 22. Registration for all other programs has begun.

We also have Non-Resident/Babysitter Caregiver Pass available. Residents may apply for the pass, the person named will need to come in and show identification to pick up the pass. There is no fee for the pass but fees will apply when they go to the pool.

6. We started registration for the Summer Fun program at The Creek, and filled all spots plus all waiting list spots within 3 hours.
7. Started ordering supplies for Summer Fun program and Aquatics.
8. Started working on updating staff manuals for Aquatics and Summer Fun program.

Debbie



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 March report

News:

- Transplanted 5600 annual flowers in greenhouse
- Filled in holes and shored up bank at Paper Goods Ponds
- Weeded and edged several ballfields
- Setup new soccer goals Griswold school
- Put-up windscreens and batting cage nets

Daily

- Daily ice check at buildings
- Grooming and lining of fields
- mowing

Weekly

- Garbage & litter
- Wash and clean trucks
- Paint athletic fields

Miscellaneous

- Painted directional arrows at BHS
- Repaired goals at McGee
- Added infield material at several ballfields
- Rolled all fields
- Installed locks on gates at fields
- Installed speed bumps Sage Park
- Installed new fishing derby signs



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Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds April report

News:

- Wash, cleaned and drained both pools
- Cleaned up and spruced up Veterans Park
- Cut down dead trees and pruned walking paths Veterans Park

Daily

- Groom and line ballfields
- Mow grass

Weekly

- Garbage & litter
- Wash and clean trucks
- Paint athletic lines

Miscellaneous

- Assisted with setting up for the VIP fishing derby
- Repaired tables at pavilion at Sage
- Repair turf damage from winter
- Add infield material McGee, Centurelli, Baretta
- Fertilized all fields