

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

Thursday, June 8, 2023
6:00 p.m.
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/86316428904?pwd=MFNPQVQ0dk9CaHptTUJKZWVYK2kwUT09>

Meeting ID: 863 1642 8904

Meeting Passcode: 995950

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

Meeting Agenda

1. Audience of Citizens
 - a. Carrie Fowler, Jen Rudis
 - b. Lisa Deseno
 - c. Cheryl Brown, Family Forward Advocacy CT, Inc.
2. Approval of Minutes
 - a. May 11, 2023
3. Consent Agenda
 - a. Request by Carrie Fowler, Jen Rudis and Cyndi Goode for approval of donation of a 6 foot mahogany bench valued at \$400 and a plaque (10" by 12") to be installed on the bench valued at \$620.10 in honor of Chase Anderson. The bench will be placed on the grounds at Berlin High School.
 - b. Request by Cheryl Brown, representing Family Forward Advocacy Group, for approval to have the \$25 fee waived for a Parent Workshop at the Berlin Community Center on Saturday, June 3, 2023.
 - c. Request by Berlin High School Boosters Association to hang presented banners for the 2023 – 2024 school year at Sage Park.
4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds
 - a. Monthly Report
 - b. Berlin Police Association
 - c. Discussion on Fields, Playgrounds Tours
 - d. State of CT Grant Update
6. Adjournment

Audience of Citizens B.



**NEW
LOCATION!**
Pistol Creek
Trails!

**NEW
LOCATION!**
Pistol Creek
Trails!

5K RUN / WALK / **ALS** ASSOCIATION

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July 15 • 2023 10am
Pistol Creek Trails

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Contact Info: 860-707-4673

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

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

Attendance:

Commissioners Present: Chairwoman- Donna Bovee, Tony Butrimas, Don Dellaquila, Greg Starr, Joe Pulcini (via zoom)

Staff Present:

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

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

1. Audience of Citizens

- a. Police Chief McNally was asked what police can do to help the vandalism occurring in town. Chief McNally wanted to reiterate that the police department is the same size as it was in 1975 and that they are 35% short of staffing in the department. There are constant calls coming into the police department and it is being staffed at minimum man power per shift currently. Chief McNally stated that he asks officers during roll call about the vandalised areas and requests drive-bys as often as possible. Chairwoman Bovee asked about cameras, if they are helpful in these situations. Chief McNally advised that if you do happen to get a clear image, the process is that you file a complaint and they will investigate. Camera's are seen as a reactive response and not as proactive. He discussed how there are no processes in the system and services to help juvenile offenders. There is a big legal focus on car stops and issues with car theft. He suggested thinking of an "out of the box" solution for the issue. Commissioner Butrimas asked if citizens could intervene and help. Chief McNally said it is easier to get them involved in community efforts to keep them from acting out. Patrol Officers are located in each area of Berlin, Kensington, and East Berlin. They are hoping to begin community watches/neighborhood watches. He suggests having the coaches of teams keep an eye on the fields like a community watch. He did note that public works do call in any suspicious activity they see.
- b. Kim Usmani, 291 Sprucebrook Rd and Cheryl Liedke, 205 Harding Ave Newington represent members of the Board of Family Promises of Central CT. They are interested in utilising Pistol Creek to host a Walk-A-Thon. They were advised to submit a formal application for request to use the building at Pistol Creek. They would have to decide on the number of people participating. They also were advised the area cannot be closed to the public and specifically cannot be hosted during the months of June, July, August because of Summer Camps.

The fee for staffing at Pistol Creek cannot be waived and the group was hoping for October 14th to host the event.

2. Approval of Minutes

April 19, 2023

Commissioner Dellaquila moved to approve the April 19, 2023 meeting minutes.

Seconded by Commissioner Butrimas

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

Commissioner Tony Butrimas, Commissioner Pulcini

Those abstained: Commissioner Starr

Vote being: 4-0-1 (MOTION CARRIED)

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 an alcohol permit is granted. The fee being charged is \$10 per adult to go towards food costs.

Commissioner Dellaquila moved to accept Consent agenda items a

Seconded by Commissioner Butrimas

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

Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Greg Starr

Vote being: 5-0 (MOTION CARRIED)

Commissioner Butrimas moved to accept Consent agenda items b

Seconded by Commissioner Dellaquila

Those voting against: Chairwoman Donna Bovee, Commissioner Don Dellaquila,

Commissioner Tony Butrimas, Commissioner Pulcini

Vote being: 0-5

Item b, Commissioners asked about the usage of the fields for games during this picnic. No games can be allowed on field unless he revises the application to include the fields which then include fees and insurance. Director of Community, Recreation and Park Services Jen Ochoa said she will email and stress these points.

Commissioner Dellaquila moved to accept Consent agenda items b with the removal of games on the fields.

Seconded by Commissioner Butrimas

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

Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Greg Starr

Vote being: 5-0 (MOTION CARRIED)

Commissioner Dellaquila moved to add Consent agenda item c

Seconded by Commissioner Butrimas

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

Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Greg Starr

Vote being: 5-0 (MOTION CARRIED)

- c. Request approval for Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Field, Sage park for the 2023 season.

Commissioner Dellaquila moved to accept agenda item c.

Seconded by Commissioner Butrimas

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

Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Greg Starr

Vote being: 5-0 (MOTION CARRIED)

- 4. Discussion on relocation of September Commission meeting
 - a. Chairwoman Bovee noted that the Commission would like to have a Town Hall meeting at Hubbard school to hear the citizens ideas about the pool closing. The Commission chose the October 12th, 2023 meeting to be hosted at Hubbard. The September meeting will continue as normal.
- 5. Parks and Recreation
 - a. Monthly Report, Superintendent Debbie Dennis was asked by Commissioner Butrimas about the town fishing derby. Due to the weather, it rained during the older kids portion of the event. People enjoyed the casual format. It has received positive feedback and that the event went pretty well. The kids had caught quite a few fish. Superintendent Dennis stated she received two emails and a voicemail from someone from Channel 30 asking about Hubbard pool closing. She reiterated that the main factor in closing the pool was having supervisors and not just a general lifeguard. It is a huge responsibility to supervise and the individual has to be older. The town had 5 supervisors last year and this year only 2. Newington and Rocky Hill have a different process but they are also still having hiring issues. Berlin's pay range is comparable with the other towns. The other towns are promoting from the High School but she feels that's a big trust issue and liability. Chairwoman Bovee mentioned local indoor, full-year pools in the area as well. Superintendent Dennis has hired a new aquatics director this year and they might start to offer lifeguard training. Superintendent of Parks & Grounds Steve Wood also wanted to remind that the pool is 50-years old and he still makes sure it gets cleaned. Commissioner Starr noted the new information boards in the Community Center look great and the placement of them is well thought out. The decorations in the Community Center are also great and they get lots of compliments on them. Director of Community, Recreation and Park Services Jen Ocho also noted that the 7 weeks of Camp for this summer was sold out in 3 hours.
- 6. Parks & Grounds
 - a. Monthly Report, Superintendent of Parks & Grounds Steve Wood noted that the Grounds Department is currently staffed with 5 people with less than 3 years experience. Spring sports are starting early this year and his team has been working diligently to keep up with the grass. There are alot of things they can't keep up with because of the short staffing so he is hiring 4 new seasonal staff members. In comparison to outside towns, they are paying their grounds staff \$4-\$5 more than Berlin does. They have all been working extra hours to get the pools prepped, mowing, etc.
 - b. Cameras, Superintendent of Parks & Grounds Steve Wood stated 5 cameras were placed around Scalise and they provide great coverage. The Jumbotron is installed and in use. There was a WIFI extender placed on top of the Jumbotron. Someone shot out both lights at

Zipadelli and he is going to get cameras installed there next. There is no way to extend WIFI anywhere else due to trenching issues. But he does check the camera's every morning to see if anything happened during the night.

c. Vandalism

- d. Field Usage, Superintendent of Parks & Grounds Steve Wood stated that he people use fields without permission. Cameras will be helpful to monitor that no one uses the fields. There was a Softball team that showed up for field use and a group was playing Cricket on the field. Commissioner Starr noted that it's usually the same group as previous years. Superintendent of Parks & Grounds Steve Wood suggested that we have the option of emailing the individuals to ask them to help solve the issue and stop using the fields without permission. If there are under 10 people and the field isnt reserved they can use it. They will be requesting youth groups to also relay the information. The groups using the field have to spread out and not just use one goal. The field is torn up because of it only being used for one section. Director of Community, Recreation and Park Services Jen Ocho said she will send an email to all teams. Superintendent of Parks & Grounds Steve Wood said teams have agreed to email their field use requests every Sunday and to have a coordinator of these for each set of teams.

- e. Discussion on Fields, Playgrounds Tours, Superintendent of Parks & Grounds Steve Wood said there are yard signs for youth groups everywhere and other organizations yard signs. They are placed all over Hubbard, the High School, Playgrounds, Meeting House, etc. Commissioner Butrimas stated that Berlin doesn't let these groups advertise so Booster club started to do lawn signs. Now, they are being told no lawn signs. Superintendent of Parks & Grounds Steve Wood stressed they cannot be placed on parks and fields that the Grounds department has to maintain. The ordinance does not cover specifics about lawn signs. The Blood drive mainly places signs and doesn't pick them up. Director of Community, Recreation and Park Services Jen Ocho said she will send an email to youth groups about it, it mainly occurs during the registration period. Superintendent of Parks & Grounds Steve Wood said the High School requested \$600 of signage but by 3 pm, everyone was parked illegally anyways. This is a big issue during High School events. He has reached out to the security officer at the High School about it because they also need to enforce the parking.

- f. State of CT Grant Update, Superintendent of Parks & Grounds Steve Wood said the budget is very tight. There were 8 alternates listed on bid and the top two on this list are, adding Berlin logo and yard numbers, and the scoreboard. Their current priorities are the light pads and the 10 year maintenance contract/warranty. The turbo jav was too expensive. The plan is to start the project with the contractor, then have a meeting with all the fall field users to discuss usage. This fall, not having a field available will cause issues. Most likely there will be no funds leftover. Commissioner Butrimas asked about bleachers but Superintendent of Parks & Grounds Steve Wood stated it can't be part of this project because they would have to add full ADA accessibility and that people typically bring folding chairs to watch the games. Chairwoman Bovee asked about a Little Peoples Playground tour and said chances are slim on getting funding for playground updates. So it was decided there is no need at this time.

7. Adjournment

Commissioner Starr moved to adjourn at 8:30 P.M.

Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Bovee, Commissioner Starr, Commissioner Pulcini, Commissioner Butrimas, Commissioner Delaquilla

Vote being: 5-0 (MOTION CARRIED)

Submitted by,

Tiffany Trowbridge-Bernard
Recording Secretary

Received on 5/22/2023
at 9:56:55 AM by Town Clerk
Kathryn J Wall

May 23, 2023

Consent A
w/ pic

Jen Ochoa
Director
Berlin Parks and Recreation Department
230 Kensington Road
Berlin, CT 06037

To Whom it May Concern:

On August 20, 2022, in Berlin, CT Chase Anderson was tragically killed while riding his bicycle. We, (the mothers of three of his closest friends) have been absolutely heartbroken for the family. Chase had a personality larger than life and a heart of gold. The family's biggest wish has been for Chase to not be forgotten. We thought a great way to keep his memory alive would be to place a bench with a plaque in his honor in town. When speaking with Chases mother, Lynn, she suggested placing the bench at the Berlin High School. She said that she understands that the kids who knew him will eventually graduate but he will always be part of the RISE program and what it meant to have inclusion. One of Chases' biggest wishes was to not have anyone ever feel alone. Lynn suggested placing the bench right at the main entrance where you buzz into school.

We asked the mother, Lynn what she would like the plaque to say. She gave us the wording as follows.

"In Loving Memory of Chase Anderson"

"Chase was one of the brightest faces here. His positivity, energy and empathy were radiating. Chase had a huge heart and a contagious smile and laugh. No one would ever be alone with Chase around because he was friends with anyone and everyone."

The plaque will be purchased from Vital Signs and will be 10" X 12" and cover 2-3 slats on the bench.

We would like to utilize a town built mahogany bench with a donation of \$400. We would like to purchase the plaque for the bench from Vital Signs at a cost of \$620.10. To date we have received a \$200 donation from the Berlin Police Association and a \$200 donation from the Berlin Police Union Fraternal Order of Police, Lodge 56. The total cost of the bench and plaque is \$1,020.10 (see quotes attached). Carrie Fowler, Jennifer Rudis and Cyndi Goode will provide the remaining funds of \$620.10.

Please let us know if you require any additional information and thank you in advance for your consideration.

In Kindness,

Carrie Fowler
Cyndi Goode
Jen Rudis



Amst B



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: Family Forward Advocacy Contact Name: Cheryl A. Brown Phone Number: 860.505.0548 (0)	Date: 5.11.23
Event: Parent Resiliency Workshop	Date of Event: 6.3.23
Location of the Event: Berlin Library Delaney Room OR. Comm. Ctr. Room 4	
What fee do you want waived: Room Rental of either Delaney Room or BCC Room 4.	
Identify the hardship incurred: Non-Profit conducted via CFANB Grant.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Please see attached Postcard.	

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.

Consent B

TOWN OF BERLIN
Request for Fee Waiver

Name of Non-Profit or Political Organization: Family Forward Advocacy CT Inc.

Comments:

C. L. Brown
Signature

2 June 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.

Parent Resiliency Workshop

Designed for Caregivers of Children with Specialized Needs,
High ACEs, and those exposed to Early Trauma,
Attachment Disruption, Divorce or Violence

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Presented by Family Forward Advocacy CT

Supporting Family Integrity ~ Parenting Through Trauma ~ Advocating for Change

www.familyforwardadvocacyct.org

Consent B

Consent C



BERLIN HIGH SCHOOL ATHLETIC BOOSTER ASSOCIATION, INC.
P. O. Box 7273, Berlin, CT 06037

May 31, 2023

Jen Ochoa, Director
Parks and Recreation Commission
230 Kensington Road
Berlin, CT 06037

Dear Jen:

As required by the Parks & Rec Commission's Banner & Sign Policy, this letter is to request permission, on behalf of the BHS Athletic Booster Association, Inc. for the following teams to hang banners on the fences at Scalise Field, Sage Park.

Football

Men's & Women's Soccer

Men's & Women's Lacrosse

Cheerleading

Softball

1. Hang four (4), 40" tall x 30' long windscreen banners on the visitor's side of Scalise Field, two on each end, beginning at the 30-yard line going to the goal line. See exhibit 1.
2. Hang two (2) banners, approximately 40" x 40", vinyl banners on the fence at the end zone in front of the fan picnic table area. Memorial banners. See exhibit 2.

GO REDCOATS

3. Hang two (2) banners, 40" tall x 8' long, vinyl banners on the fence, entrance to Scalise Field fence, facing the field. Sponsor banners. See exhibits 3 & 4.
4. Hang one (1) banner, approximately 40" x 30", vinyl banner on the outfield fence at the Sage Softball Field (Spring 2024 only).

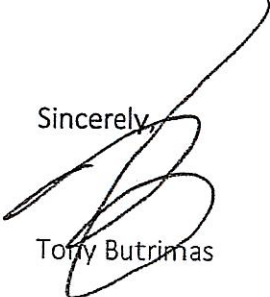
All banners will be secured to the fence with either plastic zip ties or tennis clips.

Banners will be hung up at the beginning of the Fall Sports Season, no later than August 31, 2023, and removed at the end of the Fall Sports Season, but no later than December 15, 2023. The five (5) windscreen team banners will be re-installed for the start of Spring Sports Season but no later than March 15, 2024, and removed at the end of the Spring Sports Season but no later than June 20, 2024.

The seven (7) team representatives have met, along with BHS Athletic Director, Dave Francalangia, discussed and agreed to the banners and the placement of the banners. See attached letter of approval from Dave Francalangia.

Contact person for any issues that may arise with the banners is the Athletic Booster Association President, Tony Butrimas, (860) 778-5159, butrimas@comcast.net, or effective July 1, 2023, new Athletic Booster Association President, Michelle Borselle, (860) 538-4754, michelleborselle@comcast.net.

Sincerely,



Tony Butrimas

President

BHS Athletic Booster Association, Inc.







INNING									
BALL	STRIKE						OUT		
	1	2	3	4	5	6	7	RUNS	
GUEST									
BERLIN									

B REDCOAT SOFTBALL



2017 Berlin Redcoats *Girls Soccer*

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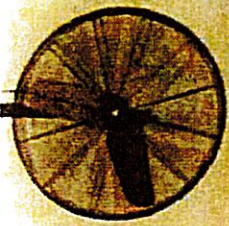
Reno Properties Group, LLC • The Garafalo Family • The Sisti Family

The Muscatello Family • The Michalek Family

Foundation Soccer Club • Stop & Shop • Suzio Insurance Center, Inc.

Exhibit 2







Berlin High School

Eileen H. Eustis

Principal

Katie M. Amenta

Assistant Principal

Barbara Ventura

Assistant Principal

Patricia H. Pires

School Counseling
Supervisor

David A. Francalangia

Director of Athletics, Health,
and Physical Education

139 Patterson Way
Berlin, CT 06037

Tel (860) 828-6577
Fax (860) 829-2169

Twitter/Instagram
@BHS_Berlin_CT

Facebook.com/
BerlinHighSchool

To: Park and Recreation Department of Berlin

From: David A. Francalangia, Director of Athletics, Berlin High School

I am writing in support of the Berlin High School Sports team banners that will be displayed at Scalise Field, Sage Park. I have met with the Berlin Booster team representatives and have agreed with their proposal being submitted by Booster president, Tony Butrimas, for the banners to be hung for the fall 2023 and spring 2024 season. If you have any questions or concerns, please feel free to contact me.

Best regards,

Dave

David A. Francalangia

Director of Athletics

Berlin High School & McGee Middle School

Director of PE & Health K-12

dfrancalangia@berlinschools.org

860-828-6577 ext. 6

Purpose • Passion • Pride

Jennifer Ochoa

From: Tony Butrimas <butrimas@comcast.net>
Sent: Wednesday, May 31, 2023 8:38 AM
To: Jennifer Ochoa
Cc: BHS Boosters
Subject: BHS Athletic Boosters
Attachments: Document_20230531_0001.pdf

Good Morning Jen,

Attached please find the banner request letter from the BHS Athletic Boosters for the 2023-2024 school year for fields at Sage Park.

Please add this request to the next Park & Rec Commission agenda.

Thank you,

Tony

Sent from [Mail](#) for Windows

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



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

June monthly report

1. Had aquatic staff training on June 3, everything went well.
2. Equipment has been brought out to the Percival for inspection. Worked on aquatic staff manual. Percival set to open June 17.
3. Worked on Summer Fun staff manual. Staff training to be held June 12.
4. Coordinated various training requirements for the staff including Sexual Harassment, blood borne pathogens, first aid and CPR and Mandated Reporter.
5. Ordered supplies, bathing suits for guards and staff t-shirts for all staff.
6. Opening and closing p.o.'s for the end of the fiscal year and going through supplies to order what is necessary to start the pool and summer programs.
7. Arranged for phone at Percival to be turned on and cell phones for emergencies.
8. I have staff going through Epi Pen and Medication Administration training to be prepared in case any campers need assistance.
9. Covered office, handled daily registration while Alli was out on maternity. We are pleased that she will be returning in June.
10. Coordinated with vendors running our camps this summer, to keep them updated on numbers.



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 May report

News:

- Painted and start up Percival Pool
- Finished planting and mulching annual flowers beds

Daily

- Groom and line ballfields
- Pool Maintenance
- Mow grass

Weekly

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

Miscellaneous

- Trimmed back sightlines at schools
- Assisted with the Upbeat picnic