

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

Thursday, November 9, 2023  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06023  
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/87001757027?pwd=tJJ1ubpYjIRLmQAWyVwyq5sxI2WmYs.1>

Meeting ID: 870 0175 7027

Meeting Passcode: 634148

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
  - a. October 12, 2023
3. Consent Agenda
  - a. Request acceptance of the 2024 and January 2025 meeting dates of the Parks and Recreation Commission as presented.
4. Parks and Recreation
  - a. Monthly Report
  - b. Fee Schedule Discussion
5. Parks & Grounds
  - a. Monthly Report
  - b. Zipadelli Field Usage
  - c. State of CT Grant Update
6. Adjournment

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

Thursday, October 12, 2023  
6:00 p.m.  
Hubbard School Library  
MEETING

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee- Chairwoman, Greg Starr, Lucas Van Zandt, Tony Butrimas, Don Dellaquila, Joe Pulcini via Zoom

**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 p.m.

1. Audience of Citizens

Faye Gordon, 87 Mattabassett St., is focused on the East Berlin swimming pool. She has enjoyed it in the past and thinks each year there has been a significant change. This year she had to utilize the main pool at Percival. She enjoyed the staff and convenience of the East Berlin pool. She is a teacher and used it for exercise and found it therapeutic. She is willing to help with any issues. She would also like the pool closing date to be extended an extra week.

Kerin Heemsota, 3 Watch Hill, would like a Splash Pad added to the town pool. She brought a document titled "Splash Pad & Town Pools Near Berlin" and would like to advocate for a Splash Pad in town. Moms from town are frustrated that they have to travel to other towns for services. She would like to see updates to Little People's Playground. She also would like the town to work more collaboratively with Moms in town. She would like to help get grant funding and make our playground comparable to other towns.

Carol Courtney, 51 Sterling Dr., is part of the Kensington Garden Club, which proposed to add shrubs, perennials, and a pollinator pathway to the Little People's Playground. They wish

to beautify the area. They want to help the town and can give a presentation on Pollinator Pathways as well.

Danielle Morrise-Corsetti, 75 Cottage St., strongly supports keeping East Berlin pool open. This summer her kids did not get to go to the pool because Percival is too far. She sees East Berlin pool as a community builder. It is helpful to have open for this side of town and believes there is value in having it. She would like to help support it.

Robyn Cop, 65 Division St., has supported the East Berlin pool since she was a child. She grew up with the pool. It gives children in the East Berlin area somewhere safe to go. Lessons used to be a big thing at this pool and now there isn't much to do in East Berlin otherwise. Remembered field trips to the pool in the past and suggested bringing those back again in order to increase attention and attendance at East Berlin pool. Would like to see a focus on marketing and upping enrollment.

Samantha Sullivan, 18 Garden Dr., thinks the pool could be fixed. If it's a fix that can last she feels it would be worth the money to fix it since there seems to be a great need for it. She mainly wanted to discuss the need for a skate park in town. She has asked children of the community and they mostly want a skate park, biking clubs, drama clubs and more arts in the town. She would be willing to help with fundraising and development of these ideas.

Crystal & Hudson VanGarter, 28 Glenbrook Rd., would like updates to the playground, for example a better firefighter pole and a softer landing area. They also support a splash pad being put in.

Amy Balko, 7 Redwood Ln., was raised in Berlin and feels everyone benefits from the East Berlin pool. She feels the elderly utilize the pool often and that the pool's programming has been put on autopilot the last few years. She was told that staffing was an issue but believes the town staff can do better on this. She also said there is nothing to do in East Berlin for kids to do.

Kyleigh Stiefel, 103 South Slope Dr., would appreciate something different in Berlin. She travels outside of town a lot for parks and playgrounds. She wants something in comparison to "Jonathan's Dream" or New Britain's new playground. She suggested the parks can have individual themes to them to make them exciting, ex., firetruck themes.

Elaine Matulis, 260 Beckley Rd., is the President of the Kensington Garden Club. She stated there is a big national push to install Pollinator Pathways into towns. She would like the club to take on this project and beautify the town. These pathways are seen at the volunteer park and want to see more areas kept up with in town.

Ted Johnson, Wildscape Artisans in Wethersfield, has a company that designs Pollinator Pathways, they have installed some in Glastonbury, Matson Hill, and Ferry Landing. They are areas that are used by people regularly and actively and there haven't been any issues with them such as bees. This project is being done in many areas of Connecticut.



Todd Helming, 931 Norton Rd., has always chosen the East Berlin pool for lessons. Lessons were full and always being utilized at both pools in town. We need adequate facilities to support our town's youth. The wading pools in other towns have been developed into Splash Pads. Would be a wonderful addition to town.

Chairwoman Bovee suggests people attend meetings regularly, they could offer constructive ideas. She wants town members to stay involved and even attend Town Council meetings. The Commission presents budgets, capital improvements, which are then sent to the Town Council. They pushed for Little People's playground to get funding. It is a long process and people need to advocate for their needs in Town meetings. Chairwoman Bovee reminded everyone that they are a recommending commission. They send information through the proper channels and want to assure citizens they do forward their concerns and recommendations. He wants to reiterate we have an excellent Park & Recreation staff and it is a very small staff compared to surrounding towns. They work hard to maintain activities within the town.

To address East Berlin pool and why it was closed this past year, Debbie Dennis, Superintendent of Recreation, had closed the pool due to Covid and they had lost their chain of development for lifeguards to supervisors. The town has marketed to outside areas to recruit staffing, and other towns that maintain staffing usually have indoor pools. Chairwoman Bovee mentioned the Department offered lifeguard training, which requires a minimum of 5 sign ups and they only had 2. Another issue mentioned by Chairwoman Bovee is the significant repairs needed to the pool, all of these are on the Capital Budget list and they have tried for years to get things fixed. Attendance is also an issue, it has been declining each year. Some days there were zero attendee's and an average of 19 attendees.

## 2. Approval of Minutes

September 14, 2023

Commissioner Starr moved to approve the September 14, 2023 meeting minutes.

Seconded by Commissioner Van Zandt

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

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini,

Those abstained: Commissioner Don Delaquila, Commissioner Tony Butrimas

Vote being: 4-0-2 (MOTION CARRIED)

Edits to be corrected on section 5d., enter a new paragraph after the sentence, "She was requesting them to come to a meeting and speak about the policy if they have questions' ". Also, The Town Council tables the Little People's funding and asks Steve Wood and Donna Bovee to come back and present to the Council the cost, types, possible locations, etc. of a splash pad .

3. Consent Agenda  
No Consent Agenda.

Motion to add Park and Recreation Commission member nomination for Plan of Conservation and Development Committee to agenda

Commissioner Delaquilla moved to add to the agenda.

Seconded by Commissioner Van Zandt

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini, Commissioner Don Delaquilla, Commissioner Tony Butrimas

Vote being: 6-0 (MOTION CARRIED)

Park and Recreation Commission nominates Commissioner Lucas Van Zandt to represent Parks and Recreation Commission on Plan of Conservation and Development Committee

Commissioner Delaquilla moved to nominate Lucas Van Zandt.

Seconded by Commissioner Starr.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Joe Pulcini, Commissioner Don Delaquilla, Commissioner Tony Butrimas

Those Abstained: Commissioner Van Zandt

Vote being: 5-0-1 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report, Commissioner Starr asked where parking would be for the Trunk or Treat and Debbie Dennis, Superintendent of Recreation stated that they chose the Berlin Community Center so it would be closer to the center of town and if we have to adjust due to weather, instead of canceling we can move inside. They have new community members doing Trunks for it this year.

Commissioner Butrimas asked if there is an increase of staffing that can be supervisors. Debbie Dennis, Superintendent of Recreation shared that she doesn't have 6 current staff to make supervisors. Supervising staff is needed during emergencies. She has had swim coaches tell their students to become certified. New Britain and Newington pools all closed at the same time as Berlin this year.

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds noted that all the rain has been hammering the fields. The litter at the High School has only improved on days that school is in session. When there is a long weekend or vacation, the parking lot gets messy again. They continue to clean it as much as

they are able. Still are working on a potential plan of closing gates to the parking lot.

Little People's playground was approved by the Board of Finance, it has gone to the Town Council and they have not approved it yet. 200k will be contributed to fencing, equipment, etc. There are many different companies they can use and explained that other playgrounds have used different brands.

Commissioners discussed the Kensington Garden Club's request to put in a pollinator pathway near the playground. They have in the past received complaints of bees, and a pollinator pathway will potentially bring bees to the area. These bees are a safety concern for the children. Steve Wood, Superintendent of Parks & Grounds will do research on areas that have these pathways.

Steve Wood, Superintendent of Parks & Grounds, has submitted a feasibility study for the East Berlin pool area, this includes tennis courts, splash pad addition, pool upgrades, upgrades to pool house, and pickleball courts. He will have to check in other towns to see their parking situations because there are only 21 spots in that location now, wants to know if that would be adequate parking. The biggest challenge is that there still needs to be upgrades done to the pool and they aren't able to get adequate staffing to open. There is a large list of things that need to be upgraded and fixed.

b. State of CT Grant Update

Jen Ochoa, Director of Community, Recreation and Park Services, said Biscoglio is looking great. The colors on the field are vibrant. The project is moving along but is not complete yet, so the field is not open for use yet. Percival is coming along too. They will be adding temporary lights to Biscoglio to give adequate lighting for practices.

6. Adjournment

Commissioner Starr motioned to adjourn at 8:11 pm.

Seconded by Commissioner Delaquilla

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Joe Pulcini, Commissioner Lucas Van Zandt, Commissioner Don Delaquilla, Commissioner Tony Butrimas

Vote being: 6-0 (MOTION CARRIED)



Submitted by,  
Tiffany Trowbridge-Bernard  
Recording Secretary

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

A handwritten signature in black ink, appearing to read "Kelly J. Gault". The signature is written in a cursive, flowing style with a large initial "K".

10/25/2023, 2:47:57 PM



## TOWN OF BERLIN, CONNECTICUT PARKS & RECREATION COMMISSION

TO: Town Clerk

FROM: Berlin Park and Recreation Commission

DATE: November 9, 2023

SUBJECT: Berlin Parks and Recreation Commission meeting dates for 2024

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The Berlin Parks and Receptions Commission will be meeting the second Thursday of each month at 6:00pm at the Board of Education, unless otherwise noted. Following are the specific dates for meetings:

1/11/2024	9/12/2024
2/08/2024	10/10/2024
3/14/2024	11/14/2024
4/11/2024	12/12/2024
5/09/2024	1/09/2025
6/13/2024	
7/11/2024	

The 2024 meeting schedule was approved at the 11/09/2023 Parks & Recreation Commission meeting.

Jennifer Ochoa  
Director of Community, Recreation and Park Services





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](mailto:ddennis@berlinct.gov)

**Debra S. Dennis, CPRP**  
*Superintendent of Recreation*

### Parks and Recreation monthly report for November

1. Winter basketball evaluations and the draft will be Saturday, November 11. Numbers are ok for boys and low for the girls, estimated number of teams for each group – Boys 3&4 5 or 6 teams, Boys 5&6 5 or 6 teams, Boys 7&8 3 teams, Girls 3&4 2 teams, Girls 5&6 2 teams and Girls 7-9 0 teams. There are 163 currently registered and we will continue to register for divisions that have openings. Most staff are returning but I will be hiring a few referees. We have advertised for positions and interviews will be held in November.
2. The Scarecrow contest was held, with scarecrows on display as you drive into the Arthur B Powers Municipal complex. We had 13 scarecrows entered. Voting took place at Town Hall, the Peck Memorial Library, the Community Center and the Senior Center. Berlin's Best Scarecrow was announced on Halloween.

Our traditional Trunk or Treat event was held on Saturday, October 28 at the Community Center. We had 61 kids registered and 18 trunks decorated. It was a great night and people were very happy and appreciative.

3. Working on the Tinsel Fun Run. Race will be held at Berlin High School on Saturday, December 2. So far we have 12 signed up.
4. Hoping to have registration starting late November/early December for some of our winter programs. Information will be available on the Town website, Facebook page and Board of Education website.
5. We will have Visit w/Santa again this year at the Berlin Community Center on November 27 and 28 from 6-7:30 p.m. As we get closer we will determine if the kids can sit on Santa's lap or visit from a safe distance. Each will get a treat, lollipop and gift. Berlin youth in preschool through 2<sup>nd</sup> grade are welcome to meet with Santa. We will also collect donations for the Food Pantry.

We will also hold our Holiday House decorating contest again in December.

Debbie

2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Contact

YOY Change

Debbie Dennis	256	Parks & Recreation							
	257	Halloween Event, per child		5.00					
	258								
	259	Youth Athletic Leagues and Teams							
	260	Basketball – Winter 3 <sup>rd</sup> -8 <sup>th</sup> Grade Basketball, Boys & Girls		95.00			5.00		5.00
	261	Including \$10 Late Fee after deadline if spots are available in 3 <sup>rd</sup> -8 <sup>th</sup> grade winter basketball.		100.00					
	262	Including additional \$10 fee for any registrations accepted after evaluations if space is available.		110.00					
	263	Adult Recreational Sport Activities							
	264	Winter – Resident Men's 31 yrs. Plus Basketball - season		85.00					
	265	Winter – Non-Resident Men's 31 yrs. Plus Basketball - season		105.00					
	266	Winter – Resident Women's 30 plus Recreation Volleyball - season		60.00					
	267	Winter – Non-Resident Women's 30 plus Recreation Volleyball - season		80.00					
	268								
		Recreation Programs Special Revenue Fund							
		*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.							
	269	Summer Program		95.00 per week		95.00 per week	5.00		5.00
	270	Summer Program - any 4 day week		80.00 per week		80.00 per week			
	271	Summer Program - any 3 day week		65.00 per week		65.00 per week			
	272	Junior Counselors Fee for Summer Program		65.00 per week		65.00 per week	5.00		5.00
	273	Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)							
	274	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit		80.00					
	275	Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit		50.00					
	276	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit		100.00					
	277	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit		60.00					
	278	Meeting Room In Town Whole Day Profit or Non-Profit		30.00					
	279	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit		25.00					
	280	Meeting Room Out of Town, Whole Day, Profit & Non-Profit		40.00					
	281	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit		30.00					
	282	Berlin Community Center							
	283	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.							
		Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.							
	284								
	285								
		Supervision/custodial costs will be added for all after hours use.							
		All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.							
	286								





2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Contact

YOY Change

Changes highlighted

346	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00	
347	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00	
348	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00	
349	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00	
350	Outside Deck - Hourly Rate	30.00/hr		30.00/hr	
351	Damage Deposit Required of All Groups	90.00		90.00	
352	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00				
353	Field/Facility use key deposit	50.00		50.00	
354	All Supervision and Custodial costs will be paid out-of-pocket.				
355	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.				
356	Picnic Pavilion Rental - If party is XX people or more, fee for a Grounds worker for 3 hours	\$65/hour			

NEW PROPOSED FEE



2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Contact

YOY Change

Changes highlighted

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased items or services and those items or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance prior to execution.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with approval of the Town Manager.

ADOPTED BY THE BERLIN TOWN COUNCIL February xx, 2024



## **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](mailto:swood@berlinct.gov)

Steven T. Wood  
Superintendent Parks and Grounds

### Parks and Grounds October report

#### **News:**

- Rebuilt five bridges at Pistol Creek
- Overseed and fertilized Zipadelli from all the use this fall
- Moved all the food from the food pantry to Pistol Creek
- Removed 15 bushes from Willard courtyard

#### **Daily**

- Mowing
- Fall cleanups

#### **Weekly**

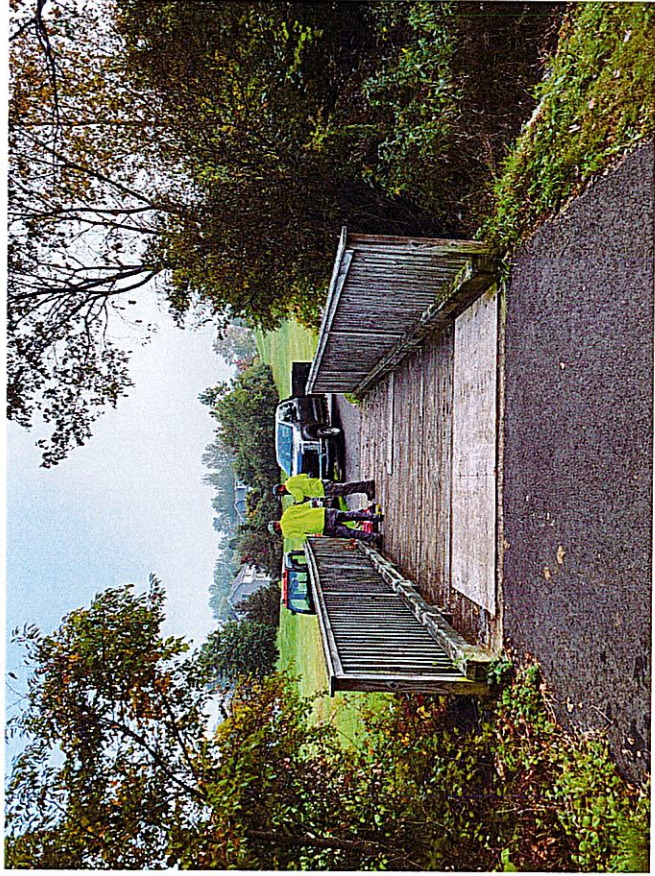
- Garbage & litter
- Wash and clean trucks
- Paint athletic lines

#### **Miscellaneous**

- Vandalism BHS tennis courts, Friendship Place and Willard Playground
- Fixed broken playground equipment at Friendship Place
- Cleanup Sage after large events
- Assisted Highway in blowing off streets for paving



# Pistol Creek Bridges





# Zipadelli Field

