

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

Thursday, February 8, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/82855502074?pwd=woFQ9gILH5kYYJlFRoV91a8VKLuZyv.1>

Meeting ID: 828 5550 2074

Meeting Passcode: 247335

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

Meeting Agenda

1. Audience of Citizens
 - a. Rob Lemire, Disc Golf Presentation
2. Approval of Minutes
 - a. January 11, 2024
3. Consent Agenda
 - a. Request by Connecticut Sports Management Group for the 2024 Nutmeg Games to have estimated field usage fees, not to exceed an amount of \$3,680 waived for the 2024 Nutmeg Games to be held July 19, 2024 – August 4, 2024 at Scalise Field and Baretta Field.
 - b. Request by P&Q Enterprises to charge a registration fee of \$200 for a youth football camp that will take place June 10, 2024 – June 14, 2024 at Scalise Field. The camp will have approximately 85 children.
 - c. Request by Berlin Volunteer Fire Department to sell food, beverages and merchandise for their annual Auto Rama and Touch A Truck event at Sage Park on Saturday, May 25, 2024 from 8:00AM – 2:00PM, with a rain date of Sunday, May 26, 2024. All proceeds will be donated to local veterans.
 - d. Request by CFC North to charge a registration fee of \$175 for a youth soccer camp that will take place July 22, 2024 – July 26, 2024 from 9:00AM – 12:00PM at Scalise Field. The camp will have approximately 40 attendees.
 - e. Request by Berlin High School Athletic Booster Association to sell food, beverages and merchandise at Berlin High School events during the 2024-2025 school year.
4. Community Senior Center Update
5. Parks and Recreation
 - a. Monthly Report

6. Parks & Grounds
 - a. Monthly Report
 - b. Update on Playgrounds
 - c. Update on Newman's Property
7. Adjournment

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Thursday, January 11, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

ATTENDANCE:

Commissioners Present: Donna Bovee- Chairwoman, Don Delaquilla, Greg Starr, Lucas Van Zandt, Tony Butrimas, 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 p.m.

Meeting Agenda

1. Audience of Citizens
No Audience of Citizens.
2. Approval of Minutes December 14, 2023
Commissioner Delaquilla moved to accept the December 14, 2023 minutes with the following modifications to the minutes; #4, Second sentence, change “they were also there” to “we requested approval”. Add sentence at the end of this paragraph, “They asked for more details on the feasibility study and Steve Wood will provide.”, AND in the last section discussion of Community Senior Center, remove the sentence “The Town Council did discuss bringing in a facility”.
Seconded by Commissioner Starr
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don Delaquilla
Those Abstained: Commissioner Joe Pulcini
Vote Being: 5-0-1 (MOTION CARRIED)
3. Consent Agenda
 - a. Request by Berlin Little League to be able to sell food, beverages and merchandise for the 2024 baseball/softball season at the following locations: Petit, Dennehy, and Centurelli.

Commissioner Delaquilla moved to approve consent agenda item a
Seconded by Commissioner Butrimas
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Delaquilla, Commissioner Tony Butrimas, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 6-0 (MOTION CARRIED)

4. Election of Chairperson

Commissioner Tony Butrimas moved to nominate Chairwoman as Donna Bovee

Seconded by Commissioner Starr

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

Those Abstained: Commissioner Donna Bovee

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

Commissioner Tony Butrimas moved to elect Chairwoman as Donna Bovee

Seconded by Commissioner Starr

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

Those Abstained: Commissioner Donna Bovee

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

Commissioner Tony Butrimas moved to nominate Vice-Chair as Don Delaquilla

Seconded by Commissioner Starr

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

Those Abstained: Commissioner Don Delaquilla

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

Commissioner Tony Butrimas moved to elect Vice-Chair as Don Delaquilla

Seconded by Commissioner Starr

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

Those Abstained: Commissioner Don Delaquilla

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

5. Update on Demore, Dinda, Bittner Jr. Memorial Pool, Jen Ochoa, Director of Community, Recreation and Park Services, stated they are attending the Town Council meeting on the 23rd. Their agenda item will consist of the Parks and Recreation Commission notes and the feasibility study quote.
6. Community Senior Center Update, Chairwoman Donna Bovee discussed updates since the last Park and Recreation Commission Meeting, Donna alongside Tina Doyle, and Barbara Gombatz, had met with the architect that has been hired to do the cost study on the Senior Center. They are going to produce a Statement of Need. They will be meeting again next Wednesday. He brought up the issue of childcare and there being a real need for it in town. He had discussed addressing real needs for the Library and the Berlin Housing Authority. They have scheduled visits to Windham, Newtown and Rocky Hill Centers. They are also setting up a meeting with Cheshire and their Aquatic Center.
7. Parks and Recreation
- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, stated she has started reaching out to summer staff. She was contacted by the Theater Guild and they are hoping to do a Theater Camp program this summer in the Community Center. It would be something different to offer kids. They want to do more productions during the year as well.

8. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, that they are doing Winter maintenance right now to prepare for the spring season. The Petit batting cage did get flooded and they had to replace the flooring. But facilities had taken the lead on that.
- b. Spring Field Usage, Jen Ochoa, Director of Community, Recreation and Park Services, stated they are feeling optimistic going into the spring season this year. She had emailed the American Legion and Berlin Little League to let them know changes about Zipadelli field being used only for games. She hopes they can work collaboratively utilising one field. Jen Ochoa and Steve Wood met with Berlin High athletic director to iron out their spring practice schedules. She wants to make sure the youth groups can get onto the fields to run their games. They also touched base about Fall and their schedule for Biscoglio. Nutmeg games sent their schedule, she had asked for changes, she will bring it to the Park and Recreation Commission for next meeting. They don't think space will be a problem now that all of the fields are going to be open.

9. Adjournment

Commissioner Starr moved to adjourn at 6:45 P.M.

Seconded by Commissioner Van Zandt

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

Vote being: 6-0 (MOTION CARRIED)

Submitted by,

Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2024 JAN 23 AM 8:46

Katryn Wall

BERLIN, CT.



TOWN OF BERLIN

Request for Fee Waiver

Requesting Organization: CT Sports Management Group (Noting State Games) Contact Name: Rick Plutsky Phone Number: (860) 788-7041	Date: 1-12-24
Event: Noting State Games Baseball, Field Hockey + Girls Lacrosse	Date of Event: July 14th-22 August 2nd-4th
Location of the Event: Sage Park - Seaside Field (Turf) + Barrett baseball 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/fundraising and partnerships with towns and cities to help meet the cost of running events for amateur youth athletes in the state.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berlin businesses will benefit from the just visiting the town for our events. Berlin will also receive an ad on our website for events being held in Berlin, the town seal on all athlete shirts, and recognition on all email marketing campaigns for events taking place 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.

January 12, 2024

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

Dear Berlin Parks & Recreation,

Please accept this letter as part of the 2024 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 2024 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 – 5,000+
- 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".

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 700+ 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 2024, 5,000 athletes, 1,000

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 35th 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, prominent "R" and a long, sweeping underline.

Richard Plasky
Executive Director



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. We are currently accepting applications for WSI/Lifeguard, Lifeguard and Summer Fun Supervisor. We are waiting to see if the part-time staff budget will be cut before advertising for a Director and Assistant Director to try and reopen the Clover Hill site.

After contacting last year's aquatics staff, we lost two WSI's and are down to only three. Hopefully we get some new applicants with the certification. We also lost one of our Assistant Directors.

We have two openings for a supervisor at the Summer Fun Pistol Creek 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 all of the field trips for the Summer Fun program and will also have the Ice Cream Emergency truck three 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 19 and 26 with derbies on April 20 and 27. Application for permits have been submitted to the DEEP for stocking.

The Easter Candy Hunt will be held on Saturday, March 23 at Sage Auxiliary, weather/field conditions permitting, or in the A gym at BHS.

4. We will be offering yoga and Line Dancing classes this spring, plus our normal kids classes, dog obedience and Personal Euphoria on-line classes.

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 January report

News:

- Pruned wood line
 - Sage AUX
 - Petit
 - Percival
- Cleaned up Newman's

Daily

- Slip and fall protection Town properties
- Build and rebuild tables and benches

Weekly

- Garbage & litter
- Wash and clean trucks
- Service remote equipment

Miscellaneous

- Plow snow
- Litter BHS parking lot
- Installed bog bridges Chotkowskis property
- Take down Christmas Lights
- Pressure washed bleachers
- Branch patrol