

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

Thursday, April 11, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
SPECIAL JOINT MEETING
With Commission for the Aging

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/85318609523?pwd=Oy59C5D3D2MGxMWUJ0Wf7CGVj9euPi.1>

Meeting ID: 853 1860 9523

Meeting Passcode: 045839

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

Meeting Agenda

1. Audience of Citizens
 - a. Jessica Simms, Family Promise of Central CT
2. Parks & Grounds
 - a. Monthly Report
 - b. Disc Golf Discussion
3. Community/Senior Center Vote of Space Needs Assessment
 - a. Motion to accept the attached Draft Space Needs Assessment for a new Community and Senior Center.
4. Approval of Minutes
 - a. March 14, 2024
5. Consent Agenda
 - a. Request acceptance of a \$100 donation from Berlin VFW Post towards the Parks and Recreation Fishing Derbies that will be held on April 20 and April 27, 2024 at Sage Park Pond from 8:00AM – 10:00AM.
 - b. Request approval for Metro Swim Team to sell swimsuits, caps, goggles, bungee cords, etc. on a date in June 2024 at Percival Pool to participants on the Berlin Dolphin Swim Team, and to waive the vendor fee of \$200.
 - c. Request approval for Berlin Dolphins Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2024.
 - d. Request approval for the Class of 2025 to sell food and beverages at Berlin High School events during the 2024 – 2025 school year.
 - e. Request by Berlin Little League to be able to sell food, beverages and merchandise for the 2024 baseball/softball season at the following locations: Garrity/Pulcini.
 - f. Request by Brett Marturano for approval of donation of \$1,000 towards a 6 foot Sterling bench and a plaque valued at \$275 to be installed on the bench valued at in honor of Frank Marturano. The bench will be placed in front of the Scalise Youth Building at Sage Park.



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:

- Assisted Social Services with food pantry
- Removed trees and hazards open space trails
- Drilled and installed sign at Timberlin Golf Course
- Rolled and thatched all athletic fields
- Cutout, edge and add infield material to baseball and softball fields
- Transplanted 3,700 flowers

Daily

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

Weekly

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

Miscellaneous

- Washed down Percival Pool
- Put up windscreens
- Started replacing wooden sign post with metal post everywhere
- Rented a lift and prune tress and safety hazards around town
- Purchased and built 4 new sets of soccer goals
- Mounted new AED at BHS storage container
- Repaired broken step Bird Sanctuary
- Playground safety inspection

DRAFT

Space Needs Assessment
for a new
Community & Senior Center
Berlin, CT



April 2024

Prepared By:

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Space Needs Assessment for a new Community & Senior Center Berlin, CT

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GENERAL INFORMATION

Date: April 2024

Department: Berlin Community Center
Address: 230 Kensington Road
 Berlin, CT 06037

Department: Berlin Senior Center
Address: 33 Colonial Drive
 Berlin, CT 06037

Primary Contact: Jennifer Ochoa, Director of Community,
 Recreation and Park Services
 (860) 828-7010 (T)
 (860) 828-1627 (F)
 jochoa@berlinct.gov

Subcommittee: Jennifer Ochoa, Director of Community,
 Recreation and Park Services
 Tina Doyle, Director, Senior Center
 Debbie Dennis, Superintendent of Recreation
 Donna Bovee, Parks & Recreation Commission
 Barbara Gombotz, Commission for the Aging

Community Area: 26.0 square miles total
 (25.3 square miles of land)
 (0.7 square miles of water)

Population: Total Population = 20,107
 Total Households = 8,105
 Age 50 to 59 = 18%
 Age 60 and over = 28%

SPACE NEEDS ASSESSMENT

BERLIN COMMUNITY & SENIOR CENTER

*Square Footage
(Net)*

1. Public

a.	<u>Vestibule</u>	<u>100</u>
	1. Air-lock vestibule	
	2. Walk off mat	
	3. Automatic opening doors	
b.	<u>Public Lobby / Waiting</u>	<u>400</u>
	1. Waiting area for four (4), minimum	
	2. Public reception counter area with two (2) registers, handicap accessible	
	3. Public computer workstation (kiosk) for member registration upon entering / exiting, (MySeniorCenter)	
	4. Poster cases for public displays and events	
	5. Wall mounted monitor for public information / events / wayfinding	
	6. Adjacent to Administrative Secretary / Front Desk Reception, Public Restrooms	
c.	<u>Café / Coffee Station</u>	<u>400</u>
	1. Staffed by Volunteers on an as needed basis	
	2. Cashier's station	
	3. Countertop seating area for 6-8	
	4. Rear countertop with storage cabinets	
	5. Wall mounted monitor	
	6. Sink	
	7. Water fill to coffee makers	
	8. Refrigerator / freezer	
	9. Trash / recycling containers	
	10. Ability to secure area to restrict access after hours	

2. *Administrative Offices (Parks and Recreation, Senior Services)*

- a. Administrative Secretary / Front Desk Receptionist 250
1. Workstations for two (2)
 2. Registration computer workstation (1)
 3. Lockable cash drawers
 4. Duress alarm near cash drawers
 5. File storage
 6. Bookshelving
 7. Vision panel to Director, Central Office
 8. Adjacent to Public Reception, Director of Community, Recreation, Parks
- b. Director of Community, Recreation, Park Services 200
1. Workstation for one (1)
 2. Conference table seating for four (4)
 3. File storage
 4. Bookshelving
 5. Adjacent to Administrative Staff
- c. Superintendent of Recreation 180
1. Workstation for one (1)
 2. Visitor's chairs for two (2)
 3. File storage
 4. Bookshelving
 5. Adjacent to Administrative Secretary, Recreation Supervisor, Program Coordinator
- d. Recreation Supervisor 180
1. Workstation for one (1)
 2. Visitor's chairs for two (2)
 3. File storage
 4. Bookshelving
 5. Adjacent to Superintendent of Recreation
- e. Senior Center Director 180
1. Workstation for one (1)
 2. Visitor's chairs for two (2)
 3. File storage
 4. Bookshelving
 5. Adjacent to Senior Center Assistant Director, Administrative Secretary, Senior Center Drivers, Program Coordinator
- f. Senior Center Assistant Director 160
1. Workstation for one (1)
 2. Visitor's chairs for two (2)
 3. File storage
 4. Bookshelving
 5. Adjacent to Senior Center Director, Senior Center Drivers, Program Coordinator

- g. Central Work Office 250
1. Workstations for three (3): Senior Drivers (1), Program Coordinator (1), Seasonal Employees (1)
 2. Coat storage closet
 3. File storage
 4. Bookshelving
 5. Storage cabinets for office supplies, safe
 6. Open office plan
 7. Area for drivers to log in / log out
 8. Adjacent to Public Reception, Superintendent of Recreation, Senior Center Director
- h. Storage Room 150
1. Storage of supplies / inventory / archive files
 2. Lockable
 3. Adjacent to Central Work Office
- i. Conference Room 375
1. Conference table seating for up to twelve to fourteen (12-14)
 2. Adjacent to Administrative Secretary / Front Desk Reception
- j. Copy / Workroom 100
1. High speed copy, scanner, printer
 2. Office supplies storage cabinets
 3. Laminating equipment
 4. Bulk paper storage
 5. Paper shredder
 6. Sink
 7. Adjacent to Central Work Office
- k. Department General Storage 300
1. Storage of department supplies and equipment to support programmatic functions
 2. Arts & Craft supplies and equipment
 3. Adjustable shelving
 4. Mobile cart storage for distribution of supplies throughout facility
 5. Adjacent to Administrative Offices

3. **Break Room**

- a. Break Room 250
1. Table seating for eight (8)
 2. Kitchenette with microwave, sink, refrigerator/freezer, storage cabinets
 3. Bottled water dispenser, bottle storage casework
 4. Tackboard
 5. Trash / recycling containers
 6. Natural light
 7. Adjacent to Administrative Offices

4. *Central Meeting Room*

- | | | |
|----|--|------|
| a. | <u>Central Meeting Room</u> | 3000 |
| | 1. Seating capacity for 150, minimum, at dining tables / chairs | |
| | 2. Ability to partition into two (2) smaller Meeting Rooms (60:40 split) | |
| | 3. Hard surface flooring | |
| | 4. Electrically operated, acoustic folding partitions | |
| | 5. Audio visual presentation equipment | |
| | 6. Projection screen | |
| | 7. Independent sound system with speakers, volume control, wireless microphones. | |
| | 8. Lighting on dimmers, varied lighting levels | |
| | 9. Wall mounted display monitors | |
| | 10. Movable tables and chairs | |
| | 11. Coat storage | |
| | 12. Bingo / Setback capability | |
| | 13. Sink, storage cabinets, countertop area to the rear of the room | |
| | 14. Adjacent to Public Lobby, Furniture Storage, Equipment Storage, Kitchen | |
| b. | <u>Fixed Platform</u> | 450 |
| | 1. Elevated floor area for presentations, small band, bingo caller, etc. | |
| | 2. Stage lighting with dimming capabilities | |
| | 3. Sound system input jacks to rack mounted sound system | |
| | 4. Handicap accessible | |
| | 5. Adjacent to Central Meeting Room oriented as focal point | |
| c. | <u>Furniture Storage</u> | 300 |
| | 1. Storage of portable tables and chairs | |
| | 2. Double door access to Central Meeting Room | |
| | 3. Directly adjacent to Central Meeting Room | |
| d. | <u>A/V and Equipment Storage</u> | 100 |
| | 1. Secure storage of audio / visual head-end equipment | |
| | 2. Adjustable shelving for equipment and program support materials (games, activities) | |
| | 3. Directly adjacent to Central Meeting Room | |

5. *Kitchen*

- a. Kitchen 500
1. Commercial kitchen (Health Department compliant) with storage cabinets
 2. Stainless steel countertops and work surfaces
 3. Central work island for meal preparation and 4-5 workers
 4. Microwave (1)
 5. Refrigerators (2)
 6. Freezer (1)
 7. Warming ovens (2)
 8. Serving counter with roll-up doors to Central Meeting Room
 9. Handwashing sink (1)
 10. Triple bay wash sink with disposal at first bay (1)
 11. Range / Griddle (1)
 12. Overhead exhaust hood, makeup air, and fire suppression above heating elements
 13. Dish sanitizing equipment, undercounter (1)
 14. Trash containers (2)
 15. Seamless or tiled flooring
 16. FRP wall paneled surfaces
 17. Direct, grade level access to exterior for deliveries / loading
 18. Suitable for use by Cooking Classes, Caterers, Congregate Meals Program
 19. Adjacent to Central Meeting Room, Congregate Meals Dining Room, Exterior.
- b. Pantry 250
1. Commercial storage racks for equipment and food storage
 2. Adjacent to Kitchen, Exterior

6. *Congregate Meals Dining Room*

- a. Congregate Meals Dining Room 1.000
1. Dining table seating for fifty (50), minimum, at dining tables / chairs
 2. Counter / cabinet area for food supplies and food distribution
 3. Sink
 4. Utilize for Congregate Meals Dining, Cooking Classes, Cooking Demonstrations, Small Group Meetings, etc.
 5. Adjacent to Kitchen

7. **General Purpose Meeting Room - Large**

- | | | |
|----|---|--------------|
| a. | <u>Large General Purpose Meeting Room</u> | <u>1,200</u> |
| | 1. Seating for sixty (60), minimum, at training tables / chairs | |
| | 2. Coat storage | |
| | 3. Hard surface flooring | |
| | 4. TV / Display monitor | |
| | 5. Markerboard | |
| | 6. Independent sound system | |
| | 7. Sink, countertop, cabinet storage | |
| | 8. Adjacent to General Purpose Meeting Rooms (small) | |

8. **General Purpose Meeting Rooms - Small**

- | | | |
|----|--|--------------|
| a. | <u>General Purpose Meeting Rooms Potential Use / Function</u> | |
| | 1. Arts & Crafts programs | |
| | 2. Community / Senior Center functions (i.e. card playing, poker games, Mahjong groups, knitting groups, Swedish weavers, etc.) | |
| | 3. Local for-profit groups and organizations (i.e. Taxpayers Assoc., Condo Assoc., etc.) | |
| | 4. Local non-profit groups and organizations (i.e. Boy Scouts / Girl Scouts, etc.) | |
| | 5. Town of Berlin groups and organizations (i.e. BOE pre-school screenings, staff training, Youth Soccer, Police Training, etc.) | |
| | 6. Santa's Workshop | |
| | 7. Disaster Recovery | |
| b. | <u>Small General Purpose Meeting Rooms Two (2) @ 880</u> | <u>1,760</u> |
| | 1. Seating for thirty (30), minimum, at training tables / chairs | |
| | 2. Coat storage | |
| | 3. Hard surface flooring | |
| | 4. TV / Display monitor | |
| | 5. Markerboard | |
| | 6. Sink, countertop, cabinet storage | |
| | 7. Adjacent to General Purpose Meeting Rooms (large) | |
| c. | <u>Furniture Storage</u> | <u>400</u> |
| | 1. Storage of movable tables / chairs for General Purpose Meeting Rooms | |
| | 2. AV equipment racks, wall mounted, for sound system(s) | |
| | 3. Equipment and supplies storage for meeting rooms use | |
| | 4. Adjacent to Small General Purpose Meeting Rooms | |

9. *Game Room*

- | | | |
|----|--|-----|
| a. | <u>Game Room</u> | 800 |
| | 1. Billiards (1) | |
| | 2. Ping Pong (2) | |
| | 3. Air hockey (1) | |
| | 4. Game storage cabinets | |
| | 5. Adjacent to Community / Senior Center functions | |

10. *Living Room / Reading Room / Library*

- | | | |
|----|---|-----|
| a. | <u>Living Room / Reading Room / Library</u> | 400 |
| | 1. Comfortable seating areas for conversation / reading / quiet study | |
| | 2. Bookshelving | |
| | 3. Puzzle table / puzzle counter area for multiple puzzles | |
| | 4. Natural light | |
| | 5. Adjacent to Community / Senior Center Functions | |

11. *Health Room*

- | | | |
|----|--|-----|
| a. | <u>Health Room</u> | 150 |
| | 1. Confidential room for in-person mental health counseling, medical exams, foot care, dental cleanings, manicures, etc. | |
| | 2. Sink for handwashing | |
| | 3. Countertop and cabinet storage | |
| | 4. Acoustic separation from adjacent spaces | |
| | 5. Direct access to Restroom | |
| b. | <u>Restroom</u> | 70 |
| | 1. Handicap accessible, single use restroom | |
| | 2. Sink, toilet | |
| | 3. Call-for-aid system | |
| | 4. Grab bars | |
| | 5. Tiled wall and floor surfaces | |
| | 6. Floor drain | |
| | 7. Direct access from Health Room | |

12. *Medical Supply Storage*

- | | | |
|----|---|-----|
| a. | <u>Medical Supply Storage</u> | 125 |
| | 1. Storage of medical equipment and supplies (first aid kits, defibrillators, medical training aids, PPE's, etc.) | |
| | 2. Adjustable storage shelving | |
| | 3. Adjacent to Administrative Offices | |

13. *Gymnasium*

- | | | |
|----|--|-------|
| a. | <u>Gymnasium</u> | 8,500 |
| | 1. Main basketball court, sized to High School use standards (84'x50') | |
| | 2. Two (2) practice courts perpendicular to main court | |
| | 3. Mesh divider screen between practice courts | |
| | 4. Suspended basketball equipment to support all court configurations | |
| | 5. Wood gym flooring with game lines (pickleball, basketball, volleyball) | |
| | 6. Wall padding at perimeters | |
| | 7. Bottle filler, accessible | |
| | 8. Floor inserts for recreational equipment | |
| | 9. Electronic scoreboard | |
| | 10. Bleacher seating for spectator use during activities on main court, accessible, one-side of Gym only | |
| | 11. Adjacent to Public Entry / Lobby, Low Impact Exercise Classroom, Restrooms | |
| b. | <u>Gym Equipment Storage</u> | 600 |
| | 1. Storage of department gym equipment and supplies | |
| | 2. Storage of bulk supplies and recreational equipment | |
| | 3. Seasonal storage equipment | |
| | 4. Storage of all recreation equipment, balls, uniforms, nets, etc. | |
| | 5. Adjustable storage shelving | |
| | 6. Adjacent to Exterior Entrance, Gymnasium | |

14. *Vending Area*

- | | | |
|----|--|-----|
| a. | <u>Vending Area</u> | 200 |
| | 1. Vending machines for drink / snacks / waters / etc. | |
| | 2. Storage cabinets, lockable, for inventory | |
| | 3. Adjacent to Gymnasium, Public Lobby | |

15. *Low Impact Exercise Classroom*

- | | | |
|----|--|-----|
| a. | <u>Low Impact Exercise Classroom</u> | 625 |
| | 1. Utilize for instructional yoga, dance, low impact exercise instruction, class sizes of twenty-five (25), max. | |
| | 2. Wood flooring suitable for dance / low impact exercising | |
| | 3. Sound system for instructional purposes | |
| | 4. Mirrored wall surface | |
| | 5. Dance bar along one (1) wall | |
| | 6. Coat storage | |
| | 7. Wall mounted display monitor for distance learning | |
| | 8. Adjacent to Fitness Center, Equipment Storage | |
| b. | <u>Equipment Storage</u> | 120 |
| | 1. Storage of mobile fitness equipment (therapy balls, chairs, mats, etc.) | |
| | 2. Adjacent to Low Impact Exercise Classroom | |

16. *Fitness Room*

a.	<u>Fitness Room</u>	<u>1,500</u>
	1. Stationary cardio exercise machines	
	2. Smaller free weights	
	3. Multi-station fitness equipment	
	4. Bottle filler	
	5. Mirrored wall surface	
	6. Wall mounted monitor(s)	
	7. Rubber sports flooring	
	8. Coat storage	
	9. Box lockers for personnel items (shoes/keys/valuables), total of fifteen (15), minimum	
	10. CCTV surveillance monitored by Administration	
	11. Adjacent to Gymnasium, Toilet Rooms	

17. *Pool*

a.	<u>Pool</u>	<u>8,250</u>
	1. Utilize for swimming lessons, recreational swim times, rental use (parties / events), water therapy / aerobics, competition events, etc.	
	2. Sized for 25-yard competitions: 75'-1-3/16" in length, 6 lanes, 7' wide per lane with additional width outside lanes 1 and 6	
	3. Pool depth: 4' minimum to 13' maximum (diving)	
	4. Diving board, total of one (1)	
	5. Pool water temperature: 81 degrees	
	5. Pool deck area surrounding all sides of pool	
	6. Ramped access for accessibility to shallow end	
	7. Overhead lighting designed for service and maintenance	
	8. Access control to locker / shower area	
	9. Operable windows / openings to the exterior for seasonal use	
	10. Adjacent to Locker Rooms, Pool Viewing Area, Pool Equipment, Aquatic Staff Office	
b.	<u>Pool Viewing Area</u>	<u>3,000</u>
	1. Permanent bleacher style seating area for pool viewing	
	2. Handicap accessible seating areas	
	3. Elevated from Pool Deck to enhance viewing angles to water surface	
c.	<u>Pool Equipment</u>	<u>250</u>
	1. Pool filters and pumps	
	2. Pool supplies and equipment storage area	
	3. Adjacent to exterior, Pool	

18. Aquatic Staff Office

a.	<u>Aquatic Staff Office</u>	<u>150</u>
	1. Workstation for one (1)	
	2. File storage	
	3. Lifeguard supplies / equipment storage	
	4. Refrigerator / freezer	
	5. Microwave	
	6. Vision panels to pool water surface and pool deck area	
	7. Adjacent to pool deck	

19. Locker Rooms

a.	<u>Male Toilets / Lockers / Showers</u>	<u>1,000</u>
	1. Locker storage (1/2 height) for up to fifty (50), padlock use, mesh fronts	
	2. Locker bench seating	
	3. Toilet / sink area (3 each, minimum)	
	4. Showers, individual stall / changing areas, three (3) total, one (1) accessible along route to Pool Area	
	5. Access control to locker / shower area	
	6. Adjacent to Pool, Gymnasium / Recreational uses	
b.	<u>Female Toilets / Lockers / Showers</u>	<u>1,000</u>
	1. Locker storage (1/2 height) for up to fifty (50), padlock use, mesh fronts	
	2. Locker bench seating	
	3. Toilet / sink area (3 each, minimum)	
	4. Showers, individual stall / changing areas, three (3) total, one (1) accessible along route to Pool Area.	
	5. Access control to locker / shower area	
	6. Adjacent to Pool, Gymnasium / Recreational uses	
c.	<u>Family Toilets / Lockers / Showers</u>	<u>Two (2) @ 350</u>
	1. Locker storage (1/2 height) for up to ten (10), padlock use, mesh fronts	<u>700</u>
	2. Locker bench seating	
	3. Toilet / sink area	
	4. Showers, individual stall / changing areas, one (1) total, one (1) accessible along route to Pool Area.	
	5. Access control to locker / shower area	
	6. Adjacent to Pool, Gymnasium / Recreational uses	

20. Department Seasonal Storage

a.	<u>Department Seasonal Storage</u>	<u>600</u>
	1. General storage for seasonal equipment, decorations, and supplies	
	2. General storage for equipment to be distributed to parks / recreation	
	3. Adjustable shelving	
	4. Access controlled	

21. *Toilets and Custodial Services*

- a. Custodial Office 200
1. Workstations for three (3)
 2. Manual storage / Bookshelving
 3. File storage
 4. Adjacent to Custodial Equipment / Supplies Storage Room
- b. Custodial Equipment / Supplies Storage Room 400
1. Industrial adjustable shelving for supplies and equipment
 2. Floor drain
 3. Equipment storage area
 4. Adjacent to Custodial Office
- c. Custodial Closets 100
1. One per floor (minimum)
 2. Floor sink
 3. Custodial supply storage
 4. Cart storage
- d. Toilet Facilities
1. Public use facilities to be provided per code/occupancy, handicap accessible
 2. Public facilities adjacent to Public Lobby 2 @ 300 600
 3. Public facilities adjacent to Recreational Uses See Locker Rooms
 4. Family Toilet Room with changing stations 1 @ 80 80
 5. Administrative facilities adjacent to Administrative Offices 2 @ 70 140
 6. Health Restroom with Health Office See Health Office
 7. Call-for-aid stations in single use toilet rooms
 8. Handicap accessible designs

22. *Circulation*

- a. Corridors / Stairs w/in net to gross
1. Single-story facility preferred (no stairs)
 2. 48" clear width (code min.), 60" minimum clear width preferred
 3. Circulatory walking path established throughout facility corridor design
 4. CCTV surveillance of interior corridors, Fitness Room, Points of Entry, Game Room, Central Meeting Room, Pool, Gymnasium

23. *Mechanical*

- | | | |
|----|---|------------|
| a. | <u>Boiler Room</u> | <u>300</u> |
| | <ol style="list-style-type: none"> 1. Two boilers (min), preferred 2. High efficiency, full condensing boilers preferred 3. Condensate filter with PH meter 4. Hot water storage 5. Floor drains | |
| b. | <u>HVAC Equipment</u> | <u>300</u> |
| | <ol style="list-style-type: none"> 1. Ducted supply and returns 2. High efficiency filters, pumps, and motors 3. VAV boxes with DDC controls 4. Zoned systems throughout facility 5. Host computer for monitoring and diagnosis of temperature control systems | |
| c. | <u>Electrical Room</u> | <u>180</u> |
| | <ol style="list-style-type: none"> 1. Main switchgear equipment for service entrance 2. Panelboards, sub-panels, and circuits | |
| d. | <u>Emergency Electrical Room</u> | <u>120</u> |
| | <ol style="list-style-type: none"> 1. Automatic transfer switch 2. Emergency power panels and circuits 3. Diesel fired generator on exterior pad mount (see site needs) | |
| e. | <u>Fire Suppression</u> | <u>120</u> |
| | <ol style="list-style-type: none"> 1. Fully sprinkled facility according to NFPA 13 standards 2. FM 200 fire suppression within data rooms 3. Sprinkler control valve assembly and backflow preventer 4. Fire Department Siamese connection at designated location | |

SPACE NEEDS SUMMARY

Summary Sheet

Square Ft.
required

Berlin Community / Senior Center	
Public	900
Administrative Offices	2,325
Break Room	250
Central Meeting Room	3,850
Kitchen	750
Congregate Meals Dining Room	1,000
General Purpose Meeting Room - Large	1,200
General Purpose Meeting Rooms - Small	2,160
Game Room	800
Living Room / Reading Room / Library	400
Health Room	220
Medical Supply Storage	125
Gymnasium	9,100
Vending Area	200
Low Impact Exercise Classroom	745
Fitness Room	1,500
Pool	11,500
Locker Rooms	2,700
Department Seasonal Storage	600
Toilets and Custodial Services	1,520
Circulation	w/in net to gross
Mechanical	1,020
Total Net Square Footage	42,865
Net to Gross Factor for Gymnasium / Pool (x +/-1.10)	2,000
Net to Gross Factor for all other spaces (x +/-1.35)	7,790
Total Gross Square Footage Required	52,655

EXTERIOR CONSIDERATIONS

- a. Building Orientation / Sustainability
1. Main Entrance to be South / Southeast facing to take advantage of solar gain / minimize icing conditions in winter
 2. Take advantage of sustainable solutions for rainwater runoff, solar gain, power generation, etc.
 3. Roadway connection to adjacent roadway network
 4. Roof structure(s) to support PV panels (future)
- b. Public Parking 64,000
1. Total number of spaces preferred = Two Hundred (200), minimum, preferred to support building occupancy
 2. Handicap parking spaces = Twelve (12), minimum, and van accessible
 3. Covered vehicle drop off area at Main Entrance for bus loading / unloading (14' clearance)
- c. Staff Parking 4,500
1. Total number of spaces required = Ten (10), minimum
- d. Fleet Vehicle Parking (enclosed) 2,400
1. Designated parking for Fleet buses and vans, four (4) total
 2. Electric charging capabilities
 3. Floor drains to grease / oil separator
 4. Heated and ventilated only
 5. Access controlled
- e. Flagpoles
1. USA
 2. State
 3. Internal halyard
 4. Ground mounted lighting
- f. Signs
1. Building identification at roadway and on building
 2. Illuminated
 3. Conforms to Local Zoning regulations

- g. Lighting
1. Lighting in public areas, roadways, parking areas, and sidewalks
 2. Illuminated entry locations
 3. Lighting coordinated with CCTV locations
 4. Night sky compliant
 5. Energy Star compliant, LED fixtures
- h. Handicap accessibility
1. Entire facility / parking / site amenities to be handicap accessible
 2. Handicap accessibility to all points of public entry
- i. CCTV Cameras
1. Color, multi-sensor cameras preferred to monitor site and points of entry
 2. Weatherproof housings
 3. Pole mounted away from structure to control points of entry
 4. Recording equipment within facility and monitored at Administrative Offices
- j. Plant Material
1. Minimize grass areas and required lawn maintenance
 2. Low ground cover preferred
 3. Decorative trees not to conflict with snow storage locations
 4. Low water usage plantings preferred
- k. Dumpster Enclosure / Trash Collection 500
1. Number of dumpsters required = One (1) general trash, one (1) recycling container, minimum
 2. Fenced enclosure with gate
 3. Concrete pad for rodent control
- l. Snow Storage Lawn Areas
1. Provide snow storage capacity adjacent to paved areas
- m. Exterior Hose Bibb Locations
1. Provide varied locations around building
 2. Exterior locations at Fleet Vehicle Parking
- n. Emergency Generator 250
1. Diesel fueled generator preferred
 2. 72-hour day tank, minimum
 3. Automatic transfer switch in Emergency Electrical Room
 4. Weatherproof enclosure on concrete pad
 5. Sized for 100% load of facility

SITE NEEDS SUMMARY

Site Requirements	Area Estimate (square feet)
Public Parking	64,000
Staff Parking	4,500
Fleet Vehicles Carport Shelter	2,400
Dumpster Enclosure	500
Emergency Generator	250
SUBTOTAL	71,650
Building Footprint (one story assumed)	52,655
Landscaped Setbacks / Zoning Setbacks	50,000
Future Expansion Potential	25,000
TOTAL SITE AREA	199,305

DIVIDED BY 43,560 = +/- 4.5 ACRES (MINIMUM BUILDABLE AREA, RECOMMENDED)

J J H
JACUNSKI HUMES

ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
860-828-9221 FAX 860-828-9223

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

Thursday, March 14, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
SPECIAL JOINT MEETING
With Commission for the Aging

ATTENDANCE:

Park and Recreation Commissioners Present: Donna Bovee- Chairwoman, Don Dellaquila, Greg Starr, Tony Butrimas, Joe Pulcini, Christine Vale da Serra

Commissioners Absent: Lucas Van Zandt

Commission of Aging Present: Barbara Gombotz- Chairwoman, Ann Gamelin, C. Roger Moss

Commissioners Absent: Kathleen Murray

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services

Debbie Dennis, Superintendent of Recreation

Steve Wood (via Zoom), Superintendent of Parks & Grounds

Tina Doyle, Director of Berlin Senior Center

Chairwoman Donna Bovee called the meeting to order at 6:00 p.m.

Meeting Agenda

1. Audience of Citizens
 - a. Tim Thurston, 100 Saw Mill Dr., wanted to share the recent results of the Berlin High School Swimming Team, there are 25 total swimmers and 15 made the state team. Aiden and Logan are State Champions. 3 school records were broken, coaches and kids did a tremendous job. They often have to travel to Meriden for swim practices and those diver's have to travel to Plainville. He wants to urge people to keep this in mind when considering our town's pool needs.
 - b. Brian Jehning, 2 Ellsworth Blvd., has been in touch with Jen Ochoa, Director of Community, Recreation and Park Services. He wants people to know that there has been great community involvement with the Berlin Little League. He wants to print signage for sponsors and is asking if he can put some up at Baretta Field. He also wanted to ask about the T-Ball field with the fence in the back. He would like to put sponsor signage there as well. He has been working hard for the Berlin Little League and their registration has increased from last year. Jen Ochoa, Director of Community, Recreation and Park Services, suggested he include in his proposal for April Park and Recreation Meeting the potential signage for Baretta.
2. Community/Senior Center Review of Space Needs Assessment
Brian Humes, Jacunski and Humes Architects, LLC., has worked with representatives from the Park and Recreation Commission and Commission on Aging. They want to see

a combined Community and Senior Center going forward. There is no layout or pictures in the Statement of Needs. Brian Humes presented the draft proposal for Town Council. In the subcommittee there was Jen Ochoa, Debbie Dennis, Tina Doyle, Barbara Gombotz, and Donna Bovee. Brian stated he was aware of Berlin's history surrounding the Center's and was asked to develop this Statement of Needs with the subcommittee and to present it for Town Council. He has not been asked to design the building yet. The first proposal failed because the proposed center was too large and too expensive. There have been a lot of differences in opinions on this project. But is asking for everyone's support and to get on the same page. They documented the existing spaces, Community Center and Senior Center. This document includes general information on these areas, population of Berlin and specific ages of Berlin's population. 28% of the town's population is 60 or older.

The next section lists public spaces they would like in the building. They documented a vestibule, cafe area, lobby, etc. He stressed that these spaces need to be functional and efficient. The assigned square footage (i.e. 100 square feet, 400 square feet) are specific to building codes and occupancy needs. These are just target numbers for square footage and general sizing in relation to all of the areas. Net square footage is the area of space from wall to wall.

In the summary, Brian totalled the Net Square Footage at 41,065, Net to Gross Factor for Gymnasium and Pool, as well as the other spaces. This is typical to go from Net Square Footage to Total Gross Footage. There are not many requirements for a gymnasium or pool so he could adjust these as needed. These are the generalised numbers. The total required is 50,215 Gross Square Footage. He is confident that this project can be done in or around the 50,000 Square Footage.

Adjacency diagram outlines a central meeting room. It discusses that the space can be broken down to two spaces with a partition. It gives flexibility to have a lot of programs in one space or independent spaces. There is a full service commercial kitchen. It will be able to supply food to the central meeting room or the dining room. There is the dining room that can be used for cooking classes, functions, etc. That is why they are placed adjacent to one another. There are two general purpose small meeting rooms seat 30 people, the large general purpose meeting room seats 60. The large can be divided again. There is a centralised furniture storage. These spaces can be reconfigured as needed.

Low-impact exercise room, sized for a class size of 25. This is a room that can be used for programs, or instructional/low-impact exercises. It is the same size as the current room for this. It won't be getting bigger or smaller. They thought about offices to hold all current staff but also future staffing needs. There is an area for vending machines. Any programs can be hosted in the Living Room/Reading Room/Library. The Health Room will be similar to that of the Senior Centers, outside low-cost services can be provided to Seniors here. There is also Departmental Seasonal Storage.

Needs discussed for the Gymnasium is at least space for one full sized game, can be sectioned off for multiple pickleball courts. The lockers and showers will support ADA capabilities. There will be a pool viewing area so spectators can be away. The pool deck area is a very controlled entrance through locker rooms, etc. The pool has been deemed a need. There have been conversations surrounding the pool's needs. If the pool is used for competition purposes then the number of lanes is dependent. They determined wants versus needs.

They discussed Exterior Considerations. These encompass the needs for parking, staff parking, fleet vehicle parking, etc. The Total Site Area is 196,865. This is a buildable 4.5

acres of land that is recommended. Brian Humes wants to remind everyone that this is a draft and he will report back to the Town Council at the end of April, early May. He can take as long as it takes to make this draft.

Donna Bovee, discussed how the subcommittee had visited many different towns with Community/Senior Centers like Rocky Hill, Windham, and Cheshire. They wanted to understand how they can incorporate an indoor/outdoor facility for the pool. There are a lot of towns with indoor pools. They were looking for a vision for the future. They have to start thinking about the year round aspect. Staff was asked to think about the programs they wanted to have, and believe that the 50,000 sq. ft. could accomplish that. The things they cut down in the project was the pool area. They cut down the food pantry and social/youth services area. They removed those spaces. They focussed on the meeting rooms, sizing of tables, chairs, etc. The room sizes have been reduced. The Central Meeting Room was previously much larger than it is now. It fits 150 capacity. There are programs that support that many individuals at the Senior Center.

Commissioner Pulcini asked about the Pool and if it meets minimum or optimum requirements needed. Jen Ochoa, Director of Community, Recreation and Park Services responded that it meets minimum requirements. It will have 6 lanes and will be sufficient for what is needed. It will also have a diving area for the diving team as well. Outside towns recommended to the Sub-Committee that they should consider community needs and to make the shallow end longer. Commissioner Butrimas wanted to know if the pool viewing area can accommodate potential competition spectators.

They discussed Splash Pad as an outdoor feature. It has not been included in the assessment. This does not mean that it cannot be included in the growth of the Center. If there are any questions, you can email it to Jen Ochoa. They want to encourage community members to inform themselves and to watch the meetings.

There was discussion on the YMCA and what they would provide. They do not have the same plan for intergenerational usage. The Senior Center is quickly running out of space, they are getting lots of new members. The members are looking for services in other towns because they do not have the space to accommodate everything.

The Commission is focussed on the future of the town. There will be an estimated cost in the report given, which is expensive but this facility will last many years. Commissioner Starr asked about the locker rooms proposed. There is a design for the bathroom stalls, changing areas and the showers so the areas are more private than one large shower area.

3. Approval of Minutes

February 8, 2024

Commissioner Bovee moved to accept the February 8, 2024 meeting minutes with the following changes, "They are still concluding that there can be on facility to encourage intergenerational use and one community", "Feels Seniors are overlooked in town, activities at a combined Community/Senior Center do serve a community of people not just Seniors", under Parks & Grounds, "Commissioner Dellaquila..." will be a new item C., thus updating the next item as D.

Seconded by Commissioner Dellaquila

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

Those abstained: Commissioner Christine Vale da Serra
Vote Being: 5-0-1 (MOTION CARRIED)

4. Consent Agenda

- a. Request acceptance of a \$50 donation from Kensington Garden Club, \$200 donation from the Kiwanis Club of Berlin, \$1,000 donation from Cambridge Specialty and \$1,000 donation from Berlin Lions Club towards the Parks and Recreation Fishing Derbies that will be held on April 20 and April 27, 2024 at Sage Park Pond from 8:00AM – 10:00AM.
- b. 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, Berlin Community Center, Friendship Place and Sage Park when concession is not in use for 2024.

Commissioner Bovee moved to accept Consent Agenda items a and b
Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,
Commissioner Tony Butrimas, Commissioner Don Dellaquila, Commissioner Pulcini,
Commissioner Christine Vale da Serra
Vote Being: 6-0 (MOTION CARRIED)

5. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, noted one change, there was approval for the Basketball Camp and the Berlin High School approved their use. They will be accepting lifeguard applications for a few more weeks. They are still advertising for this but have not received many applications. She cannot open up registration for classes until they know how many lifeguards they will be staffing. They will start advertising registration at the end of April.

6. Parks & Grounds

- a. Monthly Report, Commissioner Bovee asked about needing a certified person to do the Concession stands. Jen Ochoa, Director of Community, Recreation and Park Services stated this has always been the process but it had fallen under the radar somehow with Berlin Little League. There is always supposed to be someone in that position. Biscoglio and Percival, the Commission would like a ribbon cutting to celebrate the fields. They would like the Mayor to attend and dates to be drafted.

Steve Wood, Superintendent of Parks & Grounds, discussed the Berlin High School parking a lot of garbage. They have not cleaned the parking lot in six weeks and the trash is now being picked up by the students. He thanked the Berlin High School administration for their help in stopping this issue. Commissioner Dellaquila asked about parking near the field at Berlin High School, there will be signs installed and the Police Department will start handing out tickets starting in April. The security upgrades at the High School, the group effort of administration, has been successful in helping curb the trash issue. High School sports are starting this Monday, and Mcgee shortly afterwards.

- b. Update on Playgrounds, Steve Wood, Superintendent of Parks & Grounds, has been looking at the proposals for playground updates. A mom from the Berlin Mom's Group has been helpful with suggestions from local moms with the playground updates. One suggestion is that they move the entrance down to make an ADA ramp coming in. They will come down about 19 feet and there will be access to Handicap parking and Handicap porta potty. They met with New Britain Fence to discuss pricing of the fencing and gate for the area. There is about 215k to put towards this project. They will start just after Labor Day when kids go back to school.

7. Adjournment

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

Seconded by Commissioner Pulcini.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Christine Vale da Serra

Vote being: 6-0 (MOTION CARRIED)

Submitted by,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



3/20/2024, 8:33:42 AM



Town of Berlin
Parks and Recreation Department
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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. I am still taking applications for WSI/Lifeguard and Lifeguards for the pool.
2. The Easter Candy Hunt was held on Saturday, March 30 at Berlin High School. Numbers were pretty good, about 200 or so and everyone seemed happy and kids left with many goodies!

We are currently registering for the fishing derbies, with a good amount registered so far. The first derby, for 3-7 year olds will be April 20 and the second for 8-15 year olds will be April 27. Both derbies will be from 8-10 a.m.

3. Registration is going very well for summer Skyhawks camps. Summer Fun registration will start April 29.
4. We are currently registering for the following classes this spring – dance, Creative Babies, Tots, Painting w/Peggy classes, dog obedience, Personal Euphoria classes, yoga and line dancing.

Debbie