

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

Thursday, May 9, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/85796448416?pwd=bs3WNJP5FCYAUjDpoqh4PflhXmbgCh.1>

Meeting ID: 857 9644 8416

Meeting Passcode: 584345

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

Meeting Agenda

1. Audience of Citizens
 - a. Kristen Bryant, 26 Grove Road, Cromwell, CT 06416
 - b. Valerie Zimmer, Mama Mia's Ice Cream
 - c. Kerin Heemsoth, 3 Watch Hill Road, Berlin, CT 06037
2. Approval of Minutes
 - a. April 11, 2024
3. Consent Agenda
 - a. Request by Vincent Carbonell of the Spanish American Cultural Club for permission to consume alcoholic beverages (BYOB) for a summer picnic at Timberlin Park Pavilion on Saturday, June 8, 2024 from 9:00AM – 6:00PM. There will be approximately 45 people in attendance ranging from ages 50 to 75. Food will be served buffet style. Insurance will be obtained if alcohol permit is approved.
 - b. Request by Kristen Bryant for permission to consume alcoholic beverages (open bar of beer, wine, hard seltzer) for a Bridal Shower at Pistol Creek on Saturday, September 14, 2024 from 11:00AM – 5:00PM. There will be approximately 40 adults in attendance. Food will be served buffet style. Insurance will be obtained if alcohol permit is granted.
 - c. Request by Valerie Zimmer of Mama Mia's Ice Cream for permission to sell ice cream, snacks and beverages from her ice cream truck at Clark's Grove, Percival Pool, and Sage Park when concession is not in use for 2024.
 - d. Request by Kerin Heemsoth, Dan Thurston, Crystal Vangorder and Tim Thurston to move forward with video proposal to showcase resources and amenities the Berlin Community Center and the Berlin Senior Center have to offer.
 - e. Request by Berlin High School Boosters Association to hang presented banners at named locations for the 2024 – 2025 school year.
4. Parks & Grounds
 - a. Monthly Report
 - b. Biscoglio Field – seating
 - c. Percival Field

5. Parks and Recreation
 - a. Monthly Report
6. Adjournment

Video Proposal for Berlin Community Center & Senior Center

Proposal Date: 3/6/2024

Proposal Writers: Kerin Heemsoth, Dan Thurston, Crystal Vangorder & Tim Thurston

Locations: 230 Kensington Road (Berlin Community Center)
33 Colonial Drive (Senior Center)

Objective: Every town has services to offer residents and it's important that people are aware of the resources that are available. The Community Center and Senior Center are two buildings in Berlin that we'd like residents to learn more about.

We are proposing a collaborative effort between the Parks & Recreation Department, the Senior Services Department, Berlin High School, and the above proposal writers. Our goal is to create one walkthrough video of the Community Center and one walkthrough video of Senior Center to show residents visually what is available to them. We have already been in touch with a Technology Integration Specialist at Berlin High School to gauge student interest in completing this project. Ms. Niro has indicated that students are excited about the prospect of becoming involved in this production.

Our intentions are to be factual and informative with the production of these videos. These videos will NOT include praise, criticism, or input about what should/should not be present in the buildings. We are anticipating these videos to be about 4 to 5 minutes long each. We would like to work with directors to determine when is the best time for the recordings to take place and obtain written consent from anyone using the space that is being recorded. Information we would like to include in these videos includes: when were each of the spaces opened, what services are housed in each of the respective buildings (i.e., Bingo, lunches, fitness equipment access, youth programs, ect), the lease situation with the Senior Center, and hours of operation.

Once drafts of the videos have been created, we are envisioning them being sent to the department that is approving this proposal for their review. Our ultimate

goal is for these videos to be posted online so anyone with the link can watch them. This committee plans on posting the videos on Facebook and would encourage the town to also consider posting them on their website.

Additionally, we would like to propose blocks of time be made available for public walkthroughs of the Senior Center and Community Center. This will allow people who would prefer in-person experiences and people with limited technology access/comfort to both of these sites.

Thank you for taking the time to review and consider this proposal. If you have any questions or require additional information, please do not hesitate to reach out to this group.

Best regards,

Kerin Heemsoth - kerinjones@gmail.com

Dan Thurston - dthurston@berlinschools.org

Crystal Vangorder - crystylevango@yahoo.com

Tim Thurston - tim.thurston@thurstonfoods.com

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

ATTENDANCE:

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

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

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.

Commissioner Dellaquila made a motion to move Consent Agenda item f..

Seconded by Commissioner Starr

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

Vote Being: 7-0 (MOTION CARRIED)

Discussion on Consent Agenda item f, Steve Wood, Superintendent of Parks & Grounds, stated that Brett Marturano's father has passed away. Frank Marturano was a Berlin High School Hall of Fame Athlete. He originally wanted it at Sage Park because that is where his father participated in sports. They want all of the benches in this area to match so he will donate \$1,000 towards the bench and the Park and Grounds Department will cover the difference. Brett Marturano will also be paying for the plaque on it. This location will be just outside the Youth Room and it will be where the public can make use of it.

Commissioner Dellaquila moved to accept Consent Agenda item f.

Seconded by Commissioner Van Zandt

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

Commissioner Joe Pulcini was having issues with Zoom.

Vote Being: 6-0-1 (MOTION CARRIED)

2. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, went to Town Council to get the changes to Little People's playground. It was unanimously approved. While working with the Berlin Mom's Group they will be sharing with their group the final design of the Playground. They are looking to break ground just after Labor Day. They also requested approval for the Fesability Study of Demore Dinda Pool Complex, which was approved. They will be able to conduct the Fesability Study and apply for a Grant. They will be breaking the Complex into pieces to see what each portion will cost, i.e. Pickleball Courts, etc. Steve Wood wanted to note that we are the last in the surrounding communities that do not have Pickleball Courts. This month the Parks & Grounds Department assisted the Food Pantry delivery from Stop&Shop for 20 hours. The Department spent hours drilling holes for signage at Timberlin Golf Course. The Parks & Grounds Department is really versatile and assists in many other tasks in town.
- b. Disc Golf Discussion, Steve Wood, Superintendent of Parks & Ground, would like to look for more clarification on the Club's expectations from a Parks & Grounds perspective. He believes that to have this Course is adding a great feature to the town and believes it would have minimal impact on the Ground's Department. There is very little administration required on the Department Staff. Depending on the event sizes they have for Disc Golf, the application process would be similar to anyone applying to host something at Pistol Creek. They are seeking the Commission's support to pursue this amenity further. They do know that people utilise the trails but with this amenity they would then utilise the other areas, such as the grass. If they wanted to do a tournament they would have to reserve this area but in the meantime you would be able to use it. They will look into holding the groups accountable if littering or the area gets out of control. They are staying as far away from the camp area as they can, All 18 holes will be on the opposite side of the Clubhouse.

Steve Wood, Superintendent of Parks & Grounds wanted to note that he went to Baretta complex and had found 20 cars there. There were 40 guys on the field from a Twilight baseball league out of Hartford raking and working on the fields. They usually played in Southington and their field was underwater. They came with rakes, speedy dry, they had a big pile of mud on the grass because they raked the mud onto the field and left it there. The group stated to Superintendent Wood that they tried to make a reservation last year but the dates did not line up. This group was aware of the process. Commissioner Starr discussed Sage building and when he saw it recently, for Soccer Camp, there would be water bottles, candy wrappers, when it was left clean prior. Jen Ochoa, Director of Community, Recreation and Park Services has already addressed it with the Athletic Director and will address it again with them. He also noted he has seen Lacrosse players parking in the lot when they are not supposed to be.

3. Community/Senior Center Vote of Space Needs Assessment, Chairwoman Bovee began the discussion noting that after last month's meeting they met with Brian Humes and made the adjustments. It was adjustments to the locker rooms and the number of lockers, that was the biggest change. She wanted to note that on page 14 there is also an item missing, which is the Aquatic office, which is 150 square feet. This changes the net square footage to 43,015 square feet. The Gross Factor would stay at 2000, then the one for all spaces including the Aquatic office would adjust to 7840 square footage. The total square footage will be 52805 square feet.
 - a. Motion to accept the attached Draft Space Needs Assessment for a new Community and Senior Center.

Chairwoman Bovee motioned to accept the attach Draft Space Needs Assessment for a new Community and Senior Center with the change on Page 14.

Seconded by Commissioner Van Zandt

The new draft, input on 19a. the male toilets, lockers, and showers. The locker storage increased to 50 from 10. They adjusted showers from 2 to 3 total. With those changes, the square footage has changed. The exact same changes were made in the female toilets, lockers and showers as well. We have added a second family locker room. The pool storage is also a good amount of space, you can store swim team equipment and water aerobics equipment. A floor plan is not part of Brian Humes scope of work, stated Jen Ochoa. The cost will also not show up on this report. Brian Humes will present his cost estimates to the Town Council in a separate presentation and outside of the Commissions.

The date for the presentation of Brian Humes full report will be June 4th at 7 p.m. in the Town Council Chambers. Once this is voted on and finalised, Jen Ochoa can create an informational flyer. The way to get things is to involve the community, they need to receive factual information on the project. They want to try and communicate in ways that individuals can relate to so they are more willing to invest in the generations. There are newspapers and bulletins that the Director of the Senior Center, Tina Doyle can utilise. If the options are under a certain dollar amount, the Town Council can vote to approve the project; if above \$5 million then they would need to go to referendum.

Commissioner Gamelin asked for clarification on whether the town could apply for grants before the project is approved. Jen Ochoa stated they can't apply for grants until shovels are in the ground based on what was said at Community/Senior Center Committee Meetings in the past. There is no project to fundraise for, because the town would have to approve the project. Commissioner Dellaquila stated there should be a project to create a video explaining the points of this project. Commissioner Gombotz emphasised this project will encompass all demographics of the town. She wanted to state that this project should remain focussed on it being a community benefit; from Seniors to young kids.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Tony Butrimas, Commissioner Don Dellaquila, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini, Chairwoman Barbara Gombotz, Commissioner Ann Gamelin, Commissioner C. Roger Moss, Commissioner Kathleen Murray
Vote Being: 11-0 (MOTION CARRIED)

All Commission on Aging Members left meeting at 7:09

Chairwoman Bovee wanted to take a moment to acknowledge the passing of Chuck Warner.

4. Approval of Minutes

March 14, 2024

Commissioner Butrimas moved to accept March 14, 2024 meeting minutes.

Seconded by Commissioner Dellaquila

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

Those Abstained: Commissioner Lucas Van Zandt

Vote Being: 6-0-1 (MOTION CARRIED)

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.
- g. Request by Berlin Little League to hang presented banners at named locations for the 2024 Spring and Fall Season.

Commissioner Dellaquila moved to accept Consent Agenda items a, b, c, d, e, and g.
Seconded by Commissioner Butrimas

Commissioner Starr asked about item g. They wanted to hang the signs at Smith Field. That is the only location that they added. It is the same request from the Fall, except with Smith as the addition.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Tony Butrimas, Commissioner Don Dellaquila, Commissioner Pulcini, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt
Vote Being: 7-0 (MOTION CARRIED)

6. Parks and Recreation

- a. Monthly Report, Chairwoman Bovee wanted to ask about the Summer Fun Program. Both sides of the program are in the budget, but they are having trouble staffing it. Debbie Dennis, Superintendent of Recreation, noted that she is having a hard time finding staffing for the pool because some do not want to work weekends. She is hoping she will be able to connect with them again soon to get answers about if they are returning. She is down to two swim instructors and is still looking to fill those positions as well. She is still taking applications and won't be closing them this year. Other towns are in the same position, because kids are doing internships more and earlier in College than before. Our disadvantage is having a small window of training and lessons. Chairwoman Bovee asked about staff trades but it adds a level of difficulty in training and scheduling. She hopes to get responses from individuals before May, she is not sure of the impact it will have until she connects with older staff. Berlin has the lowest cost of lifeguard training in the region. The lifeguard salary is also one of the highest in the area.

The Lions Club has always given our Fish Derby \$1,000, the pricing of the 10 to 12-inch fish has gone up as well. Debbie Dennis, Superintendent of Recreation has added to their budget and

the town is contributing \$800 for it. Normally there are four hundred 10 to 12-inch fish but that will not be known until the 19th; with the first drop off.

7. Adjournment

Commissioner Dellaquila moved to adjourn, on behalf of Chuck Warner, at 7:34 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, Commissioner Lucas Van Zandt

Vote being: 7-0 (MOTION CARRIED)

Submitted by,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



4/18/2024, 3:19:43 PM



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

April 17, 2024

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

Dear Jen:

As required by the Parks and Recreation Commission's Banner and 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 and Women's Soccer

Men's and 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.
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 and 4.
4. Hang one (1) banner, approximately 40" x 30", vinyl banner on the outfield fence at the Sage Softball Field (Spring 2025 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, 2024 and removed at the end of the Fall Sports Season, but no later than December 15, 2024. The five (5) windscreen team banners will be reinstalled for the start of the Spring Sports Season, but no later than March 15, 2025, and removed at the end of the Spring Sports Season, but no later than June 20, 2025.

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

Contact person for any issues that may arise with the banners is the Athletic Booster Association President, Michelle Borselle, (860) 538-4754, michelleborselle@comcast.net.

Sincerely,

Michelle Borselle
President
BHS Booster Association, Inc.









2017 Berlin Redcoats Girls Soccer

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

Exhibit 2



Exhibit 3

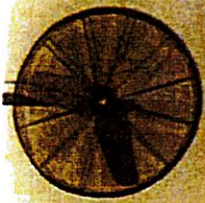
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Papuan Dombrowski LLC
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Poulticehouse Gym
Rocco Construction

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Berlin High School

Katie M. Amenta
Principal

Brian Testroet
Assistant Principal

Karen Despres
Assistant Principal

Liz Atwood-Daley
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, Michelle Borselle, for the banners to be hung for the fall 2024 and spring 2025 season. If you have any questions or concerns, please feel free to contact me.

Best regards,

David A. Francalangia

David A. Francalangia

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



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 April report

News:

- Rebuilt shed Community Garden
- 300' trench Pistol Creek
- Painted and installed new fire lane signs at BHS
- Installed seven decorative garbage cans with NIPS money
- Prep Sage Pond for VIP fishing derby

Daily

- Mow
- Groom and line fields
- Water and deadhead flowers in the greenhouse

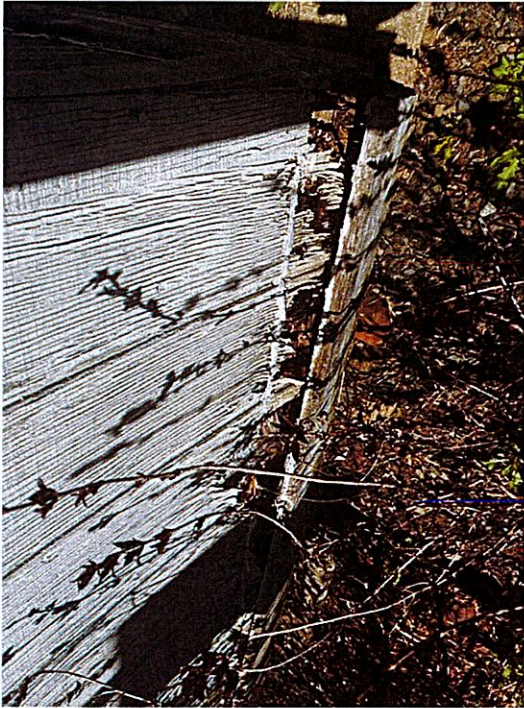
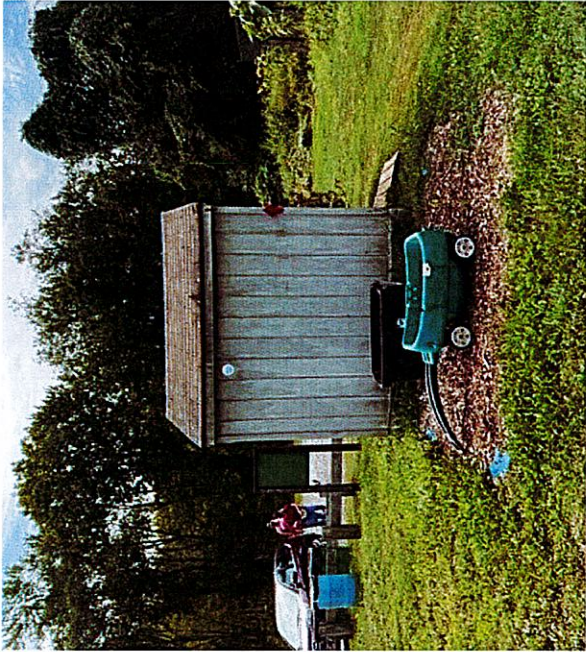
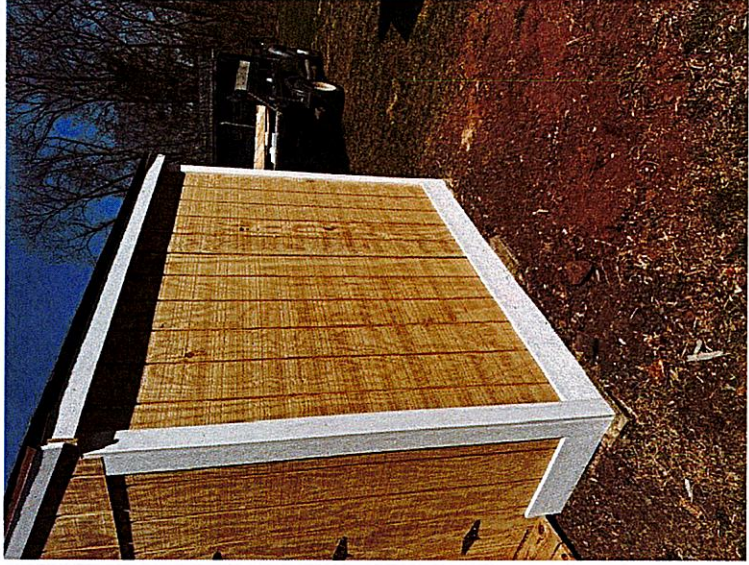
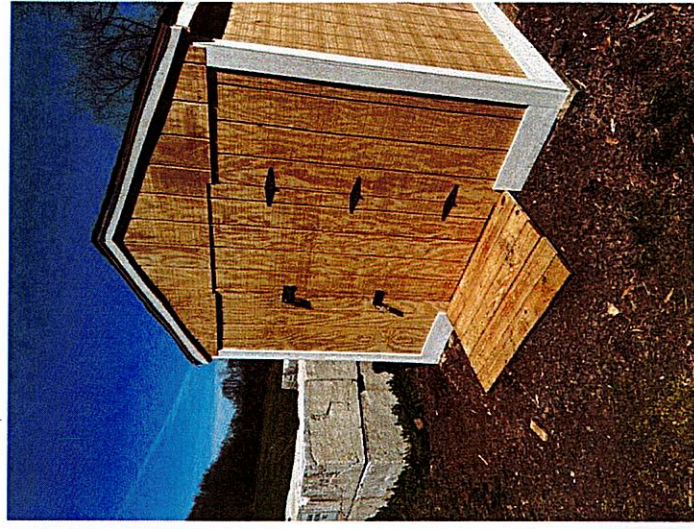
Weekly

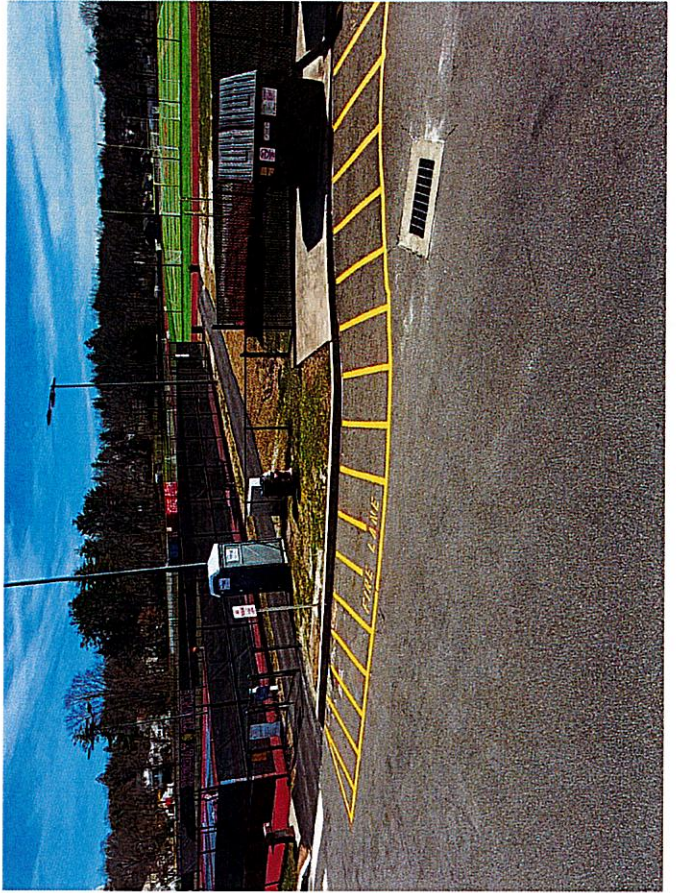
- Paint athletic lines
- Garbage & litter
- Wash and clean trucks
- Service Equipment

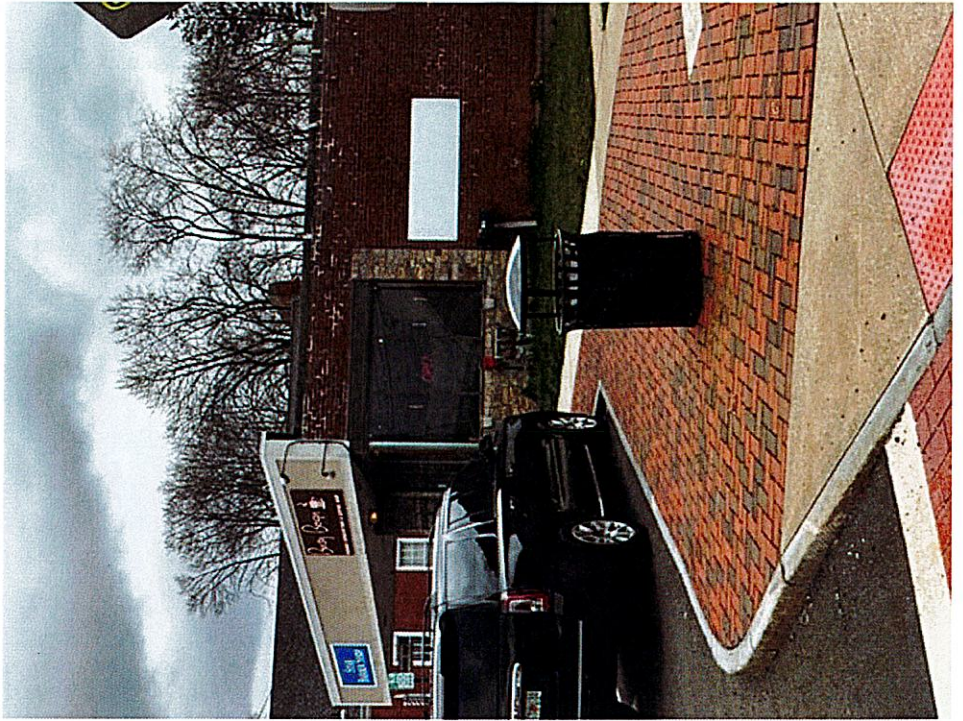
Miscellaneous

- Prep asphalt area that was failing at Petit Field
- Edged and added infield material on several fields
- Started mulching and edging parks for Memorial Day
- Cut down and removed trees BHS
- Overseeded Soccer West
- Clean and mulch courtyard
- Turn on and repair irrigation
- Pressure wash the gazebo and pavilions at Veterans Park

Community Garden









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

May monthly report

1. Sent out paperwork for summer staff, new and returning.
2. Working on entering new staff and have emailed all staff about blood borne pathogens program through CIRMA. Also sent out Mandated Reporter training to the Summer Fun staff and WSI. Coordinating first aid/CPR training for Summer Fun staff.
3. Will begin opening and closing p.o.'s for the end of the fiscal year.
4. Fishing derbies were held, decent turn-out the first date and nice turn-out the second date considering weather conditions, over 100 total kids registered.
5. We started to register for household, senior and individual swim passes and will begin registration for swim lessons, on May 20. Registration for all other programs has also begun.
6. We had registration for the Summer Fun program at The Creek, and filled all spots plus all waiting list spots within about 20 minutes.
7. Started ordering supplies for Summer Fun program and Aquatics.
8. Started working on updating staff manuals for Aquatics and Summer Fun program.

Debbie