

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

Thursday, June 13, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinct->

[gov.zoom.us/j/89487107777?pwd=nWIGbXpHMQXST8d9ySBCUm3yR4KVxu.1](https://berlinct-gov.zoom.us/j/89487107777?pwd=nWIGbXpHMQXST8d9ySBCUm3yR4KVxu.1)

Meeting ID: 894 8710 7777

Meeting Passcode: 509255

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. Approval of Minutes
 - a. May 9, 2024
3. Consent Agenda
 - a. Request by CCC (Central CT Conference) to charge a fee of \$5 for adults, \$3 for students/seniors for a tournament to take place at Scalise Field, Sage Park on October 26, 2024 and October 29, 2024 from 4:00PM – 10:00PM.
 - b. Request by CCC (Central CT Conference) to have field usage fees and light fees, not to exceed an amount of \$960 waived for the CCC Tournament taking place at Scalise Field, Sage Park on October 26, 2024 and October 29, 2024.
4. Parks & Grounds
 - a. Monthly Report
 - b. Field Day
 - c. Field Usage
 - d. Percival Soccer
 - e. Friendship Place
 - f. Disc Golf
 - g. Berlin Police Association
5. Parks and Recreation
 - a. Monthly Report
6. Adjournment

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

ATTENDANCE:

Park and Recreation Commissioners Present: Donna Bovee- Chairwoman, Don Dellaquila, Greg Starr (at 6:05) , Tony Butrimas, Joe Pulcini, Christine Vale da Serra, Lucas Van Zandt

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

- a. Kristen Bryant, 26 Grove Road, Cromwell, CT 06416 , is requesting to use the Pistol Creek Clubhouse for a Bridal Shower and will obtain insurance to serve alcohol.
- b. Valerie Zimmer, Mama Mia's Ice Cream, 138 Blake Rd., New Britain CT 06051, owns an ice cream truck and is requesting permission to sell ice cream, snacks, and beverages at Clark's Grove, Pool, and Sage Park when the concession stand is not in use. She is aware of another ice cream truck selling at Pool and Sage Park.
- c. Kerin Heemsoth, 3 Watch Hill Road, Berlin, CT 06037, and Dan Thurston, 16 Conlin Way, Berlin, are here to discuss a written proposal by herself, Kerin Heemsoth, and some members of town. They are seeking approval to create a video about the Community Center. It will be informational and factual, there will be no criticisms or biases, there will be no information on what should be in the community center versus what shouldn't be. It is just to demonstrate our current resources. They want to show the hours of the space and the resources they offer. They want to collaborate with a student from the High School to make it a high quality production at no cost to the town. She would love to post it on Berlin Buzz and Berlin Mom's Group so people can see at their convenience. It can provide people with a more informed perspective, especially with the discussions the town is having about development of a community center. It can be advantageous for our youth and to let folks know exactly what we have. They want to keep it simple and they will be just demonstrating the physical space. There will be a waiver to sign if anyone would like to participate in the video. It will make the information more digestible for the general public.

Discussion on the video by Chairwoman Bovee, she believes it could be a good way to get the word out about these areas of town and that it can lead to further discussion and outreach on social media. It is great for the High School students to be involved with and a great thing she is offering to do for the town.

2. Approval of Minutes

April 11, 2024

Commissioner Starr moved to accept April 11, 2024 meeting minutes.

Seconded by Commissioner Van Zandt.

Those voting against: 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: 0-7 (MOTION CARRIED)

Commissioner Starr moved to accept the April 11, 2024 meeting minutes with the following changes, page 2, number 3, the last sentence should say, "Commissioner Starr also while at BHS the Girls Soccer Team and Lacrosse players were parking in the loading zone"

Seconded by Commissioner Van Zandt

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)

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 the 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 an 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 a 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.

Commissioner Butrimas moved to accept Consent Agenda items a,b,c,d,e

Seconded by Commissioner Van Zandt

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)

Commissioner Starr motion to add agenda item, f. Request to approve Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Football Field, Sage Park for the 2024 season.

Seconded by Commissioner Pulcini

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)

Commissioner Starr motioned to accept the agenda item, f.

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, Commissioner Lucas Van Zandt

Vote Being: 7-0 (MOTION CARRIED)

4. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, wanted to highlight things that the department is involved in around town, they take care of the fields but also rebuilt the Community Garden shed and it is ready to go. They had a complaint of flooding on Savage Hill so they went and dug a 200-foot trench near Pistol Creek to help reduce it. They placed new garbage pails around town. They put a few in the center of town and near popular areas. In front of Sage Park for the fishing derby, they had to make sure all the paths are ADA compliant and make sure the Fishing Derby was all good to go. In February they started to notice people parking in back of the High School. They added signage and now they are parking at the Loading Dock. If it is noticed then you can call the Police Department to come inform them. It has lightened up since the signage was added. Commissioner Butrimas added that the Lion's Club Fishing Derby was a great event, there were out of town people as well and our field looked absolutely great. The only issue is the pumps of the toilets. People are putting paper towels in the toilets and it isn't flushing. Steve Wood, Superintendent of Parks & Grounds, said they will add signage.

Steve Wood, discussed Disc Golf Course. He is more comfortable after discussions with them and with inviting an 18-hole Disc Golf Course inside of Pistol Creek, they won't be near houses, neighbors or clubhouse. There is little to no maintenance to the Town. They will build the course, diagram and location included. They would display signs that would say "Pistol Creek closed on x day" if they have a tournament. It would be closed during Holiday distributions and Cross Country meets. They would like to put a moratorium on it where it is closed on a seasonal basis. How they would handle a tournament, with the cars and parking, they would park in a commuter lot and carpool together. They would do 72 people or 144 people depending on the tournament. They want them to do an honor system, where individuals would pay-to-play. The town currently does not have the infrastructure to support this type of set up. We could establish ground rules for the tournaments and control them. Steve Wood stated if he can afford in his operating budget to supply the course with baskets and consider it an amenity to town then he will supply those. He has the Commission's consensus to move forward with this project. The next step of the project would be to go to the Town Council.

- b. Biscoglio Field – seating, they were made aware of the issue on the opening weekend of soccer. They reached out to John Rielly who is very responsive. He emailed out to everyone and by the next week, 75% of people brought their own chairs and blankets. They brought two additional bleacher benches and put signage that said, Reserved for Limited Mobility. They then ordered another 6 benches, they were delivered Monday and installed Tuesday. So as of right now there are 8, 15-foot benches. It will fit around 100 people comfortably. There are accessible to the field as well. They have looked up costs of putting in an ADA path. They are thinking around 40k would give us two five-row bleachers, and a 5-foot ADA- accessible foot path. 95% of people are sitting on the benches or on a blanket near the field. They did

reach out at the beginning of the month to John Rielly because they are looking to buy 250-seat cushions, you would take a chair and it would sit perpendicular to the field. Their bag chair does not fit on the post, they will be adjusting the sizes of the cushions and when they figure out a mold and develop cushions then they can store them and give coaches access to use them. That will give more people the ability to sit closer and watch their kids. If they wanted to do an ADA path it would have to go to Capital and come out of the Board of Education Capital and not the Grounds Capital. They would set standards of usage, all spectators would need to be outside the fencing area, this would be their suggestion to the Athletic Director. Anytime there is a substantial improvement to an area, it has to satisfy all ADA requirements. The coaches and volunteers will need to work on getting the word out.

- c. Percival Field, Steve Wood, Superintendent of Parks & Grounds, was hoping to have Percival Soccer online for May 1st. But due to the extremely wet fall and bad sod delivered on May 1st, it wasn't doable. The sod was replaced, they are still coordinating chemical applications. By next Wednesday, they are hoping to review the site. Due to the problem they were having, they shockwaved the area. This promotes the roots of the sod to go deeper. Because of surface water, the roots are not growing deeper. As long as the field can be painted and completed they would be able to open it up.

5. Parks and Recreation

- a. Monthly Report, Jen Ochoa, Director of Community, Recreation and Park Services, did not receive a ton of complaints that people weren't able to get into the Summer Camp. It was mostly just checking if it was full. Registration started Monday for the Pool Pass. Debbie Dennis, Superintendent of Recreation, stated people have two weeks to come in and grab the pool pass and they can sign up for lessons online. They will be open late Thursday for people to come in. She will advertise for LifeGuard's again this coming week because College students are finishing and returning home. There is one week that will be tight, scheduling but they will adjust accordingly.

Commissioner Butrimas wanted to know why Parks and Recreation do not have their own Social Media Page. Jen Ochoa, responded that when compared to other towns' they have more staffing. She runs the Town of Berlin Facebook Page and she has reviewed posts on this page and the majority of them are from the Parks and Recreation Department. She believes they use social media often, it is always shared on multiple pages. They utilize the town page more than other town's departments. It is not just posting but it is interacting with comments and responding to questions. It is under her purview because she is in charge of multiple departments within her role. In the past, the Parks & Recreation Commission advocated for them to have additional supporting staff. Jen Ochoa, discussed with Chris Edge and the "It's All in Berlin" instagram and connected about him sharing Park and Recreation posts/events. This would be a great increase in presence and outreach.

June 4th Town Council Meeting will have a presentation from the architect for the Community Center and includes the Statement of Needs, his estimated costs, and his plan to potentially repurpose a facility. Commission members would like to attend the Audience of Citizens for this meeting.

6. Adjournment

Commissioner Dellaquila moved to adjourn at 7:30 pm
Seconded by Commissioner Van Zandt
Those voting in favor:

Submitted by,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK

A handwritten signature in black ink, appearing to read "Kelly J. J. J. J.", written over the printed name.

5/16/2024, 3:27:40 PM



Sent for 5/8/24 5/9

CCC Tourney

TOWN OF BERLIN
Request for Fee Waiver

Requesting Organization: CCC Conference	Date: 5/8/24
Contact Name: David Francalanga	
Phone Number: 860 841 1659	
Event: CCC soccer championships	Date of Event: 10/26 + 10/29
Location of the Event: Sunrise - Turf - Sage Park	
What fee do you want waived: All - CCC Conference Tourney (various sports) All schools that host CCC tourney do not charge...	
Identify the hardship incurred: Helping Berlin students / CCC relations -	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: All aspects of life - school community - CCC Conference - Berlin Bldg	

Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes ☐

No ☐

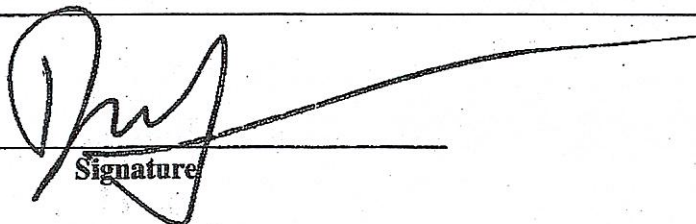
If so, which criteria:

- ☐ 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.

TOWN OF BERLIN Request for Fee Waiver

Name of Non-Profit or Political Organization: _____

Comments:



Signature



Date

Town Manager Signature

Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.



Town of Berlin
Parks and Recreation Department
230 Kensington Road • Berlin, CT 06037
Office (860) 828-7056 • **Fax** (860) 828-1627
E-mail ddennis@berlinct.gov

Debra S. Dennis, CPRP
Superintendent of Recreation

June monthly report

1. Had aquatic staff training on June 1, everything went well.
2. Equipment was brought out to the Percival for inspection, CCHD inspected the pool on May 30 and passed it to open for the season. Worked on aquatic staff manual. Percival set to open June 15.
3. Worked on Summer Fun staff manual. Staff training to be held June 12. Camp starts June 17.
4. Coordinated various training requirements for the staff including Sexual Harassment, blood borne pathogens, first aid and CPR and Mandated Reporter. Gathered necessary paperwork for new and returning staff.
5. Ordered supplies, bathing suits for guards and staff t-shirts for all staff.
6. Opening and closing p.o.'s for the end of the fiscal year and going through supplies to order what is necessary to start the pool and summer programs.
7. Arranged for phone at Percival to be turned on and cell phones for emergencies.
8. I have staff going through Epi Pen training to be prepared in case any campers need assistance.
9. Coordinated with vendors/staff running our camps this summer, to keep them updated on numbers.



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds May report

News:

- Regraded slope at Centurelli flooding issue in the bathroom
- Cleaned up, planted flowers, and mulched Veterans Park
- Took down pavilion Girl Scout cam that was damaged by a tree
- Put up flags for Memorial Day
- Washed and painted Percival Pool
- Berlin Fire Department car show
- Installed rocks and sign at Stantack Road
- Installed concrete block at Pheasant Run to hinder ATV/UTV usage

Daily

- Mow
- Groom and line fields
- Water and deadhead flowers

Weekly

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

Miscellaneous

- Mulched all small parks
- Added infill material to Scalise and Biscoglio
- Planted 3500 annual plants
- Cleanup Friendship Place
- Get ready for UpBeat picnic
- Diving Board inspection
- Washed and emptied EB Pool

Field Day

