

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

Thursday, May 14, 2020
5:00 p.m.

~~Berlin Community Center~~

Meeting Agenda

Conference Call In Number: (978) – 990 – 5273
Access Code: 3540804

1. Audience of Citizens

- a. Bill Petit, Berlin Little League

2. Approval of Minutes

March 12, 2020

3. Consent Agenda

- a. Request acceptance of a \$1,000 donation from the Berlin Lions Club to be put towards the Parks and Recreation Youth Fishing Derbies from Saturday, April 18 and April 25, 2020 at Sage Park Pond from 8:00AM to 10:00AM.
- b. Request acceptance of a \$400 donation from the Berlin Lions Club on behalf of the Berlin Dolphins Swim Team.
- c. Request approval for the Berlin Dolphins Swim Team Booster Club to sell food and beverages at Berlin Dolphin Swim Team home meets at Percival Pool in 2020.
- d. Request approval for Metro Swim Team to sell swimsuits, caps, goggles, bungee cords, etc. on June 25, 2020, with date subject to change at Percival Pool to participants on the Berlin Dolphins Swim Team, and to waive the vendor fee of \$200.
- e. Request acceptance of 5 scoreboards to be purchased by Berlin Little League for the following fields; Petit Field 1, Petit Field 2, Garrity Field, Pulcini Field and Centurelli Field. The scoreboards will be purchased from Nevco and the grand total value of the donation is \$18,349.11.

4. Parks & Grounds

- a. Monthly Report
- b. Banners
- c. Sage 1
- d. Fields Update

5. Parks and Recreation

- a. Monthly Report
- b. Summer Update
- c. Community/Senior Center Update
- d. Timberlin 50th Anniversary Update

6. Adjournment

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

Thursday, March 12, 2020
7:00 p.m.
Berlin Community Center

ATTENDANCE:

Commissioners Present: Donna Bovee – Chairwoman, Don Dellaquila, Steve Hinchliffe, Dinesh Patel

Commissioners Absent: Andrew Legnani, Joe Pulcini

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services
Steve Wood, Superintendent of Public Grounds

Chairwoman Bovee called the meeting to order at 7:04 p.m.

1. Audience of Citizens

- a. Debra Tubbs, 48 Paterson Way – Ms. Tubbs runs the Rock and Roll ice cream truck and asks for permission to sell ice cream at Berlin's various parks, pools and camp programs during the 2020 summer season. She would also like to sell ice cream at the Timberlin Park 50th Anniversary celebration (currently scheduled for July 2020). Director Ochoa stated that the process of Ms. Tubbs selling ice cream at the parks, pools and camp programs last year worked well.

2. Approval of Minutes - February 13, 2020

Commissioner Dellaquila moved to accept the February 13, 2020 meeting minutes.

Seconded by Commissioner Patel.

Those voting in favor: Chairwoman Bovee, Commissioner Dellaquila, Commissioner Hinchliffe, Commissioner Patel

Vote being 4-0. (MOTION CARRIED)

3. Consent Agenda

- a. Request acceptance of a \$50 donation from the Berlin VFW, \$50 donation from Berlin Polish Political Club and a \$200 donation from the Kiwanis Club of Berlin towards the Parks and Recreation Youth Fishing Derbies to be held on Saturday, April 18 and April 25, 2020 at Sage Park Pond from 8:00AM to 10:00AM.
- b. Request by Debra Tubbs for permission to sell ice cream, snacks and beverages from her ice cream truck at Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Pistol

Creek, Sage Park, Little People's Playground and The Friendship Place at Willard School for 2020.

- c. Request by Saint Paul School to have field usage fees, not to exceed an amount of \$630 waived for the school soccer team practices at Percival Field for a number of dates in April, May and June.**
- d. Request approval for Berlin Youth Football and Cheerleading to sell food and beverages at their home football games at Scalise Field, Sage Park for the 2020 season.**

Commissioner Dellaquila moved to accept Consent Agenda items a, c and d.

Seconded by Commissioner Patel.

Those voting in favor: Chairwoman Bovee, Commissioner Dellaquila, Commissioner Hinchliffe, Commissioner Patel

Vote being 4-0. (MOTION CARRIED)

Commissioner Dellaquila moved to accept Consent Agenda item b as presented.

Seconded by Commissioner Patel.

The Commissioners noted that Ms. Tubbs would like to add the Timberlin's 50th Anniversary celebration as a permitted location.

Commissioner Dellaquila moved to accept Consent Agenda b amended to include Timberlin Park's 50th Anniversary celebration.

Seconded by Commissioner Patel.

Those voting in favor: Chairwoman Bovee, Commissioner Dellaquila, Commissioner Hinchliffe, Commissioner Patel

Vote being 4-0. (MOTION CARRIED)

4. Parks & Grounds

- a. Monthly Report** (see attached)
- b. Budget Update** – Director Ochoa met with potential design firms for the Sage 1 softball field. Council is scheduled to consider a motion to transfer funds to pay for Sage 1 field design on March 17, 2020.
- c. Banners** – Chairwoman Bovee is in process of drafting a policy for review and discussion.
- d. Field Walkthrough** – To date, only one member of the Playing Fields Committee (Councilor Urrunaga) responded to Director Ochoa's invitation. She will likely schedule a walkthrough in agreement with Councilor Urrunaga's availability (a Wednesday or Thursday), and is willing to schedule a second walkthrough for other Councilors / Commissioners at a future date.

The Commission also discussed the impact of coronavirus on Berlin's programs.

- Winter programs have been canceled for two weeks (March 16, 2020 – March 29, 2020) and the situation will be re-evaluated at that time.

2020-03-12 Parks & Recreation Commission Meeting

- The Community Center is open, but meeting room reservations have been canceled from March 16, 2020 – March 29, 2020. The exercise room will be closed on March 16 and Tuesday, March 17, 2020 for a thorough cleaning. It will reopen for residents on Wednesday, March 18, 2020 and will be cleaned each day.
- As the dates for the Fishing Derby and Easter Candy Hunt approach, Director Ochoa will determine whether to cancel.
- Director Ochoa will consult CIAC, Berlin High School, Town Manager Jayawickrema and Corporation Counsel to determine any possible closure of fields reserved for spring sports. Superintendent Wood noted that Grounds plans to continue to mow and fertilize the fields.

5. Parks and Recreation

- a. Monthly Report** (see attached) Director Ochoa noted that if more Water Safety Instructors do not apply with the Town, summer swim lessons will be impacted.
- b. Community/Senior Center Update** – A design firm has been chosen, but the contract hasn't yet been signed. The consultant has already met with Senior Center Director Doyle and staff. A meeting will be set up with Director Ochoa and Superintendent Dennis.
- c. Timberlin 50th Anniversary Update** – About \$13,000 in donation commitments have been secured. (Total costs for the event are estimated around \$20,000 - \$22,000.)

6. Adjournment

Commissioner Dellaquila moved to adjourn at 7:27 p.m.

Seconded by Commissioner Patel.

Those voting in favor: Chairwoman Bovee, Commissioner Dellaquila, Commissioner Hinchliffe, Commissioner Patel

Vote being 4-0. (MOTION CARRIED)

Submitted by

Dana Borges

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2020 MAR 17 PM 3:40

Kathryn Wall

BERLIN, CT

Parks and Grounds February Report

Daily

- Check schools and town properties for ice

Weekly

- Empty garbage and recycle cans

Miscellaneous Jobs

- Servicing of equipment and trailers
- Rebuilding of benches and tables
- Installed irrigation in greenhouse
- Started spring clean-ups at parks
- Put up tennis nets
- Removed and installed new guardrail at Community Garden

Parks & Recreation March monthly report

1. Interviews, for summer positions, will be completed at some point during March. There are positions available for the pools and Summer Fun program. We have received 8 applications for lifeguards, 4 for pool attendants and 10 for Summer Fun supervisors. Only one of the lifeguard applicants also has WSI. I will advertise again for Lifeguards with WSI certification to try and get more applications. If we don't get more WSI's we will have to cut back on lessons.
2. The Easter Candy Hunt is scheduled for Saturday, April 4 starting at 1 p.m. Weather and field conditions will determine if the event will be held at Sage Park auxiliary field or inside the A gym at BHS. In case of a snowstorm, it will be held on Saturday, April 11. The Town is monitoring the coronavirus and as the date gets closer, may have us cancel this event. We will continue to monitor any recommendations from the Health District and the Town, for this event and all programs.
3. Fishing Derbies will be held April 18 and 25 at Sage Park Pond from 8-10 a.m. each Saturday.
4. Skyhawks, LEGOS's and Modeling and Fashion camp have already been advertised for summer camps and have received several registrations already. People can also register on-line only now until May, through our WebTrac program.
5. All field trips for the summer program are set-up, received prices back from the bus company. Those fees will not need to be increased this year but will probably be increased next year. Combined with Town increases, fees will be \$100 per week, \$90 for any four-day weeks.
6. Spring program registration is scheduled to begin Monday, March 16 for residents and Monday, March 23 for non-residents.



Consent Agenda E

Account Name	Berlin Little League	Created Date	4/29/2020
Quote Number	00109630	Expiration Date	6/21/2020
Contact Name	Bill Petit	Prepared By	Michael Spiezio
Title	President	Title	Display and Scoring Consultant
Phone	(860) 543-9906	Phone	(618) 659-7507
Email Address	beautifecabinets@secglobal.net	Fax	(618) 659-1821
		Email Address	mspiezio@nevco.com

Quantity	Model/Part #	Product Description	Dimensions L x H x W/D
4.00	1612-PC	Baseball/Softball LED Scoreboard with Pitch Counters (uses 1 MPCW-7 or 2 MPCX's... not included)	10'x5'x8"
1.00	1650	Baseball/Softball LED Scoreboard	8'x3'x8"
5.00	802-0300 - MPCX2 Baseball/Softball	Wireless Handheld Control	0.3'x0.5'x0.1'
4.00	802-0308 - MPCX2 (Pitch Count)	Wireless Handheld Control	0.3'x0.5'x0.1'
5.00	MPCX/MPCX2 Case	MPCX/MPCX2 Control Carrying Case (holds 2 controls)	12.4'x8"x4"
5.00	MPCX2 Rec - Outdoor x6xx	In-board Wireless Receiver Kit	

Ttl Shipping Wt (lbs)	1,395	Subtotal	USD 17,208.84
County	Hartford	Freight	USD 1,140.27
		Total	USD 18,349.11

Additional Notes

Installation is not included
6-9 week turnaround time

Customers who purchased items in this quote also purchased the following:

Stadium Pro Sound Series



- Stadium Pro 1000 series and Stadium Pro 2000 series available
- Custom designed for the athletic market to provide complete coverage
- Single-point sound source system located at scoreboard
- Speakers and subwoofers will deliver clear, intelligible voice and concert quality music at high decibel levels throughout your facility
- 5 Year Warranty on loudspeakers and custom designed speaker cabinet

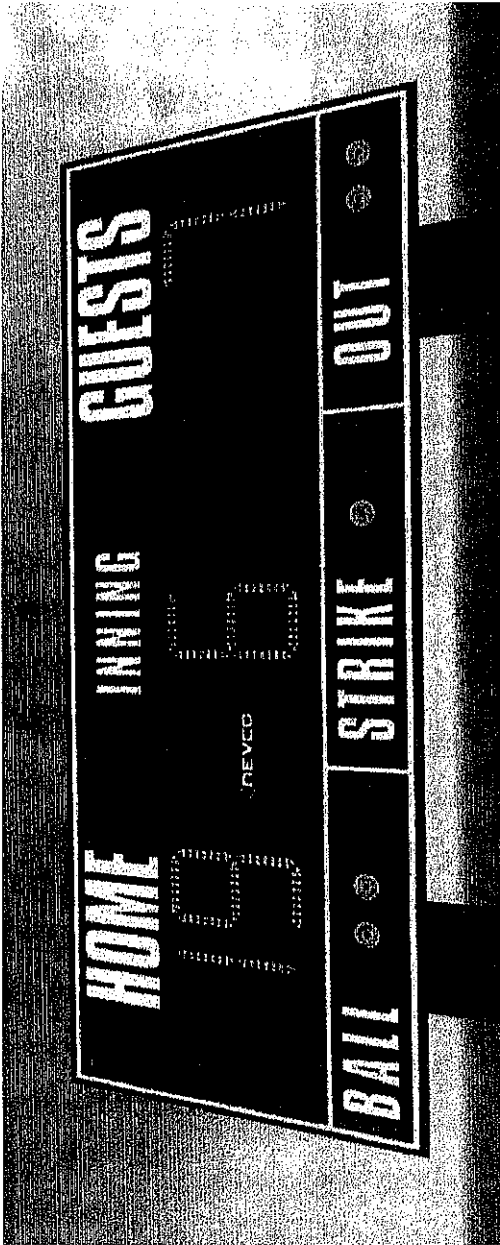
Quote Number

00109630

Visit Our Website

www.nevco.com

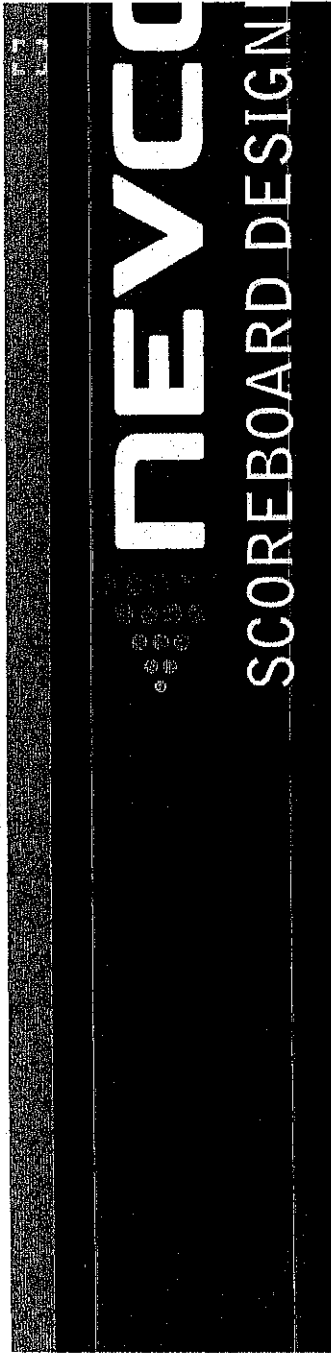
Softball



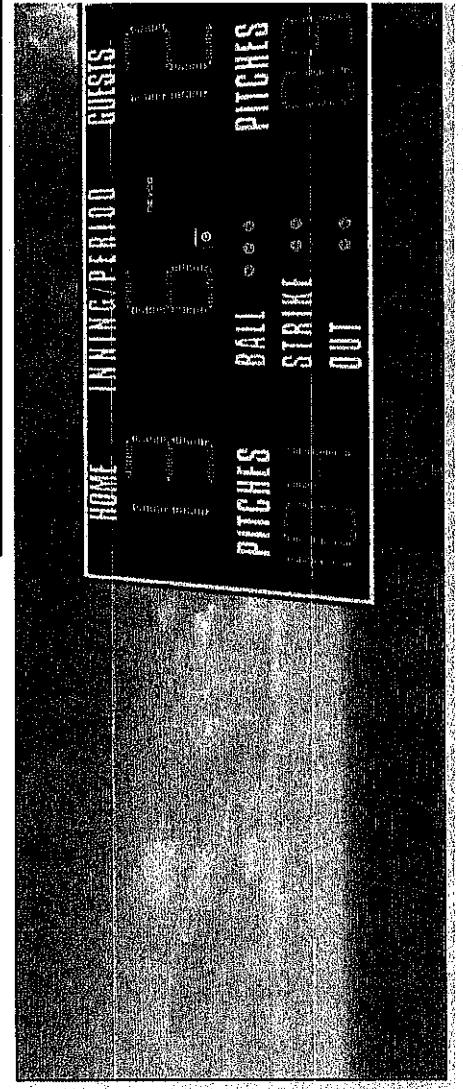
Model 1612-PC

Baseball, Softball

4 PITCH COUNTER



NEVCO
SCOREBOARD DESIGN



Consent Agenda E



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@town.berlin.ct.us

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds April Report

Daily

- Mow

Weekly

- Garbage
- Paint athletic lines
- Groom fields

Miscellaneous Jobs

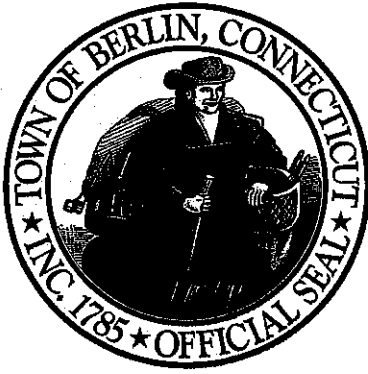
- Installed and planted new signs and plants at Timberlin
- Redid flower bed going into Senior Center
- Over seeded and added top soil to athletic fields
- Turned on all the irrigation in town
- Washed and clean both pools to get ready for the season

Storm Damage

- Damage to fence and windscreen at BHS
- Several trees down in parks

Coronavirus Update

- Tennis courts are barricaded or nets have been removed
- Basketball hoops have plywood on top of rim
- Most garbage cans have been removed throughout Town
- Grounds staff is working split shifts 1 employee per vehicle



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@town.berlin.ct.us

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds March Report

Daily

- Disinfect trucks

Weekly

- Garbage
- Paint athletic lines

Miscellaneous Jobs

- Transplanted flower plugs to pots
- Put up canopies and windscreens
- Installed new batting cage net Sage 1 and Barretta
- Put up tennis nets
- Rolled all fields
- Thatch and over seed fields
- Tree work
- Installed new basketball hoop at Willard
- Installed new sensory panels at Willard Playground

Coronavirus Update

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- Basketball hoops have plywood on top of rim
- Most garbage cans have been removed throughout Town
- Grounds staff is working spilt shifts 1 employee per vehicle



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

Debra S. Dennis, CPRP
Superintendent of Recreation

April/May monthly report

1. All interviews for summer positions have been put on hold, at this time, until there is a determination of what programs we will and will not be able to offer and if we are or are not able to provide those services with current, returning staff.

The one new applicant with WSI has since withdrawn her application for employment. If we are able to hold any kind of lessons, the schedule will be greatly reduced as we currently only have 5 instructors.

2. All spring classes have been cancelled. The Easter Candy Hunt and Fishing Derbies were both cancelled. All groups scheduled at the Community Center up until May 20 have been cancelled but based on new conversations, we will be closed indefinitely and I will notify groups on a monthly basis. We will not consider opening the exercise room until gyms are allowed to be opened and only if we feel we can adhere to the guidelines, once they are released.
3. Since the stay at home order was put in place by the State, we have not had any new registrations for programs that we had available on WebTrac, including Skyhawks, Modeling and Fashion Camp and LEGO camps.
4. Until we are given some guidance from the Governor's office, CDC, local Health District and Town officials, the fate of all summer programs is unknown at this time. In late April I listened in on a webinar from the Office of Early Childhood but their main focus is day care's and licensed camps, which we do not fall under. The speaker did acknowledge that the Governor was aware the municipalities were eager for information that could help to plan for the summer, guidelines are expected to be released Friday, May 15. We expect guidelines for public pools also but do not have a date for those at this time.

5. I have been preparing for a “normal” summer ordering supplies and entering information into the computer, in the event we are able to open. We had a call on May 7 with other staff in Town to see what the plan may be for possibly opening pools and running programs. I anticipate many changes so there could be a delay in opening pools and/or starting programs, until we have things properly in place.

I am canceling all summer field trips and if we hold a summer program, we will not include swimming as part of the program. Current guidelines limit group sizes to 10 with a maximum of 30. If we wanted to have more than 30 we would need special permission from the State but under the current guidelines, we do not have an adequate space to accommodate more than that.

I have been in contact with all returning staff and have been trying to keep them posted on things, as best as I can. In my last email, I put in a paragraph asking them to let me know if due to the unprecedented situation we are currently in, if they were not comfortable returning to work this summer. I have heard back from many and so far, no one has indicated that they are uncomfortable returning. That will also be a big factor in us possibly having to hire more staff.

6. We have had two conference calls/zoom calls which included Charlie Brown, from the Central Connecticut Health District. He has been very direct in telling us he does not feel we should run any programs or open pools. As previously stated, no final decisions have been made since we are waiting for guidelines but I anticipate decisions over the next few weeks.
7. Through this crisis, two groups that we run programs with, Personal Euphoria (yoga) and Skyhawks, have offered links to their websites for free programs and some with fees. I have emailed the yoga participants, from the fall and winter, the links from Personal Euphoria, as I receive them. I also have the links for both businesses on the front page of the Parks and Recreation page, on the Town website and have put information on the Town Facebook page.
8. I will be exploring trying to offer on-line programs this summer, in the likely hood that we cannot offer in-person classes.

Debbie

DRAFT -3/31/20

BERLIN PARKS and RECREATION DEPT.

Town Parks and Fields Banner, Sign Policy

Goal – This document provides the Policy for any banner, sign hung or posted within the town's parks and fields, excluding town or state signs. The procedure to ensure compliance will be separately drafted by the Parks and Recreation Department.

This policy is approved by the Parks and Recreation Commission in consultation with the Parks and Recreation Department and shall be the official policy and procedure for all signs and banners posted or hung on fencing or other fixtures in the Town of Berlin parks and grounds as of XX/XX/20.

Parks (excluding sport fields) – no signage or banner permitted by the public, unless approved in advance by the Park and Recreation Commission.

Sport Fields

1. All banners or signs on any sport fields are temporary and can only be hung or posted during the sport season. No banner or signs are to be permanent in nature. Senior Day signage is permitted but only for that day/game.
2. Funds collected and payments made for such signage are to be the responsibility of the team. Any damage to town property (fencing, etc) is the responsibility of the team or league hanging the signs. The town has no responsibility for any damage to banners or signs.
3. Banners and signs must be posted or tied to fencing in a manner that prevents any wind, etc. from causing such banner or sign to become loose or flap.
4. All banners or signs must face inside the field, meaning no sign or banner is to be facing the outside of the field. Banners or signs are for the benefit of those attending the game and not for the outside public or surrounding neighbors.
5. Banners and signage are to support the teams playing on the field, to provide school or league spirit, or provide advertising for area companies. They are not to offend, be a reflection of good sportsmanship and contain no profanity.
6. Prior to putting up a banners or signage, a team or group must provide the Parks and Recreation Department with:
 - a. a general description of the banners and signs, colors, size, etc.;
 - b. general area banners or signs will be posted;
 - c. what material will be used to hang or post the banner or signs (rope, plastic ties, nails, etc.)
 - d. person or persons contact information responsible if issue with banners and signs;
 - e. confirmation that coordination with other teams or leagues using the field during the same season have agreed to such space.
 - f. The Parks and Recreation Department has full authority to work with the team or league to ensure safety, sportsmanship, damage protection, etc.

7. Should a team or league violate the policy, the team or league's privileges to hang such banners or signs will be revoked.
8. Certain fields are used by several teams or leagues during a season (e.g., Sage Park). Coordination and sharing of space for signs for each team/league during the same season is the responsibility of the team/league.