

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

Thursday, June 11, 2020

5:00 p.m.

Berlin Community Center

Link to video meeting -

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m1f5e9552685a42797c41f95301137eca>

Meeting Number: 132 914 9132

Password: NsJ5PZu69jQ (67557986 from phones and video systems)

Call-In Information:

+1-408-418-9388 United States Toll

Passcode: 132 914 9132

Meeting Agenda

1. Audience of Citizens

Allan Pipkin – vending at Little League fields

2. Approval of Minutes

March 14, 2020

3. Consent Agenda

- a. Request approval for the Class of 2020 to sell food, beverages and merchandise at Berlin High School events during the 2020/2021 school year.
- b. Request approval for Allan Pipkin of Fireman Al's Hotdogs Plus LLC to sell food and beverages out of his food trailer at Petit 1 and Petit 2 baseball fields during the times the concession stand is not open in 2020.

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, May 14, 2020
5:00 p.m.
Conference Call In Number: (978) – 990 – 5273
Access Code: 3540804

ATTENDANCE:

Commissioners Present: Donna Bovee – Chairwoman, Tony Butrimas, Don Dellaquila (left at 5:58 p.m.), Steve Hinchliffe (joined at 5:08 p.m.), Dinesh Patel, Joe Pulcini (joined at 5:25 p.m.)

Commissioners Absent: Andrew Legnani

Staff Present:

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

Chairwoman Bovee called the meeting to order at 5:02 p.m.

1. Audience of Citizens

- a. Bill Petit, Berlin Little League – Mr. Petit proposes to donate 5 scoreboards to the Town for use at Petit 1, Petit 2, Garrity, Pulcini and Centurelli fields. All but Centurelli display pitch count, as softball does not track pitch count. The scoreboards are Nevco Brand and the value of the donation is \$18,349. Mr. Petit asks that Town Facilities install the scoreboards. Town installation of the scoreboards will not void their 5-year warranty.

Commissioner Dellaquila asked if any of the funds might be directed toward field improvement rather than use all funds for scoreboards. Mr. Petit replied that Little League voted to buy the scoreboards about 3 months ago and did not discuss field improvement.

Chairwoman Bovee added that Town Council approved moving ahead with the bid process to improve Sage 1 softball field for safety purposes. Council may not decide to move forward after bids are received based on the current economic conditions. The Parks & Recreation Commission will discuss the needs of other fields at a future meeting and invites Little League's input. The Commission recommended improvements at Pulcini and Garrity fields, and there are several other Town fields in need of repair.

(Commissioner Hinchliffe joined at this point.)

2. Approval of Minutes

March 12, 2020

Commissioner Dellaquila moved to approve the March 12, 2020 minutes.

Seconded by Commissioner Hinchliffe.

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

Vote being 4-0. (MOTION CARRIED) Commissioner Butrimas Pulcini abstained, as he was not yet a Commissioner at that meeting.

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.

Commissioner Hinchliffe moved to accept Consent Agenda item e.

Seconded by Commissioner Patel.

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

Vote being 5-0. (MOTION CARRIED)

Commissioner Dellaquila moved to accept Consent Agenda items a-d.

Seconded by Commissioner Hinchliffe.

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

Vote being 5-0. (MOTION CARRIED)

4. Parks & Grounds

- **Monthly Report** – See attached. Superintendent Wood reported that for the last 6-8 weeks, Grounds staff was working reduced schedules of about 20 hours per person. Staff is back to full-time and will work to catch up on field maintenance. Staff will also work to address

damage to the BHS tennis court west-side fencing / windscreens, fill in low spots at Biscoglio Field (interior of BHS track) and remove grass growing in the infield of Dennehy Field.

(Commissioner Pulcini joined at this point.)

- **Banners** – The Commissioners agreed that the policy should address: sharing of space by groups; size and quantity of signage / banners; acceptable indoor / outdoor display locations and duration; banner directional orientation (inward facing the field, not outward facing the street); responsibility for sign / banner removal.
- **Sage 1** – Town Council authorized \$1,000,000 bond for playing field improvements. The original plan was to bond the full \$1,000,000 to renovate Sage 1 softball, bathrooms by Scalise field and some work on Percival, Garrity and Pulcini Fields. Based on the current economic conditions Town Council only gave permission to move forward with the bid process to renovate Sage 1. The bid should go out by the 1st week of June, and construction could start as early as August. Town Council will consider whether to move forward with Sage 1 improvements once the bids are received. Any work to other fields at this time will likely require subsidy from user group(s).
- **Fields Update** – Director Ochoa reported that Town fields are still closed and Parks & Recreation staff is not comfortable opening fields until (at least) the Governor expands public gatherings to greater than 5 individuals. P&R will notify field users as soon as possible based on Governor Lamont's orders.

(Commissioner Dellaquila left at this point.)

5. Parks and Recreation

- a. **Monthly Report** – See attached.
- b. **Summer Update** – Superintendent Dennis stated that she has participated in virtual meetings to discuss the evolving requirements to open programs and maintain safety. The Central Connecticut Health District is not in favor of its towns opening summer programs given the risks and unknown factors / complications. Parks & Recreation does not want to open programs / facilities prematurely and endanger the patrons and staff. Even if the current restrictions could be met / enforced, it would significantly reduce the number of participants in programs (i.e.: only 20 kids at Pistol Creek broken into two groups of 10 – typically there are 80 openings at Pistol Creek) and severely restrict the camp experience (no sharing of supplies, no interaction between groups, no group games, no swimming, no field trips).
- c. **Community/Senior Center Update** – The feasibility study contract was signed by the vendor. Director Ochoa notified Public Works Director Ahern that P&R Staff and Commissioners are willing and able to meet via phone / video to begin the outreach portion of the project.
- d. **Timberlin 50th Anniversary Update** – Chairwoman Bovee stated that no further planning has taken place in the last month. Given the decision to cancel the Berlin Fair and the uncertainty surrounding public gatherings, it is very likely that the anniversary celebration will be postponed. The planning committee has discussed the possibility of postponing the celebration for one full year.

6. Adjournment

Commissioner Patel moved to adjourn at 6:03 p.m.

2020-05-14 Parks & Recreation Commission Meeting

Seconded by Commissioner Pulcini.

Those voting in favor: Chairwoman Bovee, Commissioner Butrimas, Commissioner Hinchliffe, Commissioner Patel, Commissioner Pulcini

Vote being 5-0. (MOTION CARRIED)

Submitted by,

Dana Borges

RECEIVED FOR RECORD
BERLIN TOWN CLERK
2020 MAY 20 PM 3:34

Kathryn Wall
DEPUTY CLERK

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

- 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

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

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 cares 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 likelihood that we cannot offer in-person classes.

Debbie

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. Within the town's parks and fields includes the interior and exterior of all building structures on the town's park and field grounds. 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 for all banners and signs posted or hung on fencing or other fixtures in the Town of Berlin parks and grounds as of XX/XX/20 (note Council has to approve policy).

Parks (excluding sport fields and Timberlin Golf Course) – no banner or signs are permitted by the public, unless approved in advance by the Park and Recreation Commission. If a park or building structure within a town park is rented, any temporary banner or sign description must be presented with the rental application for approval by the Park and Recreation Commission. Such banners or signage may include those for showers, birthdays and other celebratory banners or signage. None shall include any profanity or be offensive. All such banners or signage are temporary and must be removed before the end of the rental period. The Parks and Recreation Department will request approval by the Planning and Zoning Commission subsequent to the Parks and Recreation Commission approval. Any damage to town property is the responsibility of the those renting the facility. The Town of Berlin has no responsibility to any damage to banners or signs.

Sport Fields, including the interior and exterior of building structures within the sports field

1. All banners or signs on any sport fields are temporary and can only be hung or posted during their respective season and taken down at the end of the season. No banner or signs are to be permanent in nature, except those that are posted an/or required by the Town of Berlin or State of Connecticut, those comprised of metal or wood material hung on the backstop (back side), fence, dugouts or buildings naming the field, league championships, etc. *(see pics of Scalise, Sage 1 dugouts, Petit, Centurelli, Baretta)*; the Parks and Recreation Commission must approve all such metal or wood signs.
2. Signage permitted for only the day of a game or practice and does not require the approval of the Parks and Recreation Commission:
 - a. Senior Day or a similar one-day event such as playoffs - signage is permitted but only for that day/game. All such signage must be removed at the end of the game.
 - b. Banners, signs or posters affixed to the interior or exterior of a building structure within the town's sports fields are permitted, but must be removed after each game and/or practice. Concession stand signage can remain posted for the season.
3. Funds collected and payments made for such signage are to be the responsibility of the requesting group, team or sports organization. Any damage to town property (fencing, etc.) is the responsibility of the requesting group, team or league hanging the signs. The town has no responsibility for any damage to banners or signs.
4. Banners and signs must be posted or tied to fencing with zip ties in a manner that prevents any wind, etc. from causing such banner or sign to become loose or flap.

5. All banners or signs must face inside the field, including those on the exterior of a building structure, except those metal or wood signs facing the outside of the field discussed in no. 1 above. Banners or signs are for the benefit of those attending the game and not for the outside public or surrounding neighbors.
6. Banners and signs are to support the teams playing on the field, to provide school or a sports organization spirit, or provide advertising for area companies. They are not to offend, be a reflection of good sportsmanship and contain no profanity.
7. Commissions that must approve all banners and signs - After the Parks and Recreation Commission approves all banners and signs, the Parks and Recreation Department must present such information to the Planning and Zoning Commission to obtain their approval. The Parks and Recreation Department will do so on behalf of the requesting group, teams and organizations to avoid a fee being assessed to each team.
8. Information to present or provide to the Parks and Recreation Department prior to the start of the season:
 - a. Timing (to ensure all approvals received for the start of the season):
 - i. Each team or sports organization must provide the Parks and Recreation Department with the information identified in 8b below, by the dates noted (same dates as the Field/Facility Use Policy).
 1. Spring and Summer Sports Season – March 1 (to be acted on by the Parks and Recreation Commission in its March meeting and the Planning and Zoning Commission in the first subsequent meeting)
 2. Fall Sports Season – July 1 (to be acted on by the Parks and Recreation Commission in its July meeting and the Planning and Zoning Commission in the first subsequent meeting)
 3. Any other banner or signage information required can be submitted during the year, but due to Commission meeting dates, such required action may not be in time for the posting and may be denied.
 4. Each team or sports organization must have a representative present at the Parks and Recreation Commission's July (fall season) and March (spring and summer season) to ensure fairness in the banner or signage space within the field. If no representation, it is assumed the team or the sport organization does not wish to hang banners or signage during their season. For Berlin High School, it is strongly suggested that the BHS Boosters work with the teams to come to a location agreement prior to presenting at a Commission meeting, as well as the BHS teams and other non-high school sports organizations that share a field in season.
 - b. Information required to be submitted by the requesting group, team and/or sports organization:
 - i. General description of the banners and signs (colors, size, etc.);
 - ii. General area banners or signs will be posted;
 - iii. Material to be used to hang or post the banner or sign (rope, zip ties, nails, etc.);
 - iv. Contact information of person responsible if issues or questions; and
 - v. Confirmation that coordination with the other requesting groups, teams or sports organizations using the field during the same season have agreed to the location of the banner or sign.
9. The Parks and Recreation Department has full authority to work with the requesting group, team or sports organization to ensure safety, sportsmanship, damage protection, etc.
10. Should a team or league violate the policy, the team or league's privileges to hang such banners or signs will be revoked for a period to be determined by the Parks and Recreation Commission.



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

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

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds April Report

Daily

- Mow
- Planted 4000 annual flowers around town

Weekly

- Garbage
- Paint athletic lines
- Groom fields

Miscellaneous Jobs

- Put up flags on Farmington Ave
- Mulched flower beds
- Installed and planted new signs and plants at Timberlin
- Redid flower bed going into Volunteer Park
- Serviced equipment
- Removed dead trees from Hubbard School