

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

Thursday, July 9, 2020
5:00 p.m.

~~Berlin Community Center~~

~~Link to video meeting –~~

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m5c83420889adac29944c2c3e9bec05bb>

~~Meeting Number: 132 244 2743~~

~~Password:~~

~~jEUXtfPG722 (53898374 from phones and video systems)~~

~~Call-In Information:~~

~~+1-408-418-9388 United States Toll~~

~~Access code: 132 244 2743~~

~~Meeting Agenda~~

1. Audience of Citizens

- a. Leo Calderone
- b. Paula Archacki, Kensington Garden Club
- c. Michael Bannon, NB Bombers

2. Approval of Minutes

June 11, 2020

3. Consent Agenda

- a. Request approval for the Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2020-2021 school year.
- b. Request approval of a fee waiver request from Scott Unnever of the U.S. Census Bureau for the rental fees of multiple uses of the Community Center rooms.

4. Parks & Grounds

- a. Monthly Report
- b. Banners Update
- c. Sage I Update

5. Parks and Recreation

- a. Monthly Report
- b. Community/Senior Center Update

6. Adjournment

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5:00 p.m.

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

ATTENDANCE:

Commissioners Present: Donna Bovee – Chairwoman, Tony Butrimas, Don Dellaquila, Steve Hinchliffe (joined at 5:06 p.m.), Andrew Legnani, Dinesh Patel, Joe Pulcini

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 5:01 p.m.

1. Audience of Citizens

Allan Pipkin – vending at Little League fields – Mr. Pipkin withdrew his request to present, as well as his request to vend at Little League fields.

2. Approval of Minutes

May 14, 2020

Commissioner Dellaquila moved to approve the May 14, 2020 minutes.

Seconded by Commissioner Butrimas.

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

Vote being 6-0. (MOTION CARRIED).

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. (Withdrawn)

(Commissioner Hinchliffe joined at this point.)

Commissioner Legnani moved to amend Consent Agenda item 3a to read "*Class of 2021.*"

Seconded by Commissioner Dellaquila.

Vote being 7-0. (MOTION CARRIED)

Commissioner Legnani moved to accept Consent Agenda item 3a as amended.

Seconded by Commissioner Dellaquila.

Vote being 7-0. (MOTION CARRIED)

4. Parks & Grounds

- a. **Monthly Report** – See attached.
- b. **Banners** – Chairwoman Bovee provided a draft policy for review and comments.

Commissioner Dellaquila moved to approve the Banner Policy as written.

Seconded by Commissioner Legnani.

The group discussed the proposed policy and agreed that slight modifications were needed.

Vote being 0-7. (MOTION DEFEATED)

It was determined that section 8A4 should be modified to add "the Athletic Director" as a party to coordinate placement of banners prior to presenting to the Parks & Recreation Commission. Additionally, the Commission agreed that given the short timing this season, Berlin High School sports will be allowed to present their proposed banner placements to Parks & Recreation Commission at the August 13, 2020 meeting. (The Policy calls for July presentation for fall sports going forward.)

Commissioner Pulcini moved to approve the amended Banner Policy (adding "the Athletic Director" in section 8A4, and allowing BHS sports to present their proposed banner placement at the August 13, 2020 meeting) subject to approval by Corporation Counsel.

Seconded by Commissioner Legnani.

Vote being 7-0. (MOTION CARRIED)

- c. **Sage 1** – Bids are due back on Thursday, July 7, 2020.
- d. **Fields Update** – Director Ochoa reported that Town fields are planned to open on June 17, 2020 in accordance with State guidelines. The main contacts of user groups are being required to read and sign a Field Use Addendum assuming responsibility to comply with all Federal, State and local guidelines for COVID-19. Director Ochoa also stated that the Town was able to secure a low interest rate at its recent bond sale, and there may be additional funds to improve Sage bathrooms and Percival Soccer Field. Any residual funds thereafter will likely be directed to Garrity and Pulcini. Chairwoman Bovee noted that there is still a need for a turf field for youth football and the Commission will need financial help from organizations that have funds available to them.

5. Parks and Recreation

- a. **Monthly Report** – See attached.
- b. **Summer Update** – Superintendent Dennis has been advised by the Central Connecticut Health District against any in-person activities and has coordinated several online summer activity sessions. After coordinating with providers, Superintendent Dennis was comfortable scheduling in-person tennis, dog training and modeling / fashion activities that will comply with safety guidelines.

Director Ochoa noted that the initial decision to close Town pools was made on May 22, 2020 under advice of the Central Connecticut Health District and in conjunction with Town Manager Jayawickrema and Town Council. Now that restrictions around the country are loosening, residents are asking that the decision be reconsidered. Director Ochoa and Superintendent Dennis noted that it may be possible to open Percival Pool, but there will be at least 2-3 weeks of work, training and coordination needed before the facility could be opened. Additionally, securing staff on such short notice will be challenging. They will investigate the matter further.

Chairwoman Bovee encouraged Commissioners to suggest other activities that might be offered to residents, including scheduling Food Trucks at local parks.

- c. **Community/Senior Center Update** – The architect will present Public Building Commission with its estimation of required square footage of the facility.
- d. **Timberlin 50th Anniversary Update** – The celebration has been postponed until July 2021.

6. Adjournment

Commissioner Patel moved to adjourn at 6:04 p.m.

Seconded by Commissioner Legnani.

Vote being 7-0. (MOTION CARRIED)

Submitted by,

Dana Borges

RECEIVED FOR RECORD
TOWN OF MERLIN

2020 JUN 16 PM 3:17

Kathy Gleason

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

Recreation June monthly report

1. Emailed people who applied for summer jobs that we were not interviewing or hiring this summer.
2. Canceled building use from the Board of Education since we would not be offering in-person Skyhawks programs.
3. Worked with Skyhawks and Personal Euphoria to switch from in-person to virtual classes.
4. Worked with tennis to make changes to be able to still offer in-person classes. Reduced class sizes to accommodate this. Notified Board of Education of our need to use the outside bathrooms at BHS and that they needed to be cleaned daily.
5. We will be offering Modeling & Fashion Camp at the JC Models of Connecticut building in Rocky Hill and they will follow the guidelines that the OEC issued for running a camp.
6. We will be offering Dog Obedience classes at Pistol Creek. We felt it was low risk since the participants are adults and they are only there for one hour.
7. Met with the architect about the Community/Senior Center to give input on new facility.
8. Numerous discussions, emails between Newington, Wethersfield and Rocky Hill about summer programming and pools.
9. Worked with current staff to offer their classes virtually. We will have two painting classes – Advanced Painting w/Peggy and Painting w/Peggy and three other camps – Mini Art and Arts Discovery Camp, Superheroes, Pirates and Mermaids Oh My Camp and Fairy Tale Camp.
10. Discussions and emails with Newington to offer a joint virtual summer camp. They will take the lead with the program and we will advertise it and I will have staff who will coordinate things for Berlin, if any of our residents sign up.
11. Met with the Town Manager to discuss the summer and express our opinion, based on information we had received from CDC, Governor's office, OEC, Department of Public Health and Central CT Health District. Information received as of May 21. He wanted to run the information by some of the Council members before getting back to us.
12. After hearing back from the Town Manager on May 22, notified summer staff we would not be running any programs or opening pools and they unfortunately did not have a summer job with us.
13. Needed to completely update the summer brochure to reflect changes that were going to be put in place.

14. Needed to update software registration system to reflect changes and additional programs. Skyhawks went from 9 weeks of programs in person to 32 different virtual options of programs for people to sign up for.
15. Coordinated with Facilities Department to get sneeze guards installed in the main office so we can offer in-person registration and also bring in support staff to help with programs.
16. Constantly listening to webinars, conference calls and emails from other Towns as to what they are offering, what changes the Governor's office is implementing and changes from Department of Public Health. The DPH only released guidelines for opening pools on June 10 and we received them on June 11.
17. I will continue to look at other options for virtual programs to offer to the community.



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 June Report

Daily

- Mow and weed-whack
- Ballfields

Weekly

- Garbage
- Paint athletic lines
- Groom and line fields
- Water and deadhead flowers
- Pool Maintenance

Miscellaneous

- Litter at Berlin High School
- Infield at Zipadelli
- Sage pumphouse
- Repaired and adjusted irrigation
- Service equipment
- Cutout baselines at softball and baseball fields
- Cut back brush line at Dennehy
- Clean up courtyards
- Wood fiber Willard and Griswold playgrounds
- 'Cut back trail on open space



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

Parks and Recreation monthly report for July

1. Once the Council directed us to open Percival Pool, we have been on the fast track to get everything in place. This took a tremendous amount of coordination between Parks and Recreation, Parks and Grounds and Facilities. Each Department put in a lot of effort to make sure their responsibilities were met and we could open with all the requirements that the State of CT, American Red Cross and Department of Public Health had in place. We would not have been able to get everything done on our end without the effort of Aquatics Director Chris Zagorski. He spent many hours reviewing all guidelines to make sure we trained our staff properly and safely and had all necessary information at the pool. This process was a true “team effort” and I want to thank everyone who has helped up to this point and who will continue to help while the pool is open.
2. Completed staff training to be able to open the pool on July 1.
3. Jen and Terri have been working hard to get the registration information into our software system and on WebTrac so people can register for the pool. We are re-evaluating our policy for registration to allow people to sign-up multiple times per day, if there are openings and more than three times per week.
4. Tennis lessons have strong numbers for the first session and will begin the week of July 6.
5. Katie Wicander, Director of Clover Hill Summer Fun site, has developed a “Remote Summer Fun Program” this summer. She sent out a survey to last year’s Summer Fun participants and we posted the survey on Facebook and has gotten some positive responses from people. The flyer for the first week is attached.
6. Have already begun booking rooms for the Fall, at the Community Center. I have been letting groups know that once we have guidelines in place, those will be shared with them to make sure they can follow them and still meet safely.

Debbie

SUMMER FUN 2020

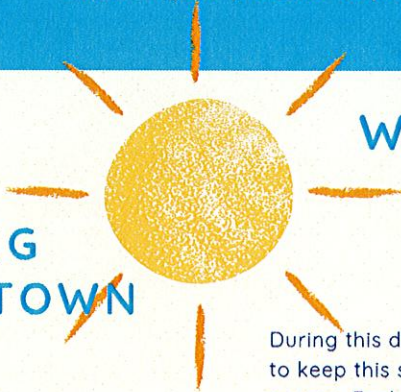


Welcome to the Remote Summer Fun Program!

Submit your pictures to playground@town.berlin.ct.us

WELCOME TO SUMMER

WHAT'S HAPPENING AROUND TOWN



Remote Summer Fun 2020: Week 1

Supply Kit Pick-up:
(Berlin Community Center)
Monday: 10:00 am - 1:00 pm
Please call the Parks and Recreation office at (860) 828-7009 and we will bring your kit out to you.

Sidewalk Chalk Competition-
Submit your pictures to playground@town.berlin.ct.us by Friday for a prize and feature in the next newsletter!

Community Scavenger Hunt-
Submit your pictures and answers for the weekly questions to playground@town.berlin.ct.us by Friday for a prize!

During this difficult time we are so happy to be able to offer an opportunity to keep this summer as fun and active as ever, even if we can't be together in person. Each week, we will be sending you tips and tricks for how you can keep your family active this summer, including two crafts with instructions plus a mystery craft for all ages and two family-friendly games or activities to try out.

We will also be organizing community challenges each week to bring us together while staying safe! Try out our [Weekly Sidewalk Chalk competition](#) or the [Community Scavenger Hunts](#) and submit your pictures and answers for a chance to be featured in the next newsletter or win a prize!

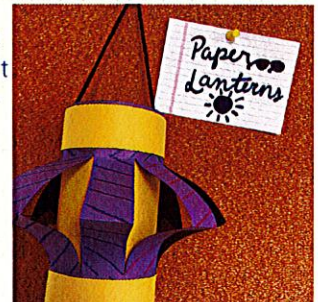
Here's What's Happening This Week

Arts and Crafts

Beaded animals are always a camp favorite! They are quick and easy, and the possibilities of what you can make are endless when you use your imagination! We have provided a few different patterns based on your experience. As you get more comfortable, you can try a new animal! Click [here](#) to try it out!



Try out these **paper lanterns** to bring a fun summer vibe to you! To spice these up, don't be afraid to add patterns to your lantern or maybe even a cool trim to the bottom! Share your pictures to be featured in the next newsletter! Click [here](#) to try it out!



Keep an eye out for our surprise craft this week! Share your results with us!



COMMUNITY EVENTS

What's Happening Around Town

Sidewalk Chalk Competition:

This week's theme is **Welcome to Summer!** Get creative- draw your favorite summer images on your sidewalk or drive way and submit pictures of your art **via email** to playground@town.berlin.ct.us to enter by **noon Friday!** Winners will be featured in the next newsletter!

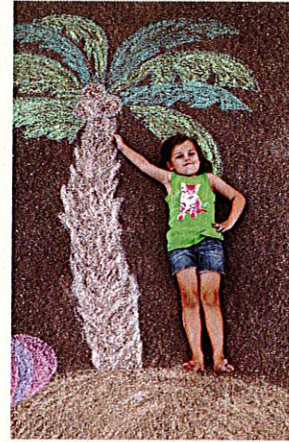
Community Scavenger Hunt:

Try out this week's Scavenger Hunt around town! Click [here](#) to see the questions and locations. Submit your pictures and answers **to this form** and send any additional pictures to playground@town.berlin.ct.us by **noon Friday** to be entered to win a prize! Keep an eye out for our hidden Easter Eggs!

Supply Pick-up:

If you have signed up to receive a supply kit, pick up will take place on **Monday between 10:00 am and 1:00 pm at the Berlin Community Center**. Please park in the parking lot and **call Berlin Parks and Recreation (860)828-7009 upon arrival**. *We will bring your kit out to you, however, we kindly ask that you wear a face mask for supply kit pick up.*

If you have any questions, please email playground@town.berlin.ct.us. Have a wonderful week! 😊



Games and Activities

Mission Impossible: Make your own spy laser obstacle course! Always a camp favorite for all ages, use yarn to make your "lasers" and try navigating your way through your obstacle course. This activity works both in and outdoors, so it's great for any weather! Check out our instructions [here](#) to see what you need!

Down Down Down: Try out this fun twist on a game of catch that comes to us from Australia! Be careful not to drop the ball or else you go down down down! Check out our instructions [here](#) to see how to play!

Submit pictures of you playing this week's games or your crafts to playground@town.berlin.ct.us for a chance to be featured in the next newsletter!



**Town of Berlin
Parks & Recreation**

Presentation on Establishing Pickleball Courts

I. What is Pickleball (PB)?

- PB is a combination of tennis, racquetball, and ping pong played with a paddle and a special wiffle ball
- Its played on a court less than half the size of a tennis court
- PB is inexpensive to play with paddles costing \$30-100. Balls can last for months and cost \$3-4 each
- PB is a game of strategy and touch, not so much power, which means people of different age groups can play together, its inter-generational.

2. Who plays PB?

- People of all ages from children to those in their 90's can enjoy PB.
- It is the fastest growing sport in the country with of growth rate of 650% over the last six years
- Many colleges have introduced PB as an intramural sport, as well as some high schools. It is expected that colleges will soon sanction PB a competitive sport like tennis, soccer, lacrosse, etc.
- It is relatively easy to learn, and you don't have to be an Olympic athlete to play it.
- It is a great investment to keep 55+ year-olds active, encourage inter-generational activity and improve the health of the Berlin community.
- There are more people playing PB than tennis (I am an avid tennis player)

3. Health benefits

- PB is an excellent cardio workout, with each game lasting approximately 15-20 minutes.\
- PB is excellent to improve balance and eye hand coordination as well as flexibility and mobility
- PB is a game that is fun right away and the PB community encourages and helps newcomers

4. Court requirements

- A PB court is 20x60, which is one side of a tennis court. Two PB courts fit on one tennis court
- The PB court would have to be striped to specifications (see attached)
- Quality Portable PB nexts are available for approximately \$200 each

5. Court Options

- First option would be to construct permanent dedicated PB courts. Cost is approximately \$20-\$30k per court

- Second option is to put two dedicated PB courts on a tennis court. Would require painting one tennis court, then re-stripping for PB and installing two post on each side with permanent nets. Based on the explosive popularity of PB and the experience of other communities in CT this would be the least costly, most desirable option. This option could be accomplished less costly by not painting the tennis court, but re-stripping only with permanent nets.
- A third option would be to re-stripe an existing tennis court, one court per side and utilize a portable net system. Though less costly, there is the issue of the possibility the nets can be stolen.

6. What have some other communities done?

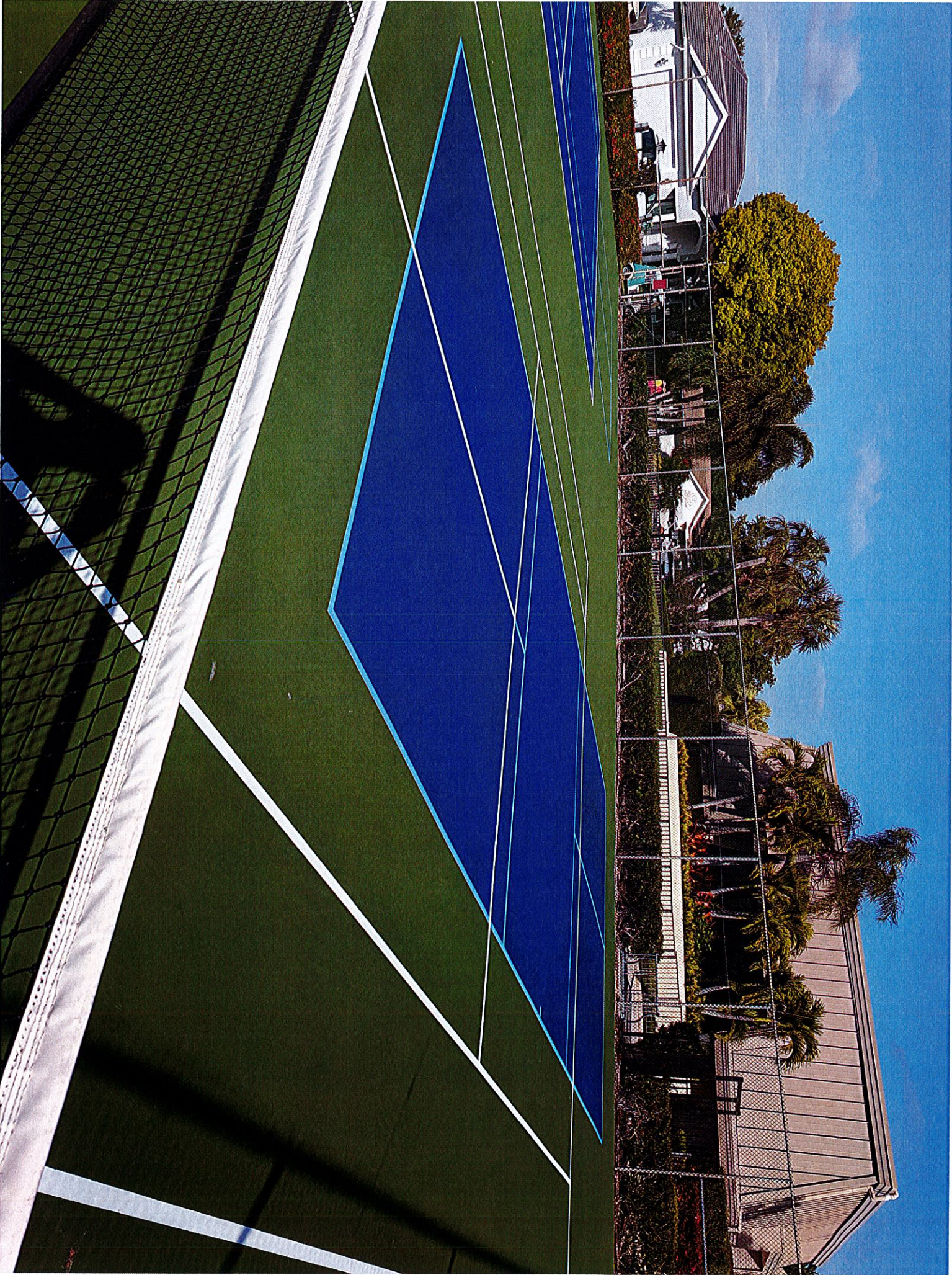
- West Hartford, Wolcott Park has constructed 6 permanent dedicated PB courts. I currently play there and the courts have been busy every day and evening.
- Milford has 8 dedicated PB courts
- Middletown has several PB courts
- Cheshire has 6 dedicated PB courts
- Fairfield has 4 dedicated PB courts

7. There are two certified PB instructors willing to donate their time to teach people how to play and populate the sport.

Recommendation:

I would suggest one of the variations of option 2 above depending on budget considerations. One of the tennis courts at McGee could be converted into two PB courts. I would be willing to assist in any way possible.

Thank you for the opportunity to present before the commission!



Jennifer Ochoa

From: paula.archacki@gmail.com
Sent: Monday, June 29, 2020 10:39 AM
To: Jennifer Ochoa
Cc: Steve Wood
Subject: Kensington Garden Club Volunteer Park Native Plant Project Donation
Attachments: VP Design Plan Presented to Parks and Rec Commission.pptx

Good Morning Jennifer and Steve

Following is a narrative on the Kensington Garden Club (KGC) Volunteer Park Native Plants Project. It also includes an estimated cash value of the plants to be purchased. The purchases will be made by Kensington Garden Club with grant monies awarded by the Community Foundation of Greater New Britain.

SUMMARY:

Kensington Garden Club President, Paula Archacki and Past President, Kathy Ginotti met with Steve Wood in early 2020 to discuss the possibility of removing all invasive plant materials and replant with native plants in Volunteer Park. A design plan was agreed upon. The project includes a clean up of other plant material that may not work well in the plan or may not offer any value so that our end result is a native plant friendly and aesthetically pleasing park area that is central to Berlin, CT traffic and beneficial to the environment and its native birds and insects. There are two phases to the project.

Phase 1 is to remove plant material, replant natives and rock mulch the back side of the garden close to the brick building. Phase 1 has been completed and funded by the town using allowable dollars.

Phase 2 is to remove plant material along the Porters Pass sidewalk, replant native plants, clean edge the borders and add wood chip mulch in accordance to the agreed upon design plan. It also includes replanting in the rock garden along Farmington Ave. KGC will fund the purchase of the plant materials using grant monies awarded by the Community Foundation of Greater New Britain and the town will manage the work, with the exception of the perennial plantings in the Pollinator Garden at the corner of Farmington Ave and Porters Pass. This will be handled by KGC members. The cash value of the plant materials to be donated by KGC to the town is \$2500, max.

Project Goals

1. Remove the invasive Burning Bushes and Barberry Bushes (this will include other plant material that is unsightly or past their prime.) This will reduce the amount of invasive spread in our protected area forests.
2. Plant native Pink Dogwood trees (Cherokee Brave), Oakleaf Hydrangeas, Red Sprite Winterberries, Mountain Laurel bushes and a variety of perennial pollinator plants. The dogwoods and winterberries produce berries that will feed the birds. The dogwood is the Kensington Garden Club flower and the mountain laurel is the state flower. The other native selections are proven to do well in North America so they should be pest free, they will provide beauty and healthy pollination opportunities for the butterflies and the bees as well as a natural habitat for insects and butterflies.
3. The selected native plants will beautify the area. The line of dogwood trees along one garden will provide a stunning affect in the spring. The line of winterberries will provide a stunning affect in the winter showing bright red berries. The Oakleaf Hydrangea produce large white cone shaped flowers in the summer that last into fall when they turn dark pink and the leaves turn to a deep red in later fall. The mountain laurels will be place in front of utility boxes in a

shaded area that is part of their care. The pollinator plants will be used to enhance the existing garden that was started 2 yrs ago.

4. Knock Out Roses will be used to replace a hodgepodge of plant material in an area with a rock dedication that is visible to foot traffic as well as vehicle traffic.
5. This effort takes collaboration with the town which helps us continue to build and nurture our healthy relationship in working together for the benefit of the residents of Berlin CT
6. This effort provides an opportunity to educate our community about the negative impacts of (non-native) invasive species and the benefits of natives. We will use the Berlin Citizen, Facebook, Federated Garden Club of CT CTNewsletter and our website to share the information; possibly other media.

Estimated KGC Plant Material Purchases

Estimated KGC Purchases

Cherokee Brave Dogwood	3	\$	250.00	\$	750.00
Oakleaf Hydrangea	6	\$	35.00	\$	210.00
Red Sprite Winterberry	18	\$	29.99	\$	539.82
Mountain Laurel	4	\$	35.00	\$	140.00
Knock out Rose bushes	7	\$	30.00	\$	210.00
Mulch	15 yrds	\$	18.00	\$	270.00
Variety of Pollinator Plants				\$	400.00
				\$	2,519.82

Project Timing

Assuming all plant materials are available through a local garden center, and per the terms of the grant award, Phase 2 needs to be completed by Sept 24, 2020. If the specific plant materials are not available for donation and planting to meet this timeline, KGC will discuss an extension with the grantor to complete the project by June 24, 2021. (in progress)

Design Plan

Attached

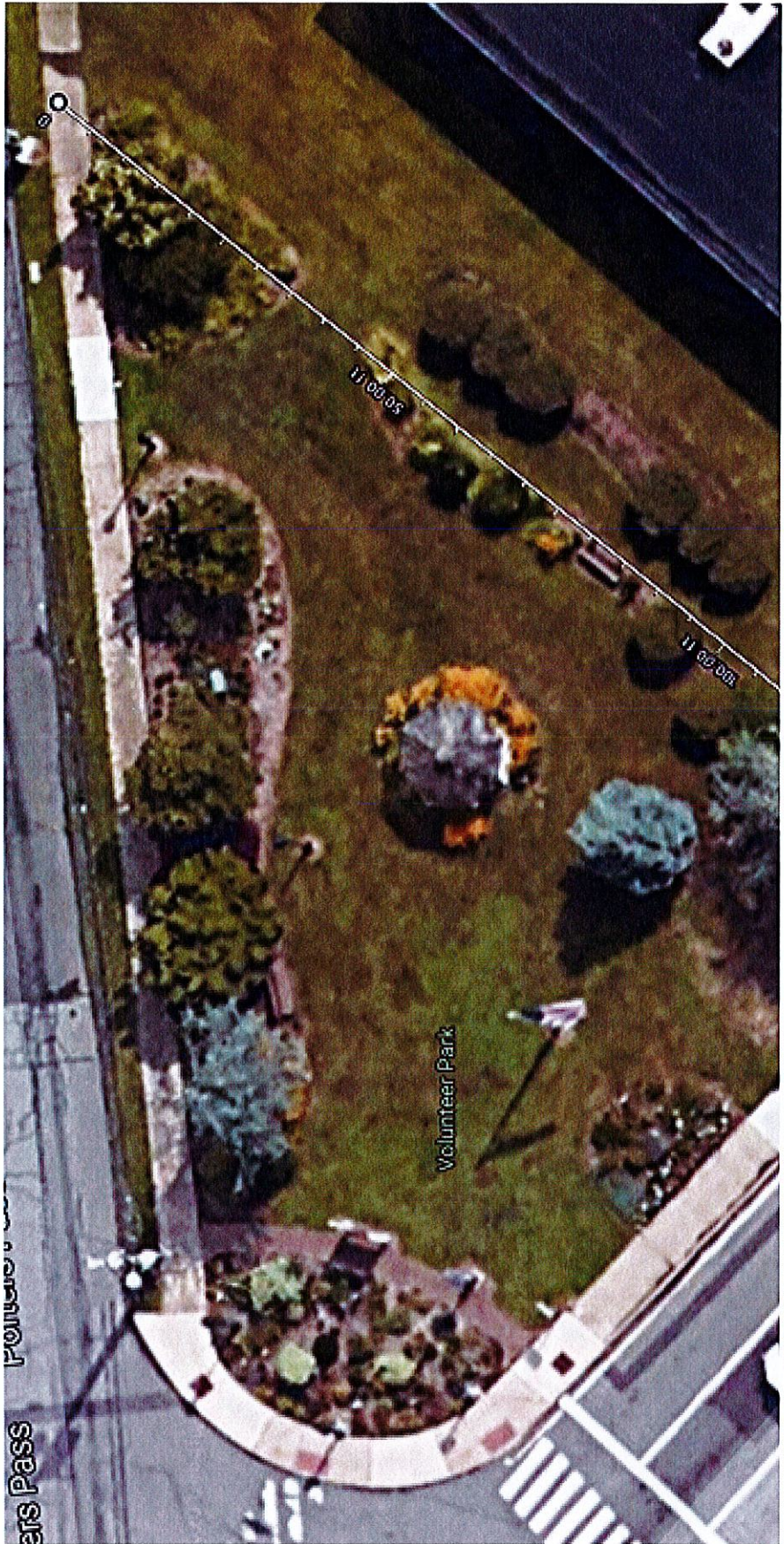
Any questions, please let me know. Thank you for helping us get this item on the July 9 Parks and Rec Commission meeting agenda. Please let me know if it will be virtual or in-person meeting.

Thank you!

Paula Archacki

Kensington Garden Club, President

860-916-0599



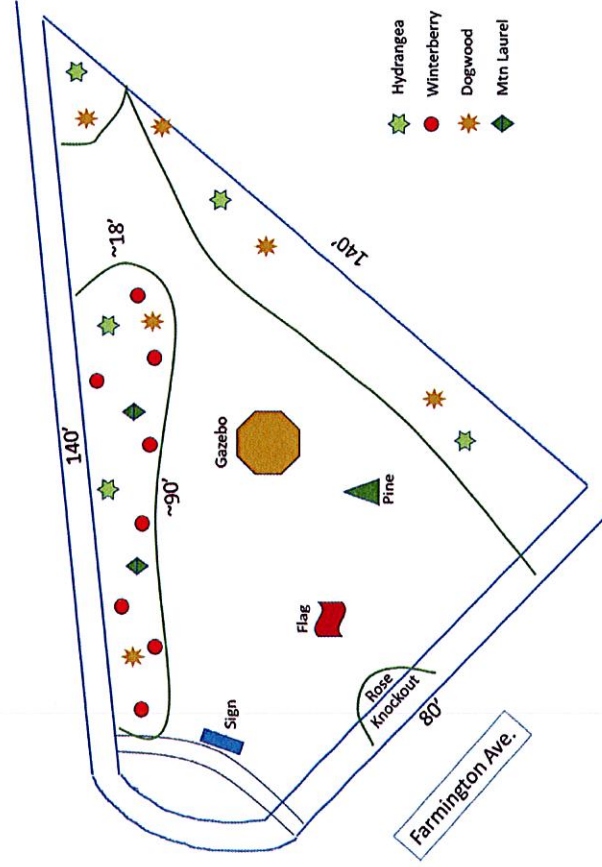
Volunteer Park Native Plants Project



Volunteer Park Native Plants Project

This is a scaled diagram of the park with the KGC suggested plants that the Town agreed to include in each area. Please see the Key Legend for plant materials.

It was their decision to include a Knock Out Rose planting in the rock Garden along Farmington Ave.



Jennifer Ochoa

From: Berlin Bombers <berlinbombers14u@gmail.com>
Sent: Tuesday, June 23, 2020 2:55 PM
To: Jennifer Ochoa; MICHELLE WIECZOREK
Subject: NB Bombers Local Fees

Hi, Jen.

We would like to request to go before the board regarding being charged field usage as locals going forward. We have always had at least 7 Berlin kids on our team the past 3 years and now we have 8 of our 12 and still do not meet the 75%. This puts a large burden on all of our parents to even attempt to schedule even a practice in Berlin. These 8 girls all have and continue to play on the McGee and BHS teams as well.

Please let me know what next steps are to get on the agenda for this request the next session.

Appreciate it in advance.

Mike Bannon

Michelle Wieczorek