

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

Thursday, November 12, 2020

6:00 p.m.

Berlin Community Center

VIRTUAL

Link to video meeting –

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m622b310466df5db3ffce8e3559ebe812>

Meeting Number: 132 914 3012

Password:

d3DK9MqMVU2 (33359676 from phones and video systems)

Call-In Information:

+1-408-418-9388 United States Toll

Access code: 132 914 3012

Special Meeting Agenda

1. Audience of Citizens

- a. Patrick Fisher, Nutmeg Games

2. Approval of Minutes

October 8, 2020

3. Consent Agenda

- a. Request by Connecticut Sports Management Group for the 2021 Nutmeg Games to sell food items, beverages and merchandise at the Games, July 15, 2021 – July 25, 2021.
- b. Request by the Connecticut Sports Management Group to have estimated field usage fees, not to exceed an amount of \$5,980 waived for the 2021 Nutmeg Games to be held July 15, 2021 – July 25, 2021.
- c. Approve meeting dates of 2021 and January 2022.

4. Parks & Grounds

- a. Monthly Report
- b. Fee Discussion
- c. Sage 1 Update
- d. Pickleball Update
- e. BHS Courts
- f. Banners Update

5. Parks and Recreation

- a. Monthly Report
- b. Fee Schedule Discussion
- c. Community/Senior Center Update

6. Adjournment

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

Thursday, October 8, 2020

6:00 p.m.

Berlin Community Center

Room 4

Link to video meeting –

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m2e5e92ee8565698157fb42ac3acb42fa>

Meeting Number: 132 227 6146

Password:

h75Zd43Jw9P (47593435 from phones and video systems)

Call-In Information:

+1-408-418-9388 United States Toll

Access code: 132 227 6146

ATTENDANCE:

Commissioners Present: Donna Bovee - Chairwoman, Tony Butrimas, Don Dellaquila, Steve Hinchliffe, Andrew Legnani, Dinesh Patel, Joe Pulcini (remote)

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services

Debbie Dennis, Superintendent of Recreation

Steve Wood, Superintendent of Grounds

Chairwoman Bovee called the meeting to order at 6:02 p.m.

1. Audience of Citizens

None.

2. Approval of Minutes

August 13, 2020

September 10, 2020

Commissioner Dellaquila moved to approve the August 13, 2020 meeting minutes.

Seconded by Commissioner Legnani.

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

Vote being 5-0. (MOTION CARRIED) Commissioners Hinchliffe and Legnani abstained, as they were not at the meeting.

Commissioner Butrimas moved to approve the September 10, 2020 meeting minutes.

Seconded by Commissioner Legnani.

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila, Commissioner Hinchliffe, Commissioner Legnani, Commissioner Patel

Vote being 5-0. (MOTION CARRIED) Commissioners Bovee and Pulcini abstained, as they were not at the meeting.

3. Consent Agenda

a. **Request approval to add h to SECTION II, A of the Field/Facility Usage Policy. H would read, Sage 1 Softball Field is only to be used by Local (75% Berlin residents) Non-Profit Groups for softball with exceptions approved by the Berlin Parks and Recreation Department.**

b. **Request acceptance of a donation from the Noyes Family of a \$20 gift certificate to Central Pizza to be used as the prize for the Berlin Parks and Recreation Department's 16th Annual Scarecrow Contest.**

Commissioner Legnani moved to approve Consent Agenda item a as presented.

Seconded by Commissioner Dellaquila.

Director Ochoa noted that the proposed restriction to newly renovated Sage 1 softball field is similar to the restriction placed on Zipadelli Field to preserve its condition after expensive renovations.

Vote being 7-0. (MOTION CARRIED)

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

Seconded by Commissioner Legnani.

Vote being 7-0. (MOTION CARRIED)

4. Parks & Grounds

- a. **Monthly Report** – see attached. Superintendent Wood added that all light bases at Scalise Field will be surveyed for damage. Portable LED towers are in place for the interim and working well. He also noted that the trash situation at BHS basketball / tennis courts has improved. Trash receptacles have been very full with much less litter on the ground.
- b. **Sage 1 Update** – The project is moving along. Irrigation is in, fencing should be complete in a week or so. Soil analysis is being performed and once an acceptable ratio of organic matter in the soil is detected, sod will be laid down.
- c. **Pickleball Update** – One tennis court at Hubbard will remain in its current layout, while the other court will have two pickleball courts painted onto it. Recent rain has kept the courts from being painted to date, but the painting should be finished by October 16, 2020.

Chairwoman Bovee noted that she would like to approach the groups that utilize Berlin's various fields about the Town's constantly increasing costs to care for the existing fields, as well as to fund construction of new fields (including the multi-use field that many sports have been asking for) and invite any financial assistance the groups are able to offer.

- d. **Volleyball at Sage Park** – Director Ochoa reported that resident complaints were received about volleyball being played in Sage 2 field causing damage. Superintendent Wood stated that several areas of recently seeded / sprouted grass were damaged by the volleyball play. Commissioner Patel stated that he was part of the group that played volleyball. The Commission indicated that permits and certificates of insurance are required for any group utilizing the Town's fields. Also, field use applications must be filed (along with the appropriate permit and insurance) with the Parks & Recreation office and then considered by the Commission. Grounds will try to identify a level area for volleyball use long-term, subject to Commission approval (as with any other proposed use).

5. Parks and Recreation

- a. **Monthly Report** – see attached. Superintendent Dennis noted that the Superintendent has delayed making a decision on whether or not to allow use of the indoor gyms for winter basketball. Any further delay will effectively eliminate the possibility of offering basketball this winter. Superintendent Dennis will investigate the possibility of offering outdoor winter activities. She stated that P&R programs are generally self-sustaining, so paid staff would have to be hired and registration fees would have to be charged to participants in order to cover costs.
- b. **Community/Senior Center Update** – The consultant presented to the Commission on Aging, whose members had many questions and concerns. Commission on Aging Chairwoman Gombotz is compiling a list of questions which will be addressed at a future meeting. After that time, focus groups of less than 20 participants will be organized as community outreach.
- c. **Fee Schedule Discussion** – The Commission and staff discussed proposed increases to fees based on the increasing minimum wage, as well as Berlin's history of charging significantly less than neighboring communities. An increase to lighting charges was also discussed, as the cost to operate lights at fields is exponentially higher than the fees charged to users. Chairwoman Bovee asked for a breakdown of the Town's costs to maintain fields and provide lighting vs. the fees imposed onto users. The Commission recognized that users are generally unhappy with increases, and it would be helpful to have the cost basis to explain why increases are necessary and why even increased fees do not begin to cover the Town's / taxpayers' costs. The Commission will consider the matters and vote in the November meeting.

6. Adjournment

Commissioner Hinchliffe moved to adjourn at 7:28 pm.

Seconded by Commissioner Dellaquila.

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila, Commissioner Hinchliffe, Commissioner Legnani, Commissioner Patel

Vote being 7-0. (MOTION CARRIED)

Submitted by,

Dana Borges

RECEIVED FOR RECORD
BERLIN TOWN CLERK

2020 OCT 13 AM 9: 50

Kathy G. Wall
BERLIN, CT.

Parks and Grounds September Report

Daily

- Groom and line fields
- Mow and weed-whack town properties
- Trash at BHS tennis and basketball
- Groom and line fields

Weekly

- Garbage
- Paint athletic lines

Miscellaneous

- Update
 - Scalise Lights
 - Trash at BHS courts
 - Temporary lights Scalise
 - Storm damage Isaia
- Aerate and overseed athletic fields
- Installed new swing set at Timberlin
- Pruned fence lines at
 - Soccer West
 - Sage Auxiliary
 - BHS track
 - Citgo Park

Parks and Recreation monthly report for October

1. Fall programs have started. We are offering yoga and Painting w/Peggy, in person.
2. I contacted the Superintendent's office about school use this winter and was told that he is still not allowing outside groups in the building at this time and to check back the end of the month. This will immediately impact youth basketball.
3. Scarecrow Contest this year will be a little different than the past. We are encouraging people to put scarecrows in front of their house and also for businesses to set up in front of their business or at Volunteer Park. Participants can send in a picture and people can vote on Facebook for the Berlin Best Scarecrow, starting October 21 through October 30. We will also do the Pumpkin Decorating contest on-line. Participants can send in a picture of their pumpkin and we will post of Facebook for people to vote for their favorite so we can continue with our "People's Choice" contest. Everyone that enters will receive a small gift. The Monster Bash will not be held due to COVID so we will offer a drive-thru Trunk or Treat at Sage Park on Friday, October 23. People must register ahead of time and we will have people handing out candy at their "trunk". Participants will drive through the event, to limit exposure. We will have music and inflatables.
4. Meeting with the YMCA and the timing company we used the last two years to see how we will proceed with the Tinsel Run. We will look into a virtual option as well as in person.
5. American Red Cross will hold a small blood drive at the Community Center on October 14. The site they originally had booked backed out last minute and Jen and I met with their representative to see if our facility could adequately meet their needs, and it can. We have had a few other groups meet and things have gone well so far.



TOWN OF BERLIN, CONNECTICUT PARKS & RECREATION COMMISSION

TO: Town Clerk

FROM: Berlin Park and Recreation Commission

DATE: November 13, 2020

SUBJECT: Berlin Parks and Recreation Commission meeting dates for 2021

The Berlin Parks and Receptions Commission will be meeting the second Thursday of each month at 6:00pm at the Berlin Community Center, unless otherwise noted. Following are the specific dates for meetings:

1/14/2021	8/12/2021
2/11/2021	9/09/2021
3/11/2021	10/14/2021
4/08/2021	11/11/2021
5/13/2021	12/09/2021
6/10/2021	1/13/2022
7/08/2021	

The 2021 meeting schedule was approved at 11/12/20 Parks & Recreation Commission meeting.

Jennifer Ochoa
Director of Community, Recreation and Park Services



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 November report

Daily

- Groom and line fields
- Mow and weed-whack town properties
- Groom and line fields
- leaves

Weekly

- Garbage
- Paint athletic lines
- Assisted with moving food for the food pantry

Miscellaneous

- Update
 - Scalise Lights
 - Temporary lights Scalise
- Service equipment
- Trench Sage 1
- Installed granite posts at East Berlin Memorial
- Removed all dead flowers around town
- Resod front of the mound and added 60 tons of infield material at Berretta Infield
- Resod low spot centerline at Dennehy Soccer
- Painting of the pickleball court is completed
- Mulched and dressed up Veterans Park

2020 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted			
Parks & Recreation		Current	Recommended
Halloween Event, per child		4.00	5.00
Youth Athletic Leagues and Teams			
Basketball – Winter 3 rd -8 th Grade Basketball, Boys & Girls		80.00	85.00
Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.		90.00	95.00
Including additional \$10 fee for any registrations accepted after evaluations if space is available.		100.00	105.00
Adult Recreational Sport Activities			
Winter – Resident Men's 31 yrs. Plus Basketball - season		60.00	65.00
Winter – Non-Resident Men's 31 yrs. Plus Basketball - season		80.00	85.00
Winter – Resident Men's 31 yrs. Plus Basketball - nightly		10.00	
Winter – Non-Resident Men's 31 yrs. Plus Basketball - nightly		15.00	
Winter – Resident Women's 30 plus Recreation Volleyball - season		55.00	60.00
Winter – Non-Resident Women's 30 plus Recreation Volleyball - season		75.00	80.00
Winter – Resident Women's 30 plus Recreation Volleyball - nightly		10.00	
Winter – Non-Resident Women's 30 plus Recreation Volleyball - nightly		15.00	
Recreation Programs Special Revenue Fund			
*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.			
Summer Program		75.00 per week	80.00 per week
Summer Program - 4th of July week or any 4 day week		65.00 per week	70.00 per week
Junior Counselors Fee for Summer Program		45.00 per week	50.00 per week
Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)			
Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit		80.00	
Multi-Purp. Room. Half Day, up to 4 hours In Town, Profit or Non-Profit		50.00	
Multi-Purp. Room. Whole Day, Out of Town Profit or Non-Profit		100.00	
Multi-Purp. Room. Half Day, up to 4 hours Out of Town Profit or Non-Profit		60.00	
Meeting Room In Town Whole Day Profit or Non-Profit		30.00	
Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit		25.00	
Meeting Room Out of Town, Whole Day, Profit & Non-Profit		40.00	
Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit		30.00	
Berlin Community Center			
Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.			
Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.			
Supervision/custodial costs will be added for all after hours use.			
All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.			
OUTDOOR POOLS			
Season Pass - Household		80.00	85.00
Season Pass - Individual		50.00	55.00
Replacement Tag		1.00	
Daily Passes			
Adult Resident		10.00	
Child, Resident		5.00	
Adult Non-Resident		20.00	
Child, Non-Resident		10.00	
Covid Fees - Resident			2.00
Covid Fees - Non-Resident			5.00
Swim Team – each participant is given a swim pass (residents only). Resident first/second child		125/105	130/110

2020 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Changes highlighted

BHS & McGee Basketball & Tennis Courts Non-Local/For-profit	35.00	
BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)		
Lights Per Hour, Local	20.00	50.00
Lights Per Hour, Non-local/For-profit	25.00	65.00
PISTOL CREEK		
Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).		
Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00	
Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00	
Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00	
Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00	
Outside Deck - Hourly Rate	25.00/hr	
Damage Deposit Required of All Groups	90.00	
Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00		
All Supervision and Custodial costs will be paid out-of-pocket.		
Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council		

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

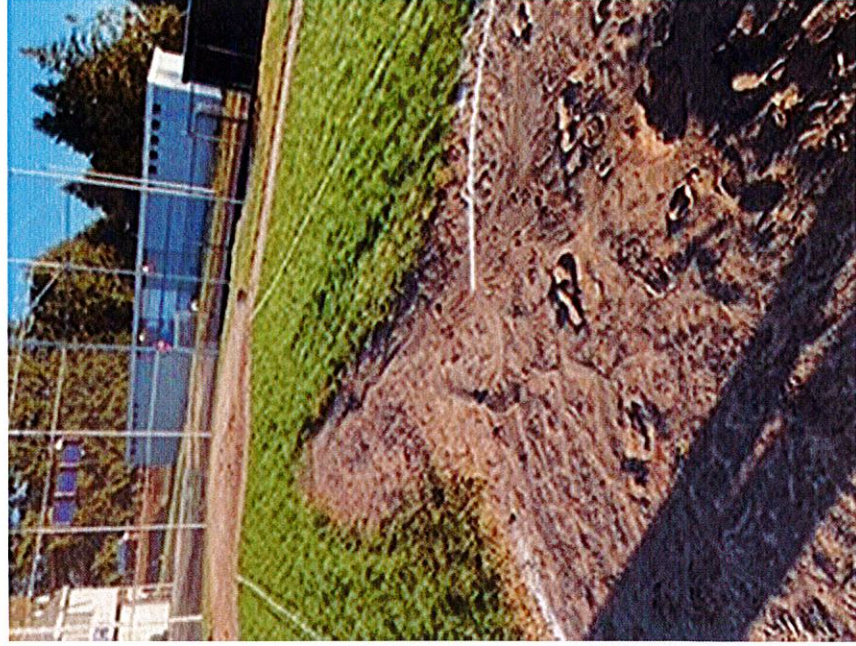
No refunds will be provided in instances where the Town has purchased items or services and those items or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance prior to execution.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with approval of the Town Manager.

ADOPTED BY THE BERLIN TOWN COUNCIL February xx, 2021

BARETTA FIELD



BEFORE



AFTER





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 November

1. Winter basketball and other winter programs held in the schools continue to be on hold as the Superintendent's office is not comfortable making a decision on outside groups using the schools, due to recent increases in COVID-19 numbers. I will contact his office weekly for updates to see if we are able to move forward with any of the programs.

2. Scarecrow Festival was held virtually this year with 24 scarecrows entered. Voting took place on-line and there was a tie for Berlin's Best. Both winners received a gift card.

Our first Drive-thru Trunk or Treat event was held on Friday, October 23 at Sage Park. We had 165 kids registered. We had 15 trunks decorated and all 4 volunteer Fire Departments were represented. It was a great night and people were very happy and appreciative.

We had eleven pumpkins register for the Pumpkin Decorating contest. We posted all Pumpkins on Facebook and the pumpkin with the most likes, was named the People's Choice. The winner will have their name engraved on the plaque in the Parks and Recreation office. All participants were sent a \$5 gift card to Pralines.

3. I have been in contact with my colleague at the YMCA and we have decided to make the Tinsel Fun Run a virtual run this year. We are working with the timing company to get information out to hold the event. It was a difficult decision but we feel it is the best decision at this time.
4. We continue to have groups meet at the Community Center, even with the new COVID guidelines in place. Things have been going well so far. We had a blood drive in October and the Red Cross has reached out to offer another one in January. We have been able to hold dance and painting classes in person. I was notified by Personal Euphoria, the company that we work with for our current yoga classes, that they are going totally virtual for the winter. We will be offering three classes this winter – Barre, Tighten & Tone and Core Strength.
5. We have decided due to COVID-19 that we will not be having our annual Santa's Parlor this year.
6. I have completed my recommendations for next year's budget. I am again asking for a part-time Recreation Supervisor position and have included new pay rates, based on scheduled minimum wage increases.

Debbie