

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

Thursday, February 11, 2021

6:00 p.m.

VIRTUAL

Link to video meeting –

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m7c8cf3e789d7d21ca5bd4e4ae58a43da>

Meeting Number:

132 971 6993

Password:

aSeNN3U9p3p (27366389 from phones and video systems)

Call-In Information:

+1-646-992-2010 United States Toll (New York City)

Access code:

132 971 6993

**Meeting Agenda**

**1. Audience of Citizens**

- a. Field Users

**2. Approval of Minutes**

January 14, 2021

**3. Election of Officers**

**4. Consent Agenda**

- a. Request by Berlin Volunteer Fire Department to sell food, beverages and merchandise and to be able to charge an entry fee for their annual Auto Rama & Touch a Truck event at Sage Park on Saturday, May 29, 2021 from 6:00AM – 4:00PM. The rain date is Sunday, May 30, 2021.
- b. Request by Berlin High School to be able to sell food and beverages, and to charge an entrance fee of \$250 per team for the Berlin High School Lineman Challenge on Saturday, July 10, 2021 at Scalise Field and Sage Auxiliary Field at Sage Park.

**5. Parks & Grounds**

- a. Monthly Report
- b. Tennis Ball Drop Event – Berlin High School Boosters
- c. Sage 1 Update
- d. Percival Soccer Field Update
- e. State of CT Grant Update

**5. Parks and Recreation**

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

**6. Adjournment**

## 2021 IMPORTANT INFORMATION

Below is a compilation of important information regarding the fields for the calendar year 2021. Please note changes in fees, usage and closures. Also note reminders of policies and procedures.

### Field Rental Fees – go into effect 2021 Spring season (changes highlighted in yellow)

Rental Fees for all fields, except Scalise Field

Group Type	Fee (2 hour minimum)	Full Day (8 hrs. +)
Local	\$15/hour	\$90
Non-Local	\$50/hour	\$300

Rental Fees for Scalise Field

Group Type	Fee (3 hour minimum)	Full Day (8 hrs. +)
Local	\$15/hour	\$90
Non-Local	\$70/hour	\$420

### Light Fees – go into effect 2021 Spring season (changes highlighted in yellow)

Light fees are now all the same regardless of the field.

Group Type	Fee (2 hour minimum, 3 hour minimum @ Scalise)
Local	\$50/hour
Non-Local	\$65/hour

A **local** group is defined as 75% Berlin residents and must be proven by verified residency.

Fields Reservation Requests will continue to be honored based on the Priority Group Classification on the Field/Facility Use Policy (Section I).

The only groups that are exempt from Field Reservation Fees, per the Field/Facility Use Policy, are Groups 1 and 2. (See Section I, A, a & b.)

- Town of Berlin/Board of Education Groups Functions/Events
- Berlin Youth Football, Berlin Youth Soccer, Berlin Youth Lacrosse, Berlin Little League, American Legion

All Groups renting Scalise Field are required to pay all Supervisor/Grounds out of pocket costs.

### DEPOSITS

All field deposits (\$105 for Local, \$120 for Non-Local) must be paid via cash or check.

Field deposits for Scalise Field for Non-Local groups will remain at \$210. Scalise deposit for local groups will remain at \$105.

### REMEMBER:

Permit will not be granted until:

- All field requests are reviewed.
- Field reservation fees are paid, in full.
- Verification of residency is completed, per the Field/Facility Use Policy (Section I, B).
- Certificate of Insurance is received.

### **FIELD USAGE UPDATES**

- Zipadelli Field is only to be used by Local (75% Berlin residents) Non-Profit Groups for baseball with exceptions approved by the Berlin Parks and Recreation Department.
- 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.

### **FIELD CLOSURE UPDATES**

- Percival Soccer Field will be closed for the Spring and Summer season.
- Biscoglio Field (field behind BHS) will be closed for the Summer and Fall season. \*
- Bathrooms at Scalise Field will be under construction sometime this Summer. As soon as we know dates, we will get word out.

*\*subject to change*

## Work completed on fields in 2020

### Implemented a field maintenance program on all fields

- Aerating and fracking
- Slicing
- Fertilizing
- Overseeding
- Dethatching

### Soccer / Lacrosse Fields

- Repaired irrigation lines and sprinkler heads
- Re-sodded the centerline at Dennehy

### Baseball and Softball fields

- Repaired irrigation lines and sprinkler heads
- Removed weeds from playing with flame thrower
- Cuts out lips and straightened out baselines

### Sage 1

- New
  - Flagpole
  - Batting cage net
  - Tarps for Homeplate and pitcher's mound

### Zipadelli

- Remediation on Billy Bugs from infield

### Barretta

- Replaced
  - Batting cage net
  - Pitchers mound
  - Home plate
- Re-sodded from home plate to pitcher's mound
- Added 60 tons of infield material

### Garrity

- Replaced
  - Pitcher's mound
  - Home plate
- Re-sodded in front of pitcher's mounds
- Added 40 tons of infield material

### Pulcini

Replaced

- Pitcher's mound
- Home plate
- Re-sodded in front of pitcher's mounds
- Added about 40 tons of infield material

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

**Thursday, January 14, 2021**  
**6:00 p.m.**  
**VIRTUAL**

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee - Chairwoman, Tony Butrimas, Don Dellaquila, Andrew Legnani, Dinesh Patel (joined 6:01 p.m.), Joe Pulcini (joined 6:38 p.m.)

**Commissioners Absent:** Steve Hinchliffe

**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 6:00 pm

**1. Audience of Citizens**

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo suggested that the Town consider adding some walking trails that could benefit residents as a recreational activity, as well as encouraging walking as a form of transportation. He suggested the addition of trails to “connect” the Percival Pool / field complex to the Town Hall complex.

(Commissioner Patel joined at this point.)

Superintendent Wood replied that the Town is in design / bid phase of a renovation of Percival soccer field. The addition of a path connecting Percival soccer to the Town Hall Complex is being investigated as a part of that process.

Mr. Zarabozo also suggested adding trails to the area by Petit Field to connect the Timberwood / Ellsworth Boulevard neighborhoods to Robbins Road / Towne Drive area, which would allow a lot of walkable access between fairly large neighborhoods. Director Ochoa will look into the issue further.

Chairwoman Bovee noted that the Town has put a lot of resources into the walking trails at Pistol Creek, but additional trails is something that the P&R Commission / Town Council could consider in the future.

**2. Approval of Minutes**

December 10, 2020

Commissioner Legnani moved to approve the December 10, 2020 meeting minutes.



Seconded by Commissioner Butrimas.

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

Vote being 5-0. (MOTION CARRIED)

### 3. Consent Agenda

n/a

### 4. Parks & Grounds

a. **Monthly Report** – See attached. Superintendent Wood also noted:

- Lightpole at Scalise is in place and ready for use in the spring.
- Breakdowns for annual costs to maintain fields have been prepared considering electricity, water, fertilizer, etc. He noted that whether or not the fields are being used, Town staff would mow and perform general maintenance. Chairwoman Bovee stated that it might be beneficial to provide field users with a lump sum cost including labor to show the value of what the Town provides.
- Test pits were dug at Percival and it was discovered that the undulations are occurring due to unstable layers of material, including: blastings, loose shale, gravel, felled trees, brush and organic matter, topped with clay and rock and a thin layer of topsoil from sod installed in 1997. The organic material is deteriorating causing the dirt to sift down. The engineer is working on a possible solution which will likely include excavation of unstable material and addition of 3”-6” of topsoil. This may cost up to \$300,000 and exceed the budget. The goal is to start construction in spring and have the field open in the fall.

b. **Sage 1 Update** – Work is mostly complete, punch list items are being approved. Upon completion, the field will shut down until spring. The large shed is in place and will store softball equipment, letting Berlin Little League use the existing shed built by an Eagle Scout. Softball boosters expressed interest in donating to the field, and may increase their original planned donation since a planned senior trip had to be canceled due to COVID. Director Ochoa and Superintendent Wood will continue to coordinate with useful / meaningful possibilities for different dollar amounts. (Possibilities already discussed include items designating Sage 1 as Berlin High School home field, such as a home plate backstop or outfield banner.)

c. **Field Users Meeting Discussion** – Plan to discuss fee changes, costs to maintain the fields, closure at Percival soccer, new usage restrictions at Sage 1.

d. **State of CT Grant** – The State grant written by former Representative Joe Aresimowicz includes funds to install artificial turf at Biscoglio Field (inside of the track at Berlin High School) and may include funding for infrastructure and construction of a permanent building at Sage 1.

Chairwoman Bovee reminded Commissioners that members of the public will have varying opinions of Town business and the Commission’s goal should be to share pertinent, factual information so that residents are well informed.

Commissioner Pulcini joined at this point.

**5. Parks and Recreation**

- a. **Monthly Report** – See attached. Superintendent Dennis added that the home / yard holiday decorating event had a great turnout and the participants enjoyed it. She plans to discuss the possibility of reopening the Community Center with the Central Connecticut Health District, as it was very successful during the fall.
- b. **Community/Senior Center Update** – QA&M has prepared a video describing its process and showcasing the design concept of the Community / Senior Center. The firm is very eager to hold public sessions to collect feedback. Director Ochoa will follow up regarding the location of / control of the video and a centralized location to collect constructive comments.

Chairwoman Bovee took a moment to acknowledge Commissioner Hinchliffe's years of service on the Parks & Recreation Commission. The Commissioners all wish him well in the future and thank him for many years serving the Town.

**6. Adjournment**

Commissioner Dellaquila moved to adjourn at 6:54 p.m.

Seconded by Commissioner Legnani.

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

Vote being 6-0. (MOTION CARRIED)

Submitted by,  
Dana Borges

Received on 1/15/2021  
at 12:37:55 PM by Town Clerk  
Kathryn J Wall

Parks and Grounds December report

**Daily**

- Check town properties for ice
- Finish leaves

**Weekly**

- Garbage

**Miscellaneous**

- Plow and shovel snow
- Update on Scalise Light
- Replace plastic on greenhouse
- Assisted food pantry
- Fall fertilize application
- Clean up trees open space
- Filled both pools
- Remove tennis nets and canopy's
- Fixed playground equipment
- Dig test pits for Percival Soccer
- New Employee



Parks and Recreation monthly report for January

1. Contacted last year's aquatic staff and 2019 Summer Fun staff, who indicated they wanted to work last summer, to see who is returning and will begin advertising for summer positions soon. I expect several openings in both programs. This could potentially be a difficult year to fill spots because of last summer. Programming will all be dependent on having proper staffing.
2. Started working on summer programs. Will offer Modeling and Fashion Camp and tennis lessons again this year. I have a conference call with Skyhawks this week. I am hoping to offer more programs than last summer but will have to see what COVID restrictions are in place and take that into consideration.
3. Waiting for letter from fish hatchery to book dates for fish deliveries in April. Looking at April 16 and 23 for deliveries with derbies on April 17 and 24. Of course, those would be contingent on the number of people we can have at an outdoor gathering, although our numbers are not huge and they are spread out around the pond.
4. Starting to put together ideas for Easter since an Easter Candy Hunt is probably not going to happen. The event we hold will take into consideration social distancing guidelines and any other restrictions that may be in place. It will be held outdoors.
5. Will re-evaluate opening the Community Center back up to groups at the end of the month. Much will depend on where the positivity numbers are and any recommendations from the Health District.



## **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](mailto:swood@town.berlin.ct.us)

Steven T. Wood  
Superintendent Parks and Grounds

### Parks and Grounds January report

#### **Daily**

- Check town properties for ice
- Check ponds for ice

#### **Weekly**

- Garbage

#### **Miscellaneous**

- Pickup litter Pistol Creek
- Plow and shovel snow
- Service remote equipment
- Repair broken tables and benches
- Build new table sand benches
- Assisted food pantry
- New Employee



**Town of Berlin**  
**Parks and Recreation Department**  
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**E-mail** ddennis@town.berlin.ct.us

***Debra S. Dennis, CPRP***  
***Superintendent of Recreation***

## Parks and Recreation monthly report for February

1. Most of last year's pool staff have indicated they plan on returning this summer but if we need to open two pools, I will need to hire several new guards. It could be a challenge because there weren't a lot, if any, lifeguard certification classes last year due to COVID. We started advertising and applications are slowly coming in. We currently have 4 swim instructors so we will hopefully get some people with WSI to apply or lessons will be drastically impacted.

I am planning on running the Summer Fun program, at two sites, with 50% capacity. I will still need to hire the same amount of staff so we currently have several openings for that.

2. Summer camps through Skyhawks and John Casablanca's Modeling and Fashion camp are all set and we should be able to start registering online for Skyhawks March 1.

I am not planning on running field trips for the Summer Fun program but we will provide pizza one day a week and I am scheduling the Ice Cream Emergency truck one day a week, as special events. We will not do any cookouts and swimming may only be offered through the Clover Hill site (based at the Community Center). That is dependent on the pool situation and if we run a normal schedule. If we do time blocks again, we will not offer it.

3. Fish deliveries are set for April 16 and 23 with derbies on April 17 and 24. Permits have been submitted, just waiting for final approval by the DEEP for stocking.

This year we will be holding an Easter Drive-Thru event that will be held on March 27 at Sage Park. Registration will be free. The Easter Bunny will be there and we will have an area set-up so people can drive up, get out of their car and take their picture with the Easter Bunny, all with social distancing guidelines in place. They will return to their car, drive up a short distance and receive a bag of candy. If people show up who are not registered, they will be able to take their picture with the Bunny and we will give them a piece or two of candy.

4. The re-opening of the Community Center has been pushed back and we are currently closed until February 20. We will reach out to the CCHD that week to receive guidance from them.

Debbie