

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

Thursday, June 10, 2021
6:00 p.m.

Join Zoom meeting

<https://town-berlin-ct-us.zoom.us/j/99693595669?pwd=YWFkd0UzdW1US3RPOXUzU2cyNXZ3Zz09>

Meeting ID: 996 9359 5669

Meeting Passcode: 705010

By Phone (tolls may apply): +1 929 205 6099 US (New York)

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Meeting Passcode: 705010

Meeting Agenda

1. Audience of Citizens
 - a. Robyn Cop
 - b. Connor Yorski, Eagle Scout Project
2. Approval of Minutes May 13, 2021
3. Consent Agenda
 - a. Request by Dinesh Patel of Ektamandal for permission to consume alcoholic beverages (BYOB) beer and wine and charge a fee at Sage Park Pavilion for a family picnic on Sunday, July 4, 2021 from 9:00AM – 8:30PM. There will be about 80 guests with ages ranging from 5 to 80 years old. Food will be served buffet style with no entertainment except for organized games on the field. TULIP insurance will be obtained if alcohol permit is granted. The fee being charged is \$10 per adult to go towards food costs.
 - b. Request acceptance of a \$500 donation from Berlin Lions Charities Inc. towards the Parks and Recreation Youth Fishing Derbies that were held on Saturday, April 17 and April 24, 2021 at Sage Park Pond from 8:00AM – 10:00AM.
 - c. Request approval for the Class of 2022 to sell food and beverages at Berlin High School events during the 2021-2022 school year.
 - d. Request approval for the Friends of Berlin High School Men's Swim and Dive Team to sell food and beverages at Berlin High School events during the 2021-2022 school year.
 - e. Request approval for the Berlin High School Athletic Booster Association to sell food, beverages and merchandise at Berlin High School events during the 2021-2022 school year.

- f. Request approval and acceptance of Eagle Scout Project of installation of a community board and map at the entrance to Pistol Creek walking area pending approval from Planning and Zoning. Work is estimated to cost \$850.
 - g. Request by the T Cop Foundation to name and dedicate the Berlin High School basketball courts to Tyler Cop, pending approval by the Berlin Board of Education.
 - h. Request approval of donation of a 45" h X 84" w sign with an estimated value of \$700 (includes installation) to be placed on the front fence of the Berlin High School Basketball Courts in honor of Tyler Cop by the T Cop Foundation pending approval by Board of Education and Planning and Zoning.
 - i. Request by Berlin Fire Department for permission to consume alcoholic beverages (BYOB beer and wine) at Pistol Creek for their annual family picnic on Saturday, August 28, 2021 from 7:00AM – 11:00PM. There will be about 75 people in attendance and TULIP insurance will be obtained once approval is granted.
- 4. Parks & Grounds
 - a. Monthly Report
 - b. State of CT Grant Update
 - c. Pistol Creek proposed dog park
 - 5. Parks and Recreation
 - a. Monthly Report
 - b. Community/Senior Center Update
 - 6. Adjournment

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

Thursday, May 13, 2021
6:00 p.m.

ATTENDANCE:

Commissioners Present: Donna Bovee - Chairwoman, Tony Butrimas, Don Dellaquila, Andrew Legnani, Dinesh Patel, Joe Pulcini, Greg Starr (arrived 6:05 p.m.)

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 p.m.

1. Audience of Citizens

- a. Carlo Ruscito, 41 Garden Drive – Mr. Ruscito is planning a family reunion and requests permission to serve alcohol at Timberlin Park. He estimates 30-40 attendees, mostly in 30-50 age range.

2. Approval of Minutes

April 8, 2021

Commissioner Dellaquila moved to approve the April 8, 2021 meeting minutes.

Seconded by Commissioner Butrimas.

Vote being (7-0). MOTION CARRIED

3. Consent Agenda

- a. Request by Carlo Ruscito for permission to consume alcoholic beverages (BYOB) beer and wine at Timberlin Park Pavilion for a family reunion on Saturday, July 31, 2021 from 9:00AM – 7:00PM. There will be about 40 guests with ages ranging from 10 to 80 years old. Food will be served buffet style with no entertainment. TULIP insurance will be obtained if alcohol permit is granted.
- b. Request acceptance of a \$50 donation from Berlin Polish Political Club Inc. and a \$200 donation from Berlin Kiwanis Club towards the Parks and Recreation Youth Fishing Derbies that were held on Saturday, April 17 and April 24, 2021 at Sage Park Pond from 8:00AM – 10:00AM.

2021-05-13 Parks and Recreation Commission Meeting

Commissioner Legnani moved to approve the Consent Agenda as presented.

Seconded by Commissioner Butrimas.

Vote being (7-0). MOTION CARRIED

4. Parks & Grounds

- a. **Monthly Report** – (See attached).
- b. **Sage 1 Update** –The project is close to completion. A few areas need repair, may occur week of May 17, 2021.
- c. **State of CT Grant Update** – A contact at the State has been identified to provide guidance on next steps to file paperwork / secure the grant.

5. Parks and Recreation

- a. **Monthly Report** – (See attached).) Superintendent Dennis will advise program participants of applicable governmental rules / limitations for seasonal programs. Guidelines from the Governor change frequently, so advance notice may be more confusing than helpful for families.
- b. **Community/Senior Center Update** – Chairwoman Bovee stated that a public forum may be held in June 2021. She plans to ask Town Council to form a project committee / subcommittee to act as a conduit for information related to the project. The group discussed the need to research possible operating costs of a new facility, the need to keep communication positive and the possibility of pursuing further grant funds or private sponsorship to defer some of the construction / operating costs.

6. Adjournment

Commissioner Dellaquila moved to adjourn at 6:41 p.m.

Seconded by Commissioner Pulcini.

Vote being (7-0). MOTION CARRIED

Submitted by,

Dana Borges

Parks and Grounds April report

News:

- Planted, mulched and stoned front of Town Hall
- Overseeded McGee and Willard
- New scoreboards installed
- Added to Wi-Fi irrigation controllers Hubbard & BHS Soccer West

Daily

- Mow
- Groom Fields

Weekly

- Garbage
- Paint athletic fields

Miscellaneous

- Rolled athletic fields
- Fertilized fields
- Wash and cleaned both pools to get ready for the season
- Mulched small parks
- Added infield material to Hubbard

Recreation May monthly report

1. Sent out paperwork for summer staff, new and returning. Have 27 new staff.
2. Contacted Hunter's Ambulance to set up first aid and cpr classes for the Summer Fun program staff.
3. Working on entering new staff and will email all staff about blood borne pathogens program through CIRMA and Sexual Harassment link, as required by the State of CT. Still need to set-up Mandated Reporter training for the Summer Fun staff.
4. Opening and closing p.o.'s for the end of the fiscal year.
5. Fishing derbies were held, nice turn out for both days.
6. Decided not to do a full brochure this year but instead just do flyers for each program. Most programs will start registration for residents on May 17 and non-residents, where allowed, on May 24. Swim lesson information will not be out until sometime in late June.
7. On-line registration for the Summer Fun program started on May 10, with few issues. Both sites have spots open.
8. Started ordering supplies for Summer Fun program and Aquatics.
9. Worked on developing policies for the Summer Fun program and Aquatics, based on current guidelines and recommendations. Aquatics is similar to last year, with a few changes. Note that even though the State is looking to open up things on May 19, they have sent out specific guidelines for pools and summer camps that we need to follow. I will continue to monitor all sites, CDC, OEC, DPH and will adjust things if changes are made.

Received on 5/20/2021
at 10:48:37 AM by Town Clerk
Kathryn J Wall

Connor Yorski - Eagle Scout Project

Replacement of the deteriorating board located next to the small parking lot at Pistol Creek. Will provide a map to label distances and features of the open space. Board will also provide a place for lost items and community postings.

- Est. Dimensions: 6Ft wide x 3Ft deep x 8Ft tall
 - Board will contain a professionally manufactured trail sign with distances for walking loops, a cork board for community postings, and a lost and found box.
 - Will be built using pressure treated lumber, stainless steel brackets and hardware, and standard roofing shingles.
 - Anchored to ground with cement pillars (as required for code)
 - Bordered base filled with gravel or mulch
 - Plantings using perennials
 - Estimated Cost: \$650 - \$850
-

Consent g

May 30, 2021

To: Parks and Recreation Commission,

My name is Robyn Cop and I am writing this letter on behalf of my family as well as the T Cop Foundation. We are seeking approval for the dedication and naming of the basketball courts at the Berlin High School to be named after our son Tyler Cop. We unfortunately lost Tyler unexpectedly at the age of 15 years old.

We would like the basketball courts named after Tyler. Tyler was big into his community and had a huge impact on Berlin community/athletics for his short life. He was always striving to make Berlin a better place. Anyone who knew Tyler in Berlin, knew his love for especially basketball, but overall athletics. He played Park and Rec basketball for 8-9 years, assisting in helping the program as needed by helping in practices, educating any youth in any sport, organized pick up games at local courts and played on the Berlin High School basketball team.

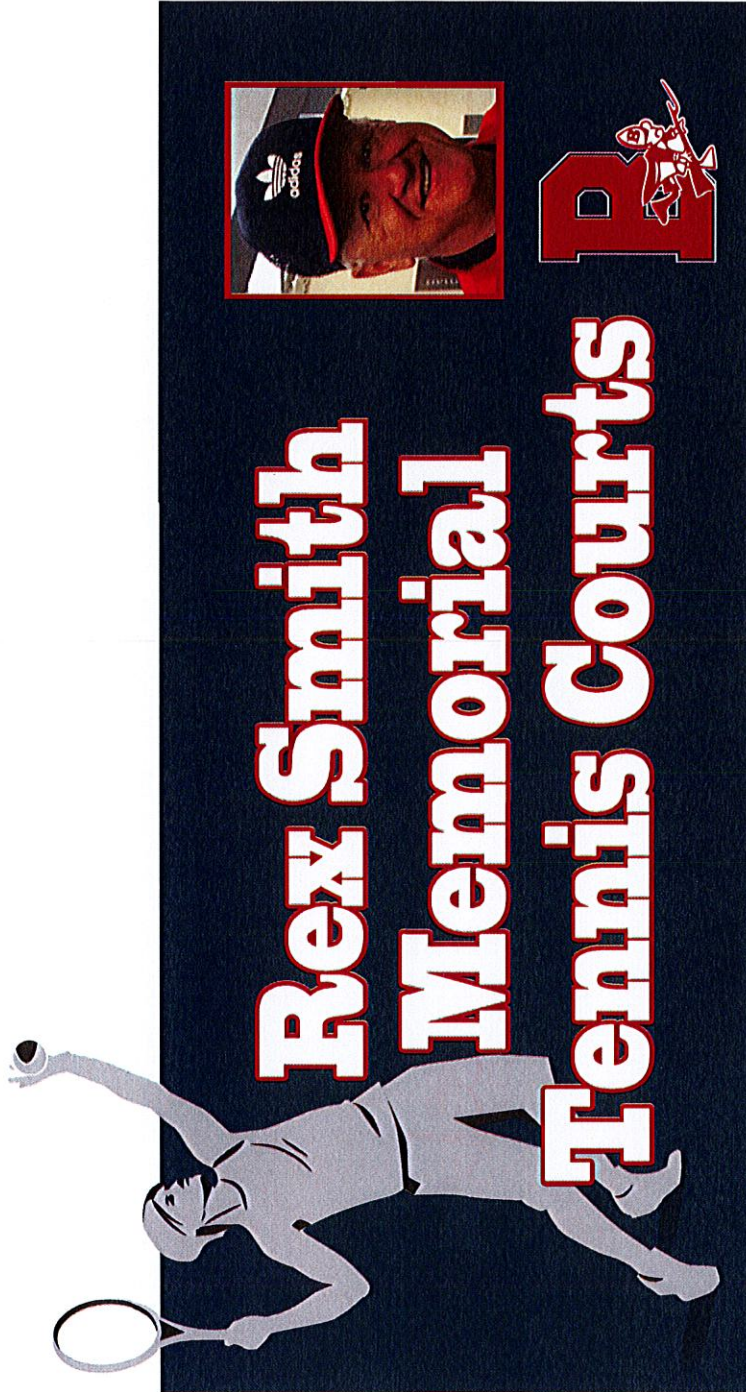
After Tyler had passed, we wondered how we could memorialize his memory in our community to what he loved. Everyone in town, his peers, friends and family wanted to help update the basketball and tennis courts at the high school. We met with Jack Healy, the town manager at the time and started to see how we could help. We had multiple meetings and made it a reality. The T. Cop Foundation stepped up and donated money to assist in the renovation of the basketball and tennis courts. We have given significant contributions to this community by donating money to assist in the completion of basketball/tennis court project, landscaped around courts, had plantings donated and planted in conjunction with public grounds department. We also hold a largely followed basketball tournament annually at these basketball courts to honor Tyler.

The Cop family has been an integral contributor to the community/as well as Park and Recreation programs. Whether it be looking at new projects to assist the town in, coaching, or volunteering time the Cop's are always involved. We have coached for many years with the Park and Recreation basketball program from teaching first and second graders instructional basketball skills, to coaching until eighth grade where they would be entering the high school programs. We have also contributed greatly to other programs and coached soccer, baseball, softball, football programs. Any program that needed volunteers or help the Cop's would step up and donate their time.

In closing, through this terrible life event of losing Tyler, we would like to honor him and his short life by naming this court. He had a huge impact on his peers, coaches, friends, family and quite frankly anyone he met. His impact goes unforgotten with dedications in every school he attended. His impact on this town will be remembered through his dedication and skill in his athletics, growing and mentoring in the park and recreation activities he performed and more importantly the amount of Berlin people he touched.. The T. Cop Foundation continues to be successful and will continue to pair with the town as needed to better athletic and community programs.

Respectfully Submitted,
Robyn Cop
T. Cop Foundation

Consent h



36" h x 84"w including the player 45" h

Please review the attached artwork proof(s) carefully for spelling, numerical, layout and finishing errors. It is your responsibility to double check for errors. We are not responsible for errors noticed or changes required after your proof is approved. Once approved your product will print and finish as stated in the attached proof(s). Please reply with any changes that need to be made. If no changes are necessary you MUST reply back saying 'OK TO Produce' if by email or sign & return this hardcopy to continue your order. Otherwise your job will be delayed and we will not guarantee on time delivery. If you have any questions regarding your artwork, or are unable to view your proof, please contact us.

Customer Approval: ☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISE & RESUBMIT

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PRINT SIGN DATE



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 May report

News:

- Put-up and changes flags for Memorial Day
- Completed planting annual flowers
- Fountains Veterans Park
- Aeration and fertilization of fields

Daily

- Mowing
- Groom and line fields

Weekly

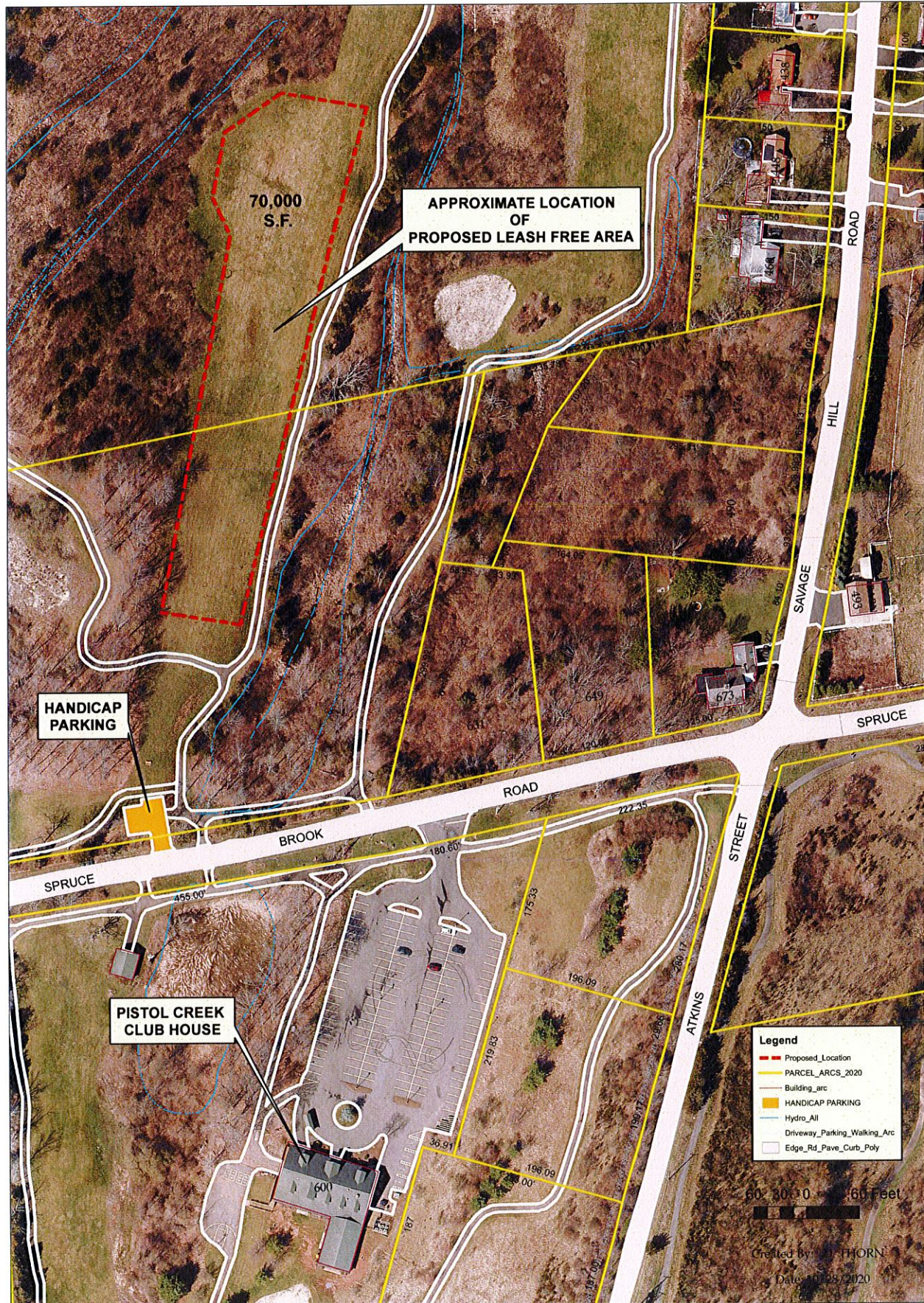
- Garbage
- Paint athletic fields

Miscellaneous

- Servicing of equipment
- Built and repaired tables and benches



PROPOSED LEASH FREE AREA AT PISTOL CREEK





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

June monthly report

1. Processing paperwork for summer staff, new and returning, almost 50 people. Had one of the experienced lifeguards quit, that will impact schedules. Aquatics Director notified me that he has another full-time job and will only be able to work a limited number of hours. He did conduct staff training and completed work schedules but will not be around for a lot of the day to day responsibilities.
2. Set up first aid and cpr classes for the Summer Fun program staff, through Hunter's Ambulance. Also set-up Sexual Harassment training and blood borne pathogens, which are required for all staff.
3. Getting equipment ready and bringing out to the pools for inspection, Percival on June 4 and Demore, Dinda, Bittner Jr Memorial on June 17. Worked on aquatic staff manual and prepared for staff meeting and in-service that was held Saturday, June 5. Percival set to open June 19 and Demore, Dinda, Bittner Jr. Memorial on June 21, for the season.
4. Worked on Summer Fun staff manual. Each site will coordinate their own training this year, on Thursday, June 17.
5. Ordered supplies, bathing suits for guards and staff t-shirts for all staff.
6. Opening and closing p.o.'s for the end of the fiscal year and going through supplies to order what is necessary to start the pools and summer programs.
7. Arranged for phones at pools to be turned on and cell phones for emergencies.
8. State DPH decided on May 20 that all restrictions on the pools would be lifted. We had to immediately start preparing to sell pool passes. Clover Hill and The Creek are starting to fill up some weeks.
9. Covered office, handled daily registration while secretary took vacation time.

Policy on Memorials and Naming Facilities/Fields

I. Purpose of the Policy

The Parks and Recreation Commission recognize that individuals and groups may desire to recognize a friend, family member, volunteer or employee after years of service to the community. Request for recognition will be honored if the Parks and Recreation Commission recognize a benefit to the specific park/location under its jurisdiction.

II. Responsibilities

The Commission will recommend the naming of playscapes, rooms, structures, fields, parks or other memorial items. It will also recommend benches, picnic tables or trees with memorial plaques/name plates. The design and location of such memorials must be approved by the Parks and Recreation Commission prior to recommendation to Town Council.

All costs and the collection of money will be assumed by the individuals or groups that request the memorial.

The Commission will make the recommendation to the Town Council and the person or persons initiating the request should plan on attending the Town Council meeting to answer any questions that may arise.

III. Guidelines

The naming of structures, parks, fields, etc., will be for individuals who have had an impact on parks, recreation or athletics in Berlin. The priority in the approval process will be to individuals who have volunteered for the Parks and Recreation Department or made significant contributions to the community.

IV. Procedure

1. Submit a request in writing to the Parks and Recreation Commission.
2. A written response will be sent after the Commission's decision.