

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

Thursday, September 9, 2021
6:00 p.m.

ATTENDANCE:

Commissioners Present: Donna Bovee - Chairwoman, Tony Butrimas, Don Dellaquila, Dinesh Patel, Joe Pulcini (arrived 6:08 p.m.), Greg Starr

Commissioners Absent: Andrew Legnani

Staff Present:

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

Chairwoman Bovee called the meeting to order at 6:01 p.m.

1. Audience of Citizens

None.

2. Approval of Minutes

August 12, 2021

Commissioner Butrimas moved to approve the August 12, 2021 meeting minutes.

Seconded by Commissioner Dellaquila.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Dellaquila, Commissioner Starr

Vote being (4-0-1). MOTION CARRIED (Commissioner Patel abstained, as he was not at the August 12, 2021 meeting.)

3. Consent Agenda

None.

4. Parks & Grounds

a. Monthly Report – see attached

The group discussed recent social media comments about issues at the Micacci memorial at Deming Park and Friendship Place. Unfortunately, residents did not

report the problems they witnessed to the Town, rather they posted to social media. Once Grounds staff was aware, the problems were investigated and addressed. Members discussed posting signs at Town parks with a phone number for residents to call to report any issues.

Commissioner Pulcini joined at this point.

b. Revision of Policy on Naming Memorials, etc.

- i. BHS Basketball Courts renaming update** – Director Ochoa does not believe that the Cop family has presented to the Board of Education yet.
- ii. McGee Baseball Field renaming update**

The Commission will consider proposed revisions to the Policy on Naming Memorials. Commissioners discussed adding a clause that the person proposed to name the park after should be someone with good moral character, instituting a waiting period prior to approval in case the public wants to weigh in on the proposed naming, whether Parks & Recreation Commission should / can investigate naming candidates and having the Town / Corporation Counsel review any proposed revisions prior to presenting to Town Council.

- c. Percival Soccer Field Update** – \$194,000 of the grant has not been appropriated. Director Ochoa and Superintendent Wood will review project needs to go out to bid for a new architect and work to get \$194,000 added to the project budget.
- d. Sage Park Restrooms Update** - Director Ochoa reported that the restroom renovation that was originally scheduled to be completed on 9/12/21 has been significantly delayed due to unavailability of fixtures and doors. The new target completion date is end of October 2021. The delay is a problem for busy Sage Park during fall season. Porta-potties are on site to serve as temporary restrooms. The restroom delay along with a refrigeration problem that negatively impacted fund raising concessions on Friday 9/3/21, Saturday 9/4/21 and Sunday 9/5/21 were not timely communicated to Director Ochoa or the Commissioners. Commission members request improved communication/coordination from Facilities to Parks & Recreation regarding active projects.
- e. State of CT Grant Update** – No updates, still waiting for State feedback.

5. Parks and Recreation

- a. Monthly Report** – see attached.
- b. Community/Senior Center Update** – Chairwoman Bovee reported that the Community Senior Center Advisory Committee met on September 2, 2021. Advisory Committee members are: herself (Vice Chair of the Advisory Committee), Brenden Luddy (Chair of the Advisory Committee), Mike Urrunaga, Dave Cyr, Tim Grady, Barbara Gombotz. The next meeting is scheduled for September 27, 2021, but an extended meeting schedule has not yet been established.

6. Adjournment

Commissioner Starr moved to adjourn at 7:07 p.m.

Seconded by Commissioner Butrimas.

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

Vote being (6-0). MOTION CARRIED

Submitted by,

Dana Borges

Parks and Grounds August report

News:

- Willard
 - Playground paved, repainted and new basketball hoops
 - New concrete stairs and walkways
- Back to school
 - Top dressed playgrounds with new safety surfacing
 - Mulch fronts of school's
- Installed new solar pump at the community garden with battery backup

Daily

- Mowing
- Ballfields
- Pools
- flowers

Weekly

- Garbage
- Paint athletic fields

Miscellaneous

- Clean and service equipment
- Started back to school preparation
- Broke down pools

Parks and Recreation monthly report for September

1. We are fully re-opening the Community Center on Tuesday, September 7. That will include the exercise room and activity room. We ask that everyone in the building wear a mask.
2. Fall program registration is now under way. Most programs will start mid-September. Inputted information into RecTrac/WebTrac and on the Town website. Currently offering dog obedience classes, in-person and virtual classes through Personal Euphoria and Painting w/Peggy classes. We will offer dance classes this fall also, just waiting for a schedule from the instructor.
3. I will contact the Board of Education about possible gym use this winter. I will wait until I have a decision from them to decide about youth basketball and other winter programs. We will follow whatever guidelines the Board of Education, CCHD, CIAC, CDC and/or the State have in place as far as mask wearing and any other guidelines they may implement.
4. Working on October special events, Scarecrow event and Halloween. We will hold a drive through Trunk or Treat event again and virtual Pumpkin Decorating contest. Working with Chris Edge and businesses on Farmington Ave to get more participation for the Scarecrow event.
5. Continue to book rooms for groups at the Community Center for the fall and winter. Many of the groups are happy to be able to meet in person again and will follow the guidelines we have in place.

Received on 9/14/2021
at 10:03:37 AM by Town Clerk
Kathryn J Wall

Contact

YOY Change

Changes highlighted

Parks & Recreation				
Halloween Event, per child	5.00		5.00	
Youth Athletic Leagues and Teams				
Basketball – Winter 3 rd -8 th Grade Basketball, Boys & Girls	85.00		85.00	
Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.	95.00		95.00	
Including additional \$10 fee for any registrations accepted after evaluations if space is available.	105.00		105.00	
Adult Recreational Sport Activities				
Winter – Resident Men's 31 yrs. Plus Basketball - season	85.00		65.00	20.00
Winter – Non-Resident Men's 31 yrs. Plus Basketball - season	105.00		85.00	20.00
Winter – Resident Men's 31 yrs. Plus Basketball – nightly	10.00		10.00	
Winter – Non-Resident Men's 31 yrs. Plus Basketball – nightly	15.00		15.00	
Winter – Resident Women's 30 plus Recreation Volleyball - season	60.00		60.00	
Winter – Non-Resident Women's 30 plus Recreation Volleyball - season	80.00		80.00	
Winter – Resident Women's 30 plus Recreation Volleyball – nightly	10.00		10.00	
Winter – Non-Resident Women's 30 plus Recreation Volleyball – nightly	15.00		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	85.00 per week		85.00 per week	
Summer Program - 4th of July week or any 4 day week	75.00 per week		75.00 per week	
Junior Counselors Fee for Summer Program	55.00 per week		55.00 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		80.00	
Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00		50.00	
Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00		100.00	
Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non- Profit	60.00		60.00	
Meeting Room In Town Whole Day Profit or Non-Profit	30.00		30.00	
Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00		25.00	
Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00		40.00	
Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00		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.				

2021 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

Contact

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

YOY Change

Changes highlighted						
OUTDOOR POOLS						
Season Pass - Household	85.00		85.00			
Season Pass - Individual	55.00		55.00			
Replacement Tag	1.00		1.00			
Daily Passes						
Adult Resident	10.00		10.00			
Child, Resident	5.00		5.00			
Adult Non-Resident	20.00		20.00			
Child, Non-Resident	10.00		10.00			
Pandemic Fees (Resident) (fees only apply if a national/global pandemic has been declared but the pools are open)	2.00		2.00			
Pandemic Fees (Non-Resident) (fees only apply if a national/global pandemic has been declared but the pools are open)	5.00		5.00			
Swim Team – each participant is given a swim pass (residents only). Resident first/second child	130/110		130/110			
Swim Team Non-Resident per child	140.00		140.00			
Lifeguard Training Course	155.00 Res 165.00 non-res		155.00 Res 165.00 non-res			
Pavilions Timberlin/Sage						
Pavilions Local	90.00		90.00			
Pavilions Non-Local	140.00		140.00			
Deposit for Pavilion - Refundable	90.00		90.00			
Equipment if requested/Retainer and refundable	55.00		55.00			
Veterans' Park: For gazebo and/or grounds.						
Non-Local Deposit (refundable)	90.00		90.00			
Non-Local Fee	140.00		140.00			
Field Light Fees (New Fee Structure effective in 2021)						
All fields, per hour local	50.00		50.00			
All fields, per hour, non-local/For-profit	65.00		65.00			
Scalise Football Field, Sage Park Field Rates						
Non local/For profit groups renting Scalise Field are required to pay all Supervision/Grounds out-of-pocket costs. Scalise Field must be rented at least 3 hour minimum.						
Grounds Rates (minimum of 3 hours)	\$60/hour		\$60/hour			
Custodial Rates (minimum of 3 hours)	\$50/hour		\$50/hour			
Local	20.00		20.00			
Non local/For Profit	\$70/hour		\$70/hour			
Local/Full Day (8 hours+)	120.00		120.00	30.00		30.00
Non local/For Profit/Full Day (8 hours+)	420.00		420.00			
Usage Deposit						
Concession Local	105.00		105.00			
Concession Non-Local/For Profit	210.00		210.00			
Facility/Stadium Local	105.00		105.00			
Facility/Stadium Non-Local/For Profit	210.00		210.00			
FIELD RENTALS						
Non local/For profit groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs. Per the Field/Facility Use Policy, Group 1 & Group 2 are exempt from field fees. To be billed as a Local Team, the team/league must have 75% of their roster(s) made up of Berlin residents, verified by Field/Facility Use Policy, Section IB.						
Local	20.00/hour		20.00/hour			
Non local/For Profit	\$50/hour		\$50/hour			
Local/Full Day (8 hours+)	120.00		120.00	30.00		30.00
Non local/For Profit/Full Day (8 hours+)	300.00		300.00			
All fields deposits:						
Local	105.00		105.00			
Non Local/For Profit	120.00		120.00			
Penalty for violation of Open Space Ordinance 4-97, per offense	50.00		50.00			
BHS & McGee Basketball and Tennis Courts – Local	25.00		25.00			

2021 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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

YOY Change

Changes highlighted						
BHS & McGee Basketball & Tennis Courts Non-Local	35.00		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	50.00		50.00			
Lights Per Hour, Non-local/For Profit	65.00		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		100.00			
Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00			
Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00			
Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00			
Outside Deck - Hourly Rate	25.00/hr		25.00/hr			
Damage Deposit Required of All Groups	90.00		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



Town of Berlin
Parks and Recreation Department
230 Kensington Road • Berlin, CT 06037
Office (860) 828-7056 • **Fax** (860) 828-1627
E-mail ddennis@berlinct.gov

Debra S. Dennis, CPRP
Superintendent of Recreation

Parks and Recreation monthly report for October

1. Fall programs are ongoing, we added a couple dance classes.
2. Winter basketball registration started October 4. Registration is average with 68 registered as of Tuesday, October 12. Per current guidelines from the State, all participants, players and coaches, will be required to wear a mask while in the schools. We have not heard if spectators will be allowed but if they are, they will also need to wear masks.
3. I have contacted staff from 2 years ago, to see who is not returning to determine number of new staff to hire. I am anticipating many new staff will need to be hired. I will post on the Town website, Facebook page and announcements will be made at BHS. Bob Veronesi will continue as the boys 3&4 coordinator and Kaitlin Starr will be the boys 5-8 coordinator. I am currently looking for a girls coordinator.
4. Scarecrow Contest this year will be a run the same as last year. We have teamed up with Chris Edge and local businesses to help encourage people to put scarecrows in front of their house and business or at Volunteer Park. Participants can send in a picture and people can vote on Facebook for the Berlin Best Scarecrow, starting October 20 through October 29.

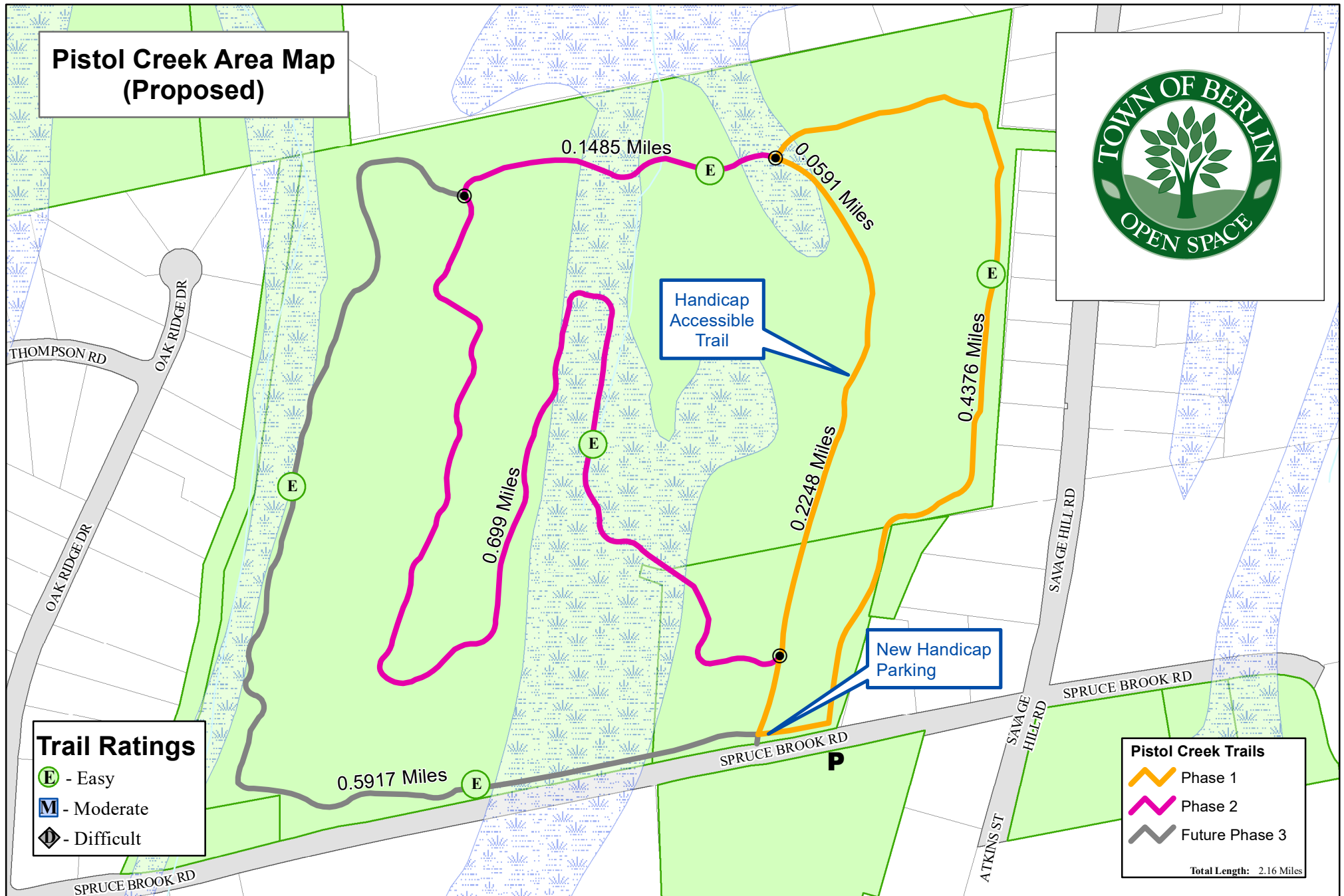
We will also do the Pumpkin Decorating contest on-line. Participants can send in a picture of their pumpkin and we will post of Facebook for people to vote for their favorite so we can continue with our "People's Choice" contest. Everyone that enters will receive a small gift.

We are doing a drive-thru Trunk or Treat event at Sage Park on Saturday, October 23, from 6-7:30 p.m. 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.

5. Started to work on the Tinsel Fun Run and registration will begin shortly. Race will be held at Berlin High School on Saturday, December 4.
6. Community Center has slowly continued to have groups come back. People have been good about wearing masks while in the building.

Debbie

Pistol Creek Area Map (Proposed)



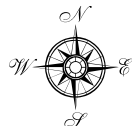
Trail Ratings

- E - Easy
- M - Moderate
- D - Difficult

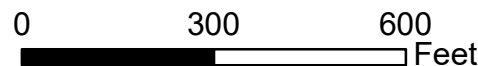
Pistol Creek Trails

- Phase 1
- Phase 2
- Future Phase 3

Total Length: 2.16 Miles



1 inch = 300 feet



This Map is for illustrative purposes only