

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

Thursday, November 11, 2021  
6:00 p.m.

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/86373847633?pwd=MFVMSE52czJtU0JUcE10TGhEZnUzdz09>

Meeting ID: **863 7384 7633**

Meeting Passcode: **575774**

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

Meeting Agenda

1. Audience of Citizens
  - a. Detective Brett Kelly, Berlin Police Association
2. Approval of Minutes October 14, 2021
3. Consent Agenda
  - a. Request by Berlin Board of Education to modify the hours of parks located on school grounds outlined by the footprint of the Town of Berlin's GIS. Hours shall be modified as closed to the public from 7:30AM – 3:30PM during normal school days.
  - b. Request by the Berlin Police Association to have estimated field usage fees and light fees, not to exceed an amount of \$300 waived for a BPA Flag Football Game on Scalise Field, November 21, 2021 from 3:30PM – 6:30PM.
  - c. Approve meeting dates of 2022 and January 2023.
4. Parks and Recreation
  - a. Monthly Report
  - b. Community/Senior Center Update
5. Parks & Grounds
  - a. Monthly Report
  - b. Revision of Policy on Naming Memorials, etc. and Possible Action
  - c. Dog Park and Leash Ordinance Discussion
  - d. Percival Soccer Field Update
  - e. Sage Park Restrooms Update
  - f. State of CT Grant Update
6. Adjournment

**TOWN OF BERLIN**  
**Parks and Recreation Commission**  
**230 Kensington Road • Berlin, CT 06037**  
**In-person and ZOOM**  
**Thursday, October 14, 2021**  
**6:00 p.m.**

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee - Chairwoman, Tony Butrimas, Don Dellaquila, Andrew Legnani, Dinesh Patel, Greg Starr

**Commissioners Absent:** Joe Pulcini

**Staff Present:**

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

**1. Audience of Citizens**

- a. John Schmaltz, Berlin Board of Education, Security Director – Security Director Schmaltz informed the Commission that Berlin schools have posted signage prohibiting “outside” use of school grounds during school hours. This prohibition is meant to maximize safety of the students and staff. In keeping with that practice, Security Director Schmaltz asks the Commission to also prohibit use of those playgrounds, fields, courts and passive use properties that are located on Berlin public school grounds and in close proximity to Berlin’s public schools since those playgrounds / fields are often used by students throughout the day. (The current ordinance allows all Town-owned open space and parks to be open to the public from dawn through dusk, but defers to any ruling by the Parks and Recreation or Conservation Commissions to the contrary.)

Chairwoman Bovee asked Security Director Schmaltz to work with Director Ochoa and Superintendent Wood to propose specific wording and identification of the properties this exception would affect. The Commission will consider and vote at a future meeting.

Security Director Schmaltz also requests that the Parks and Recreation Commission close the basketball and tennis courts at Berlin High School from 6:00 p.m. – 9:00 p.m. on Saturday, October 23, 2021. In an effort to resume school social activities, Board of Education has planned to hold a homecoming dance outside on Biscoglio Auxiliary field that evening. It asks that the basketball and tennis courts be closed as a student safety measure and so that industrial extension cords may be run through the courts to provide electrical power to the

tent / dance area on the field. He plans to block the entrances / exits to the court enclosures with yellow caution tape, engage the outdoor lighting to insure the courts are visible and empty and have security staff on hand to monitor the area. Board of Education has already received approval from Planning and Zoning Commission.

- b. Warren Adams, Berlin Board of Education, Freshmen Class Advisor – Mr. Adams asked that the Freshmen class be permitted to host a concession stand at the upcoming BHS Homecoming dance on Saturday, 10/23/21. It would sell pre-packaged chips, candy and drinks and all profits would go into a Freshmen class fund for future activities, including proms.
- c. Jim Mahoney, Pistol Creek Recreation Trails Grant – Mr. Mahoney noted that about 1/3 of Pistol Creek cart paths were repaved a couple of years ago, and handicapped parking spaces were added. He plans to apply for another grant within the same State program (for \$100,000 which requires a 20% match that would be funded from the Open Space In-Kind account) and proposes to continue working east to west and renovate the middle section of cart paths. The Conservation Commission and Town Council have already approved Mr. Mahoney to submit this grant application.

There are no deed restrictions to the Pistol Creek property, and the Town can change its usage. It is currently used for walking trails and cross country running. Chairwoman Bovee mentioned the possibility of part of Pistol Creek being considered as an off-leash dog park by Town Council. Mr. Mahoney indicated that there have been proposals for alternate uses (soccer fields) that didn't come to fruition, so some preliminary planning work has been performed to separate the walking trails from a playing field area which can be revisited if necessary.

## **2. Approval of Minutes**

September 9, 2021

Commissioner Butrimas moved to approve the September 9, 2021 minutes.

Seconded by Commissioner Starr.

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

Vote being: 5-0-1. MOTION CARRIED. (Commissioner Legnani abstained, as he was not present at the September 9, 2021 meeting.)

## **3. Consent Agenda**

- a. **Request by Berlin High School Class of 2025 to be able to sell prepackaged snacks and drinks at the Berlin High School Homecoming Dance at Biscoglio Auxiliary Field at Berlin High School on Saturday, October 23, 2021 from 6:00PM – 9:00PM.**



Commissioner Dellaquila moved to approve Consent Agenda item a.

Seconded by Commissioner Patel.

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

Vote being: 6-0. MOTION CARRIED.

Commissioner Dellaquila moved to approve Board of Education's request to close the outdoor tennis and basketball courts at Berlin High School from 6:00 p.m. – 9:00 p.m. (or thereabouts) on Saturday, October 23, 2021 in support of the BHS Homecoming Dance.

Seconded by Commissioner Butrimas.

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

Vote being: 6-0. MOTION CARRIED.

#### **4. Parks & Grounds**

- a. Monthly Report** (See attached) Superintendent Wood noted that the Grounds shop and offices were flooded with 18" of water and sewage after the August / September heavy rains. Moving into alternate offices and shop spaces has been challenging and remediation of the damaged portions of the facility has begun. Construction will likely not begin until Spring 2022. Commissioner Butrimas asked that the Commission be informed of events impacting P&R's facilities, staff and/or schedules.
- b. Revision of Policy on Naming Memorials, etc. and Possible Action** – Chairwoman Bovee asked Commissioner Butrimas to incorporate the suggestions from a previous meeting noted in the minutes (i.e.: possible background checks, honoree should be of good character, etc.) so the group can consider and discuss an updated draft in November and possibly vote in December
- c. Percival Soccer Field Update** – Director Ochoa and Superintendent Wood are working to modify the previous design RFP and aim to get the new RFP out by the end of 2021. Ideally responses would be considered in Spring 2022, the project construction would go out to bid that same Spring or early Summer and work would start in Fall 2022. Chairwoman Bovee asked that the soccer group(s) be included in discussion prior to finalizing the design RFP.
- d. Sage Park Restrooms Update** – Facilities reports that painting is being performed and installation of the delayed plumbing fixtures may begin week of 10/25/21. The project may be completed by 10/31/21 if the fixtures are received on schedule. Commissioner Butrimas again shared his disappointment in Facilities' decision to

begin this project in August at the beginning of Sage's extremely busy fall season without coordinating with Parks and Recreation Department and Parks and Recreation Commission. Although supply delays could not be helped, the communication was poor and many student athletes, coaches and their families continue to be impacted. Chairwoman Bovee agreed and suggested that Commissioners and staff do everything in their power to advocate for the department in this project and all efforts going forward. She suggested inviting the Town Manager and Facilities Director to a future meeting to discuss the problems surrounding this project and how to prevent another similar situation in the future.

- e. **State of CT Grant Update** – Finance Director Delaney's previous contact at the State of Connecticut has transferred into another department and he is awaiting response from the new contact. Chairwoman Bovee suggested that Town staff contact Berlin's State Representatives Abercrombie and Veach, as well as State Senator Lopes to help progress forward. She also volunteered the Commission's help in making similar contacts or providing any other help to propel momentum.

## 5. Parks and Recreation

- a. **Monthly Report** (See attached) Superintendent Dennis noted that she is scheduling an interview with a coordinator for girls' basketball. The Town is now requiring full and part time staff to submit COVID vaccine status. This requirement may trickle down to program coaches.
- b. **Dog Park and Leash Ordinance Update** – Chairwoman Bovee shared the Parks and Recreation Commission's concerns about animals on playing fields and about the possibility of a dog park at Pistol Creek. It seemed like the dog park location requires more time and consideration, so Chairwoman Bovee asked Town Council / the Ordinance Committee to consider immediate action on the portion that would prohibit animals on playing fields. The request is being considered by the Ordinance Committee on 10/14/21.
- c. **Fee Schedule 2022 Discussion** – Proposed 2022 rates include the following changes:
  - Resident user field rental fees increase to \$20/hour. Most other towns charge \$25/hour so Berlin is still under-average. (Fee increases alternate annually between local and non-local.)
  - Increase indoor men's basketball program fees from \$65 to \$85 for local participants and from \$85 to \$105 for non-resident participants.
  - Eliminate the "drop-in" nightly option for men's basketball and women's volleyball. (The department must pay staff to be present even if nightly attendance is very low, and that staff is required to confirm residence and collect payment from players. Changing to program-based payments allows for better planning and eliminates need for staff to handle cash.)
  - Addition of a "Field / Facility Use Key Deposit" of \$50 to be returned when users return a borrowed key. If the key is lost, the borrower forfeits the deposit.
- d. **Community/Senior Center Update** – Chairwoman Bovee, Councilor Luddy and Senior Center Tina Doyle visited the Bloomfield Senior / Community Center which has a very large gymnasium, but no pool. Bloomfield chose not to install a pool to save money, and its 56,000 square foot facility cost \$22,300,000. The property also



*2021-10-14 Parks and Recreation Commission Meeting*

includes a courtyard (no airflow, no doors to facing rooms, is never used), 3 soccer fields and irrigation. Visits to Newtown, Mansfield and Glastonbury are planned in the coming month. Based on the once-monthly scheduled Advisory Committee meetings and the magnitude of the project, the group will not be able to gather enough facts and information to adequately advise Town Council and for Berlin to hold a referendum in April 2022. This will likely result in increased construction costs, as the estimate of \$37,500,000 is based on the assumption of summer 2022 construction. Chairwoman Bovee has asked Councilor Luddy (who is also the Advisory Committee Chairman) to notify Town Council that its original target of an April 2022 referendum will not be met.

Chairwoman Bovee also asked Director Ochoa to confirm in writing several points surrounding the 10/26/21 Homecoming dance with Board of Education Security Director Schmalz:

- Security of the recently renovated basketball and tennis courts and track are paramount. The projects were costly and it's important that the courts and track are not damaged in any way.
- Board of Education should immediately communicate with neighbors about the expected noise during the event.
- Clean-up / trash removal should be performed as soon as the dance is over, not the following day. (Superintendent Wood left the meeting by this time, so Director Ochoa will discuss with Superintendent Wood to ensure trash is picked up immediately following the dance.)

**6. Adjournment**

Commissioner Butrimas moved to adjourn at 7:40 p.m.

Seconded by Commissioner Dellaquila.

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

Submitted by,

Dana Borges

**Parks and Grounds September report**

**News:**

- Move everything out our offices and shop into storage containers
- Shop has been remediated from flood

**Daily**

- Mowing
- Ballfields
- Flowers

**Weekly**

- Garbage
- Paint athletic fields

**Miscellaneous**

- Cleanup Bird Sanctuary & Old Peck
- Started to deliver nonperishable food to the food pantry
- Mow trails open space
- Aerated and overseeded fields

## 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.

Received on 10/21/2021  
at 12:51:39 PM by Town Clerk  
Kathryn J Wall





## TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Berlin Police Association</i>	Date: <i>11/8/2021</i>
Contact Name: <i>Detective Brett Kelly</i>	
Phone Number: <i>(860) 828-7189</i>	
Event: <i>BPA Flag Football Game</i>	Date of Event: <i>11/21/2021</i>
Location of the Event: <i>Scalise Field</i>	
What fee do you want waived: <i>Field fees and light fees</i>	
Identify the hardship incurred: <i>Non-profit organization of town employees</i>	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>Aids in funding the policeman's Ball, Trunk or Treat, and picnics/outings for members of the police department</i>	

### Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes ☐ No ☐

If so, which criteria:

- ☐ Raises funds to supplement Town budgeted services.
- ☐ Raises funds for programs normally funded by the Town.
- ☐ Raises funds for Non-Profit groups, which have contributed substantially to the community.
- ☐ Nationally or State affiliated program which provide programs for local youth.
- ☐ Raises funds for scholarships of Berlin students.
- ☐ Raises funds for elderly citizens.

# TOWN OF BERLIN

## Request for Fee Waiver

Name of Non-Profit or Political Organization: Berlin Police Association

Comments: The flag football game has more than twenty members participating. The BPA would like to use our limited funds for charity events and outings for our members.

Brett Kelly  
Signature

11/18/2021  
Date

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

### 1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.



## TOWN OF BERLIN, CONNECTICUT PARKS & RECREATION COMMISSION

TO: Town Clerk

FROM: Berlin Park and Recreation Commission

DATE: November 12, 2021

SUBJECT: Berlin Parks and Recreation Commission meeting dates for 2022

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The Berlin Parks and Recreation 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:

1/13/2022	8/11/2022
2/10/2022	9/08/2022
3/10/2022	10/13/2022
4/07/2022	11/10/2022
5/12/2022	12/08/2022
6/09/2022	1/12/2023
7/14/2022	

The 2022 meeting schedule was approved at 11/11/21 Parks & Recreation Commission meeting.

Jennifer Ochoa  
Director of Community, Recreation and Park Services





**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 November**

1. Winter basketball evaluations and the draft will be Saturday, November 13. Numbers are low for all boys grades, estimated number of teams for each group – Boys 3&4 4 teams, Boys 5&6 4 teams, Boys 7&8 3 teams, Girls 3&4 4 teams, Girls 5&6 2 teams and Girls 7-9 0 teams. There are 143 currently registered and we will continue to register for divisions that have openings. Most staff will not be returning so advertisement for positions was done and interviews are being held soon.
2. Scarecrow Festival was held virtually this year with 13 scarecrows entered. Voting took place on-line.  
  
Our second Drive-thru Trunk or Treat event was held on Saturday, October 23 at Sage Park. We had 78 kids registered. We had 15 trunks decorated. It was a great night and people were very happy and appreciative.  
  
We had 4 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 will be sent a \$5 gift card to Pralines.
3. Working on the Tinsel Fun Run. Race will be held at Berlin High School on Saturday, December 4. So far we have 40 signed up.
4. The Community Center continues to have groups come back for meetings. Some nights have almost all of the rooms booked. We continue to host several blood drives.
5. Hoping to have registration starting Monday, December 6 for some of our winter programs. Information will be available on the Town website, Facebook page and Board of Education website.
6. Still finalizing but looks like Santa's visits will be held at the Berlin Community Center after Thanksgiving from 6-7:30 p.m. It will be a little different this year due to COVID. We will set up the room similar to how we ran the Easter event where kids can sit in front of Santa, at a safe distance, for pictures. Each will get a treat, lollipop and gift. We will require registration so that we don't have a lot of people waiting. Berlin youth in preschool through 2<sup>nd</sup> grade are welcome to meet with Santa. We will also collect donations for the Food Pantry.
7. Have started to work on next year's budget and update part-time pay scale, based on changes to minimum wage.



## **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 October report

#### **News:**

- Homecoming, McGee Invitational, Jeep Show
- Scarify ballfields

#### **Daily**

- Mowing
- Ballfields
- Flowers
- Leaves

#### **Weekly**

- Garbage
- Paint athletic fields

#### **Miscellaneous**

- Build new benches and tables
- Fertilize all fields
- Assist setting up for food distribution
- Broken playground equipment Willard



## 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 **authority**.

### 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 to attend 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 **an individual, family or organization that:** ~~who have volunteered for the Parks and Recreation Department or made significant contributions to the community.~~

- a. **Has made a significant land and/or monetary contribution (51% or more) to the particular park or recreational facility and the name has been stipulated as a condition of the donation; or**
- b. **Has made a contribution to the park representing 51% or more of the land or facility development costs and the name has been stipulated as a condition of the donation; or**
- c. **Has established a maintenance endowment of 51% or more of the projected maintenance cost for 20 years, and the name has been stipulated as a condition of the donation; or**
- d. **Has performed extraordinary or outstanding public service for the good of the community, particularly regarding parks, trails and /or open space; or**
- e. **Was an outstanding community leader who made significant civic contributions to the Town and/or gave highly productive support to the Parks & Rec Department; and**
- f. **It is generally not preferred that parks be named after living individuals. This may be allowed at the discretion of the Parks and rec Commission and the Town Council when a combination of other criteria or circumstances exist for the individual to be honored; and**
- g. **Has no significant conflicts with the goals and priorities in the Parks, Recreation, Open Space and Trails, the Town of Berlin, or other Town Proclamations; and**
- h. **The individual, family or organization has good moral character and is viewed by the public in a favorable way.**



#### IV. Renaming

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name. Name changes will be subject to the procedures set forth in this policy.

#### V. Procedure

1. ~~Submit a request in writing to the Parks and Recreation Commission.~~
2. Town residents, community leaders and organizations interested in proposing a name for a park, recreational area or facility must submit written recommendations, petitions, etc., for presentation to the Parks and Recreation Director for consideration by the Parks and Recreation Commission. Recommendations need describe in detail why the candidate merits such recognition.
3. The Parks and Recreation Commission will set a waiting period after receipt of a request to allow for public input and comment.
4. The Parks and Recreation Commission may perform a background check on the individual, family, or organization to verify the suitability of the individual, family, or organization.
5. The Parks and Recreation Commission will have the Town Corporation Counsel review and proposed naming prior to recommendation to the Town Council.
6. A written response will be sent, ~~by the Parks and Recreation Director~~, after the Commission's decision.