

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

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

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/81855255586?pwd=akk3VEgxZXh5K0JSSmpleGorSnlFdz09>

Meeting ID: **818 5525 5586**

Meeting Passcode: **488035**

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes November 11, 2021
3. Consent Agenda
 - a. Approve the updated Policy on Memorials and Naming Facilities/Fields.
4. Parks and Recreation
 - a. Monthly Report
 - b. Community/Senior Center Update
5. Parks & Grounds
 - a. Monthly Report
 - b. Dog Park and Leash Ordinance Update
 - c. Percival Soccer Field Update
 - d. State of CT Grant Update
6. Adjournment

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037
Thursday, November 11, 2021
6:00 p.m.
In-person and via ZOOM

ATTENDANCE:

Commissioners Present: Donna Bovee - Chairwoman, Tony Butrimas, Dinesh Patel, Joe Pulcini (arrived 6:38 p.m.), Greg Starr

Commissioners Absent: Don Dellaquila, 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 6:02 p.m.

1. Audience of Citizens

- a. Detective Brett Kelly, Berlin Police Association. Detective Kelly stated that the Berlin Police Association has organized a flag football game for staff members and any profits raised are planned to be spent on the community. The group asks that field rental fees be waived.

2. Approval of Minutes

October 14, 2021

Commissioner Starr moved to approve the October 14, 2021 meeting minutes.

Seconded by Commissioner Butrimas.

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

Vote being: 4-0. MOTION CARRIED.

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.

Commissioner Butrimas moved to approve item a of the Consent Agenda.

Seconded by Commissioner Patel.

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

Vote being: 4-0. MOTION CARRIED.

Commissioner Butrimas moved to approve item b of the Consent Agenda.

Seconded by Commissioner Starr.

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

Vote being: 4-0. MOTION CARRIED.

Commissioner Patel moved to approve item c of the Consent Agenda.

Seconded by Commissioner Starr.

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

Vote being: 4-0. MOTION CARRIED.

4. Parks and Recreation

- a. **Monthly Report** (see attached) Superintendent Dennis noted that since the monthly report was sent out, several more kids registered and all parent coaching slots were filled for winter basketball. Additionally, some applications have been received for the program coordinator position.
- b. **Community/Senior Center Update** – Chairwoman Bovee reported that the last Advisory Committee Meeting was held on November 4, 2021 and the group discussed the site visits to four facilities. She noted that each location shared its successes and things it would do differently. Notably, Newtown installed a 6-lane pool as one of its three pools, and it's staff recommends that Berlin consider an 8-lane pool. After membership fees (about \$900,000 annually) for pool use and excluding General Electric's annual contribution of \$1,000,000, Newtown's cost to run its Community Center facility is about \$600,000. The next Advisory Committee meeting is scheduled for December 2, 2021.

5. Parks & Grounds

- a. **Monthly Report** (see attached) –

- Homecoming – the event went well with no complaints from neighbors. Grounds staff picked up trash at 6:00 the following morning. The Commission noted that the Board of Education did not directly contact nearby residents to notify them of the outdoor dance. Information was posted on Facebook, but no direct contact was made with the neighbors.
- Soccer fields suffered with the extremely wet season and it will take a couple of years to get grass back. This is a common problem among other towns.
- Grounds Department is back in the municipal facility and took advantage of the opportunity to reorganize the shop and replace old materials / equipment.
- Superintendent Wood will discuss best practices with other municipal grounds departments for posting emergency contact info at fields. (Cell phone number, QR code for residents to scan that leads to a location to report issues online, etc.)

Commissioner Pulcini joined at this point.

b. Revision of Policy on Naming Memorials, etc. and Possible Action –

Commissioner Butrimas prepared the initial draft and incorporated feedback from the Commissioners prior discussion. The group also discussed setting a concrete waiting period before voting on a proposed renaming: After a person / group has presented a proposal to rename a field, a waiting period of 90 days following posting of that meeting's minutes to the Town website will be observed in order for supporting / dissenting opinions to be collected. After that 90-day period, the Commission may consider the request along with any related support / dissent and vote on whether to recommend the renaming to Town Council.

Commissioner Starr moved to authorize Director Ochoa to submit the revised Policy on Naming Memorials, etc. to Corporation Counsel for review.

Seconded by Commissioner Patel.

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

Vote being: 5-0. MOTION CARRIED.

- c. Dog Park and Leash Ordinance Discussion** – Chairwoman Bovee noted that the Ordinance Committee / Town Council approved the Ordinance pending a Public Meeting on November 30, 2021. The current wording indicates that animals are allowed at outdoor parks and venues, but not on the actual playing fields, golf course, tracks or courts. The group discussed whether leashed dogs should be allowed at outdoor fields with spectators, and whether animals should be allowed on bleachers at Scalise Field. Meeting participants noted that many individuals / families bring dogs to watch soccer, baseball and softball games and there has not been an incident of an animal disturbing the playing field. Residents also frequently walk their dogs in the complexes / outdoor park areas. Cost of signage if animals were prohibited from any

part of Percival Park or Sage Park would be significant and enforcement would be challenging given the size of the Animal Control department.

The group agreed that since Scalise Field does not have a secondary fence separating the playing field from the spectator areas within the initial fenced in area, it should be specified in the Ordinance that even leashed dogs may not be within that initial fenced area. Additionally, the Ordinance should also specify that no animal is permitted within the fenced area of Percival or East Berlin pools.

Commissioner Starr moved to accept the discussed proposed changes to the draft Ordinance modification dated October 18, 2021. Director Ochoa should forward those proposed modifications to Town Manager Jayawickrema at her earliest convenience so that the proposed changes may be reviewed by all parties prior to the Public Meeting on November 30, 2021.

Seconded by Commissioner Butrimas.

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

Vote being: 5-0. MOTION CARRIED.

- d. **Percival Soccer Field Update** – Director Ochoa and Superintendent Wood will meet with the architect to review old planning document and options before going out to bid.
- e. **Sage Park Restrooms Update** – Restrooms are open, portable units have been removed. The restrooms are largely similar to the previous design, but have new plumbing, new fixtures, new sensors and more durable materials. Facilities is scheduled for a final walk-through November 17 or 18, 2021. The restrooms will be winterized around November 30, 2021.
- f. **State of CT Grant Update** – Adam Salina made contact with someone at the State of Connecticut, and Finance Director Delaney has been contacted. The State is beginning to put together paperwork for the Town to sign and return.

6. Adjournment

Commissioner Butrimas moved to adjourn at 7:22 p.m.

Seconded by Commissioner Starr.

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

Vote being: 5-0. MOTION CARRIED.

Submitted by,

Dana Borges

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 2nd 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.

2021-11-11 Parks and Recreation Commission Meeting

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

Received on 11/18/2021
at 9:50:42 AM by Town Clerk
Kathryn J Wall

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 recommended for approval~~honored by the~~ Town Council if the Parks and Recreation Commission recognizes a benefit to the specific park/location under its **authority**.

II. Responsibilities

The Commission will recommend to the Town Council 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, in the discretion of the Commission, have had an impact on parks, recreation, or athletics in Berlin. The priority in the approval process will be to **recognize 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 of the cost of same) 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 & Recreation 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 Recreation 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 Director of Community, Recreation and Parks Services, for consideration by the Parks and Recreation Commission. Recommendations need to describe in detail why the candidate merits such recognition.
3. The Parks and Recreation Commission will set a waiting period of 90 days after presentation of a request to the Commission and those meeting minutes are posted on the Town website, 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 make a recommendation to the Town Council.
6. A written response will be sent, ~~by the Director of Community, Recreation and Park Services~~, after the Commission's decision.



Town of Berlin
Parks and Recreation Department
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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 December

1. Winter class registration for dog classes and Personal Euphoria classes is going on now.
2. Numbers for December special events – Santa's Parlor 70 kids, number was double the amount from 2019, the last year we ran the program.

Tinsel Run 161 people finished, 173 registered. Tinsel Run numbers were down slightly from 2019 but we were very pleased with the turnout.

3. Basketball teams started practicing after Thanksgiving and will have start games after Christmas break. We are up to 173 total participants. I hired 11 new staff, we have 14 total staff, which is slightly less than a normal year because there are less games. I have been working on practice schedules for January.
4. Submitted budget for fiscal year 2022-23. Major increases based on minimum wage increase by the State and smaller increases due to cost of supplies increasing.
5. Over the next few weeks we will hold interviews for the part-time Program Coordinator position. This will help with current programs and look to expand what we offer.
6. Around the holidays, I will be contacting last year's summer staff to see who will be returning and at the end of the month I will begin advertising for open positions.

Debbie



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds November report

News:

- Put up Christmas lights
- Winterize all irrigation lines
- Signs at Parks
- Breakdown fields for the year

Daily

- Mowing
- Ballfields
- Flowers
- Leaves

Weekly

- Garbage
- Paint athletic fields

Miscellaneous

- Clean up around Veterans
- Take down batting cage nets
- Lights at Basketball & Tennis courts
- Delivered food to Pistol Creek
- Service equipment
- Bring in garbage barrels
- Deliver ice melt to remote locations
- Move bricks, brownstone and granite from meeting house to shop