

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

Thursday, January 13, 2022
6:00 p.m. via Zoom

This meeting will be a virtual meeting via Zoom. The public can call or video into this meeting by clicking the Join Zoom meeting link or calling the phone number. They can address the Parks and Recreation Commission during the “Audience of Citizens” portion of the meeting. If speaking at Audience of Citizens, once addressed, you will need to state your name and address for the record.

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/81855255586?pwd=akk3VEgxZXh5K0JSSmpleGorSnlfDz09>

Meeting ID: **837 3902 1093**

Meeting Passcode: **506962**

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes December 9, 2021
3. Consent Agenda
 - a. Request approval to add sentence, “All lights at tennis courts and basketball courts will be turned off for the season on the first Monday in November”, in Section II, A., b. in the Field/Facility Use Policy.
4. Parks & Grounds
 - a. Q&A with Doug Solek, Director of Facilities
 - b. Monthly Report
 - c. Dog Park and Leash Ordinance Update
 - d. Percival Soccer Field Update
 - e. State of CT Grant Update
 - f. Field Users Meeting
5. Parks and Recreation
 - a. Monthly Report
 - b. Community/Senior Center Update
 - i. Discuss questions to ask Meriden YMCA at next meeting
6. Adjournment

TOWN OF BERLIN
Parks and Recreation Commission
230 Kensington Road • Berlin, CT 06037
And via zoom
Thursday, December 9, 2021
6:00 p.m.

ATTENDANCE:

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

Commissioners Absent: Andrew Legnani, Joe Pulcini

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 6:00 p.m.

1. Audience of Citizens

None.

2. Approval of Minutes

November 11, 2021

Commissioner Starr moved to approve the November 11, 2021 meeting minutes.

Seconded by Commissioner Patel.

Commissioner Butrimas suggested that the summary of Agenda item 5e should include his and other Commissioners' unhappiness with how the Scalise Field bathroom renovation project was handled (timing, lack of communication, etc.).

Chairwoman Bovee stated that the summary of Agenda item 5d should include Director Ochoa updating Berlin's soccer program.

Those voting in favor with the above-referenced changes: Commissioner Bovee, Commissioner Butrimas, Commissioner Patel, Commissioner Starr

Vote being: 4-0-1. (MOTION CARRIED) Commissioner Dellaquila abstained, as he was not at the November meeting.

3. Consent Agenda

- a. Approve the updated Policy on Memorials and Naming Facilities/Fields.**

Commissioner Dellaquila moved to approve Consent Agenda item a.

Seconded by Commissioner Starr.

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

Vote being: 5-0. (MOTION CARRIED)

Director Ochoa will email the revised policy to any parties with outstanding naming requests.

4. Parks and Recreation

- a. **Monthly Report** – see attached. Superintendent Dennis added that Recreation is running a house decorating contest this year and entries will be accepted until week of December 13, 2021. She also stated that Berlin's uptick in positive COVID cases may impact programs / public access to the Community Center. Chairwoman Bovee commented that the Santa's Parlor looked great and encouraged as much communication with the public as possible.
- b. **Community/Senior Center Update** - Chairwoman Bovee reported that the Branford Community / Senior Center was visited. The facility is about 35,000 square feet with no pool. Branford has larger staff departments for Parks and Recreation and the Senior Center but offers less programming than Berlin. Only four people are on staff for maintenance of the Center, playing fields and beach. Some positives that were noted after the visit include: Bluetooth broadcast to cell phones that can repeat to hearing aids; soundproofed rooms for exercise / dance classes; seating / windows to look down on gym from upper level. Visits to the Putnam and Meriden YMCAs are planned for early 2022 and the Advisory Committee is working toward the goal of a November 2022 referendum. The CEO of the Berlin / New Britain / Meriden YMCA will be at the February 2022 Advisory Committee meeting to discuss how he would propose to handle a joint Berlin facility. Chairwoman Bovee encouraged the public to attend Advisory Committee meetings to share their opinions and gather information.

5. Parks & Grounds

- a. **Monthly Report** – see attached. Superintendent Wood spoke with several other Grounds Departments regarding their experiences with posting signage with contact information at parks / fields, and they all discouraged it. Superintendent Wood stated that a system currently exists across several platforms (phone directory, website) to take an incoming complaint and direct it accordingly. Commissioner Butrimas felt that there is value in receiving calls / feedback from park users and was concerned about park users that do not place formal complaints and turn to social media instead.

The group also discussed the Tennis court lights. Director Ochoa and Superintendent Wood propose that the lighting schedule for the tennis courts coincide with the opening / closing of the other fields. Generally, the nets and awnings will be installed after the snow has melted in the spring and removed for the winter season when

2021-12-09 Parks and Recreation Commission Meeting

weather dictates. The lights at the Rex Smith / BHS tennis courts will be shut for the season on the first Monday of November each year. Director Ochoa will amend the current policy and provide to the Commission to discuss / voting at the January 2022 meeting.

- b. Dog Park and Leash Ordinance Update** – Chairwoman Bovee attended the Town Council meeting and presented the proposed changes discussed by the Commission. At the meeting, she reiterated that no animals should be allowed on athletic fields even during an off-season. Chairwoman Bovee also asked Town Manager Jayawickrema to consult with the Commission if any portion of Pistol Creek is considered as an off-leash area.
- c. Percival Soccer Field Update** – Director Ochoa and Superintendent Wood postponed the meeting with the architect due to illness and rescheduled to the week of December 13, 2021.
- d. State of CT Grant Update** – The State liaison contacted Finance Director Delaney with a few questions. Answers have been provided to the State.

6. Adjournment

Commissioner Starr moved to adjourn at 7:04 p.m.

Seconded by Commissioner Butrimas.

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

Vote being: 5-0. (MOTION CARRIED)

Submitted by,

Dana Borges

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

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



TOWN OF BERLIN, CONNECTICUT FIELD/FACILITY USE POLICY

This field/facility use policy is for all organizations/groups/individuals wishing to use town fields and facilities. These fields and facilities are located in town parks, school property, or other land.

All organizations/groups/individuals wishing to use town fields or facilities must fill out the attached Field/Facility Use Request Form, pay any applicable fees and supply proof of a valid insurance policy at the time of booking. No reservations will be made without this information. **All 18 and over groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. In addition to the roster, photocopies of licenses of every individual on the roster must be included to prove town residency. A permit for the field will not be granted until rosters with licenses attached are submitted.**

The Berlin Recreation Department reserves the right to determine whether or not the fields are available for games or practices. This includes weather conditions. If the requested field/facility is available and upon approval by the Berlin Recreation Department the facility permits will be issued.

SECTION I – PRIORITY GROUP CLASSIFICATION

A. Priority use of fields will be allocated as follows:

- a. Group 1 – Town of Berlin or Board of Education functions/events (exempt from field rental fees)**
 - i. This includes all Department athletic programs and/or leagues and school interscholastic competitions, as well as Town of Berlin programs. Berlin Public Schools will have priority regarding the scheduling of home games, matches, meets and courts they have been issued over Group 2, 3, 4, 5 and 6.
- b. Group 2 – Berlin Youth Leagues (exempt from field rental fees)**
 - i. These leagues must belong to an affiliated state or national organization that is responsible for the administration of their sport (i.e. Little League, additional baseball leagues, Youth Football, Youth and/or Travel Soccer, Lacrosse). All teams must have 75% or more participation of Berlin residents.
- c. Group 3 – Local Organizations/Groups**
 - i. These teams/leagues must have 75% or more participation of Berlin residents.
- d. Group 4 – Local, For-Profit Organizations/Groups**
 - i. This includes, but not limited to, for-profit clubs, groups, businesses, associations. These user groups must own primary business in town, or be comprised of 75% Berlin residents.
- e. Group 5 – Non-Local, Non-Profit Organizations/Groups**
 - i. This includes all other non-profit organizations/groups not meeting residency requirements who are requesting fields for league play, tournaments, club teams, clinics and/or camps, with individual or team participation fees. These user groups must be in good standing with the Town.

f. Group 6 – Non-Local, For-Profit Organizations/Groups

- i. This includes, but not limited to, for-profit clubs, groups, businesses, associations.

B. Verification of Residency

- a. Proof of residency will be required for 18 and over groups. All groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. **Attached to the rosters must be photocopies of every player's driver's license or photo identification.** They will be checked for current residency requirements as specified below. Pictures of licenses may also be emailed to Jennifer Ochoa at jochoa@town.berlin.ct.us complete with the team information within the email.

SECTION II – PERMIT PROCESS

A. Reservation/Rental Requirements

- a. Organized athletic activities on town and school property are permitted only on a reservation basis. Persons not having a permit for the use of parks, facilities or fields must give way to all times to a permit holder. **Any group of 10 or more persons must apply for a permit usage.**
- b. All interested parties wishing to reserve/rent a field(s) must fill out the Field Reservation Request Form by the dates posted below for their corresponding seasons.

- i. Spring & Summer Sports Season: April 1st – June 30th and July 1st – August 22nd

Deadline for requests is March 1st for both seasons

- ii. Fall Sports Season: August 15th – first Monday in November

Deadline for requests is July 1st

***All fields will close for the season the first Monday of November and will be unable to be rented past this date without approval from our office.**

***All lights at tennis courts and basketball courts will be turned off for the season on the first Monday in November.**

All requests will be processed on a first come, first serve basis consistent with Priority Group Classifications. Requests received past these dates will be filled on an as available basis.

- c. The Department reserves the right to make adjustments in the permit process as needed to address recognized needs or resolve conflicts.
- d. Permits will not be granted until payment is received.
- e. Upon approval and assignment of fields, through the Priority Group Classifications and the Permit Process and receipt of payment, groups/organizations will be sent permits with their allocated dates and locations. **It may not be possible to grant all requests.**
- f. All groups must adhere to the published guidelines of the Berlin Recreation Department, Berlin Board of Education, or Town of Berlin ordinances.
- g. **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.**
- h. **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.**

B. Sport Season Priority

- a. Traditional sports seasons have priority use over shoulder seasons. Shoulder seasons are defined as the date range prior to or immediately after the months that most traditional sports seasons begin and end.
- i. **Spring Sports (baseball, softball, lacrosse)**
- Priority use is April 1 – June 30
 - Shoulder season is defined as those days prior to April 1 that fields are open and July 1 – mid August.
- ii. **Fall Sports (soccer, football)**
- Priority use is August 1- November 1
 - Shoulder season is defined as mid July through August 15.

C. Rental Fees

- a. Please refer to the Town of Berlin website, under Finance Department for the updated fee schedule for the Town.
- b. A 10% Cancellation Fee will be charged on all permits processed and then cancelled.
- c. Fee Waiver Policy
 - i. Applicants requesting a fee waiver for the use of athletic fields or courts must do so in writing to the Department of Community, Recreation and Parks. Requests will be submitted to the Parks and Recreation Commission for their input and approval. Upon the Parks and Recreation Commission approval, a request is then sent to the Town Council for final approval. The fee waiver process will take a minimum of six to eight weeks.

SECTION III – CONDITIONS OF USE

The Town of Berlin in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel the rental of the parks, facilities or fields, with or without cause.

Bounce Houses are prohibited from being placed on any town property, including parks, fields and pavilion areas.

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees in writing to be responsible for organization's conduct on said property.

Field users are responsible for any and all damage or excessive use, wear and tear to Town equipment and property. If additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly. All maintenance issues must be coordinated through the Superintendent of Parks and Grounds or his designee.

The Department must be notified immediately if a reserved field(s) is no longer needed or if there is a change in the organization's playing schedule.

SECTION IV – INSURANCE REQUIREMENTS

The Town of Berlin shall not be responsible for accidents, bodily injuries or loss/damage to property of individuals/groups using public fields and facilities. The applicant, as a condition precedent to use of Town facilities, expressly agrees to be responsible for all actions, conduct, activities, injuries and damages caused by his/her participants/guests/attendees. The Town reserves and does not waive its immunity to any claims by the applicants or any third parties. All applicants requesting use of athletic fields shall provide the Town with a certificate of insurance providing proof of the following coverage:

- Public Liability and property damage insurance in an amount no less than \$1,000,000 per occurrence and 2 million general aggregate.
- The Town of Berlin must be named as Certificate Holder and additionally insured. Town of Berlin, 240 Kensington Road, Berlin, CT 06037.
- The coverage shall not be cancelled or reduced without a minimum of 30 day written notice to the Town of Berlin.
- The certificate must be submitted a minimum of 10 days prior to the event to: The Parks and Recreation Department.

SECTION IV – INCLEMENT WEATHER POLICY AND PROCEDURE

- A. The Town reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to fields. Permits may also be cancelled when the health and safety of participants is threatened due to impending conditions, including but not limited to, heavy rains, or high winds.
- B. During inclement weather, the Town's Public Grounds staff, will assess the playability of all Town-owned fields to determine if use will occur. The Superintendent of Public Grounds or designated representative has the authority to close any/all fields within the Town. In the event of field closures, the organization's authorized representative will have the responsibility to communicate with all coaches and parents.

- C. In the event Department staff is not available to answer questions regarding field closures, it is the responsibility of each field user/league to demonstrate good judgment in communicating with teams within their programs. Each user/league will be held responsible for any decision communicated.
- D. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the Berlin Police Department at 860-828-7080.

SECTION V – CONCESSIONS

- A. Any organization wishing to operate temporary concessions at park locations or other locations within the park system, must obtain prior approval from the Parks and Recreation Commission and the Town Council. Renter is required to contact the Central Connecticut Health District 860-785-8380 at least a month in advance of rental and complete Health Department paperwork and pay applicable fees for approval of food to be sold.
- B. Any organization wishing to sell or allow a vendor to sell T-shirts, equipment etc. must notify and obtain permission from the Parks and Recreation Department, Parks and Recreation Commission and the Town Council. A vendor permit is required and forms will be provided by the Parks and Recreation Department after approval. Vendor fees may apply unless waived by Town Council. A copy of the vendor permit must be provided to the Parks and Recreation Department.
- C. Any tournament organization wishing to sell other food items during its tournament, where concessions are available must obtain permission from the Town.
- D. If an organization that contracts with any outside company, that company must provide the Town with and Insurance Certificate naming the Town as an additional insured.

SECTION VI – ADDITIONAL SUPERVISION

The Town may require a field user to provide security or police protection when deemed necessary. Additional park personnel will be assigned if required by the Town. Any resulting expenses or costs as a result will be billed to the field user.

SECTION VII – VIOLATIONS

Violations of this policy may, at the Department's discretion, result in the immediate loss of existing field allocations, the revocation of existing permits, the refusal of future allocation requests, charges for the cost of any modification or repair to a field or facility related to the violation, and other actions as warranted. The Department will provide notice of the violation and the action it will be taking as a result of the violation.

Town of Berlin
Community, Recreation & Parks Department
230 Kensington Rd.
Berlin Connecticut, 06037
860-828-7009
www.town.berlin.ct.us

Adopted by Parks and Recreation Commission on 1/11/18.
Updated 10/09/20.



TO: Jen Ochoa & Steve Wood= Recreation, Parks & Grounds

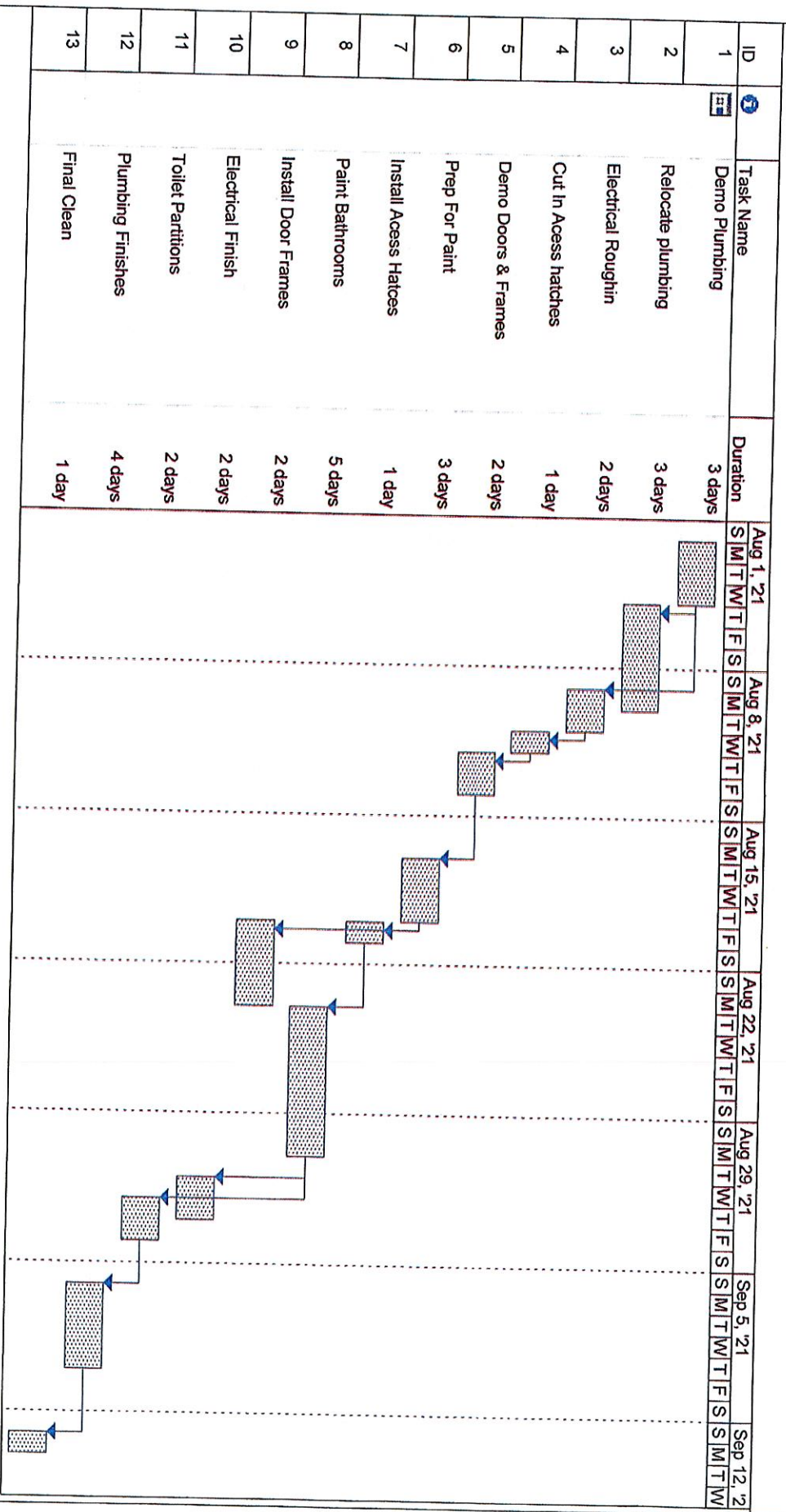
FROM: Doug Solek= Facilities Department

DATE: January 4, 2022

RE: Sage Park / Scalise Field Restroom Renovation Timeline

- 1.Design and Engineering began in October of 2020 and was completed on February 21, 2021.
- 2.Public Bid advertised on March 29, 2021.
- 3.Bid Opening on April 20, 2021.
- 4.Bid Award on May 18, 2021.
- 5.P.O. Issued on May 24, 2021.
- 6.Contract signed, submittals received and approved, materials ordered from May 19th- June 23rd 2021.
- 7.Contractor issued schedule on July 27, 2021 with start date of August 2, 2021 and substantial completion of September 15, 2021.
8. Contractor notified owner on September 1, 2021 that some plumbing fixtures and doors will be delayed and not received in time to meet original substantial completion of September 15, 2021.
- 9.Contractor notified owner on October 13, 2021 that remaining materials arrived and substantial completion would be October 29, 2021.
- 10.Restrooms reopened on November 1, 2021.

**Interior Renovations and Upgrades
Concession Building Public Restrooms
Sage Park BidNo.: 2021-21**





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:

- First snow storm of the year
- Finished fall cleanups
- Serviced and winterized equipment for the year
- Sway-Fun repaired Friendship Place

Daily

- Ice check Town buildings
- Mowing
- Leaves

Weekly

- Garbage

Miscellaneous

- Continued to build tables and benches
- Pruned walers path Timberlin to Chamberlin Highway
- Cleaned Courtyards
- Pruned fence line Dennison Cemetery
- Wood Fiber EB



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 January

1. Winter classes are running. Classes include dog obedience, dance, Painting w/Peggy and classes through Personal Euphoria.
2. We had a Covid issue with youth basketball before Christmas break. One child tested positive so we worked with the CCHD and Board of Education to identify and notify both teams and implement the school policy for close contact. Both teams had their next practice cancelled and they were not allowed to scrimmage on December 18.
3. Contacted last year's aquatic staff and Summer Fun to see who is returning and will begin advertising for summer positions soon. Most that have already responded are returning.
4. Will soon start to work on summer programs. Modeling and Fashion Camp is already booked and we will offer Skyhawks and tennis lessons again this year.
5. Waiting for letter from fish hatchery to book dates for fish deliveries in April. Looking at April 22 and 29 for deliveries with derbies on April 23 and 30.
6. Community Center remains open with Town policy that people who are vaccinated are not required to wear masks and those who are unvaccinated must wear a mask.

Debbie