

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

Thursday, February 10, 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/82207405110?pwd=bJJRS2MrQXdHUHlwVTJTBmFQQnp3Zz09>

Meeting ID: **822 0740 5110**

Meeting Passcode: **583404**

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

Meeting Agenda

1. Audience of Citizens
  - a. George Satalino, Berlin Little League, 33 Griswold Drive, Berlin, CT 06037
  - b. Patrick Fisher, Connecticut Sports Management Group, Nutmeg Games
2. Approval of Minutes January 13, 2022
3. Election of Chairperson and Vice Chairperson
4. Consent Agenda
  - a. Request by Connecticut Sports Management Group for the 2022 Nutmeg Games to have estimated field usage fees, not to exceed an amount of \$9,170 waived for the 2022 Nutmeg Games to be held July 14, 2022 – July 31, 2022.
  - b. Request by Berlin High School to be able to sell food and beverages, and to charge an entrance fee of \$275 per team for the Berlin High School Lineman Challenge on Saturday, July 9, 2022 at Scalise Field and Sage Auxiliary Field at Sage Park.
  - c. Request by John Paul Demko and Max Delorenzo of P&Q Enterprises, LLC to charge a registration fee of \$175 for the Central CT Youth Football Camp taking place on June 15, 16 & 17, 2022 or possibly June 20 – 24, 2022 from 9:00AM – 12:00PM. The camp will have approximately 100 children.
  - d. Request by Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$50 for a youth soccer camp that will take place April 11-15, 2022 from 9:00AM – 12:00PM on Sage Auxiliary Field at Sage Park.
  - e. Request approval to add sentence, “Any semi-pro football team looking to reserve Scalise Field will be responsible for having a police officer (possibly more than 1

depending on size of event) present for entire reservation and are responsible for costs associated with that,” in Section II, C of the Field/Facility Use Policy.

- f. Request acceptance of a \$500 donation from Cambridge Specialty Company, Inc., a \$1,000 donation from Berlin Lions Club Charities, Inc. and a \$50 donation from the Kensington Garden Club towards the Parks and Recreation Fishing Derbies that will be held on April 23 and April 30, 2022 at Sage Park Pond from 8:00AM – 10:00AM.
  - g. Request by Berlin Little League to be able to sell food, beverages and merchandise for the 2022 baseball/softball season at the following locations: Petit Fields, Garrity and Pulcini, Dennehy and Centurelli Fields.
- 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. Parks and Recreation
    - a. Monthly Report
    - b. Review of Annual Report
    - c. Community/Senior Center Update
  - 7. Adjournment

**TOWN OF BERLIN**  
**Parks and Recreation Commission**  
**230 Kensington Road • Berlin, CT 06037**  
**Thursday, January 13, 2022**  
**6:00 p.m. via Zoom**

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee - Chairwoman, Tony Butrimas, Don Dellaquila (left at 6:45 p.m.), Andrew Legnani, Dinesh Patel, Joe Pulcini, Greg Starr (joined at 6:20 p.m.)

**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 6:05 p.m.

**1. Audience of Citizens**

None.

**2. Approval of Minutes**

**December 9, 2021**

Commissioner Butrimas moved to approve the December 9, 2021 meeting minutes.

Seconded by Commissioner Dellaquila.

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

Vote being: 4-0-2. (MOTION CARRIED). Commissioners Legnani and Pulcini abstained, as they were not at the December 9, 2021 meeting.

**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.**

Commissioner Butrimas moved to approve the addition of 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.

Seconded by Commissioner Dellaquila.



*2022-01-13 Parks & Recreation Commission Meeting*

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

Vote being: 6-0. (MOTION CARRIED).

**4. Parks & Grounds**

**a. Q&A with Doug Solek, Director of Facilities –**

Chairwoman Bovee requested that the Parks and Recreation Commission be involved from the planning phase and moving forward on any project that involves Berlin's parks and/or fields. Doing so would inform the Commissioners throughout the process, allowing them to share information with the public and end users. She also suggested that a Special Meeting could be scheduled if there is ever something urgent that can't wait until the next scheduled monthly Commission meeting.

Director of Facilities Doug Solek stated that the original goal with the Scalise bathroom renovation was to complete demolition and renovation between the end of summer sport season and prior to the first home BHS football game. The low-bid contractor was prepared for the timeline but delays with some plumbing fixtures caused the project to run late. The restrooms were functional prior to the renovation project, but there were frequent equipment failures that had to be repaired. Delaying the bathroom renovation until after the end of fall sport season was not considered as an option due to the facilities being unheated. Pushing the project out to summer 2022 risked price increases. Director Solek apologized for the inconvenience caused by the delay. He agreed to communicate project details with the Commission for future endeavors, offering to attend commission meetings or provide site visits.

Commissioner Butrimas commented that the Commission didn't have the details of the Scalise bathroom project and updates along the way would have helped avoid the surprise of non-functioning bathrooms and portable sanitation at the Jamboree in September 2021. He also suggested that to prevent a similar situation in the future, such a tight timeline should be avoided if there is no immediate breakdown in equipment.

Director Ochoa indicated that she informed the Commission of the original restroom renovation plan in the February 2021 meeting.

Commissioner Dellaquila agreed that the restroom situation was an inconvenience for our teams, fans and visitors. He also requested periodic updates on any projects involving Parks and Recreation at Commission meetings.

Director Solek noted that the lighting and scoreboard improvements at Sage Park are on the horizon and he will provide more details when available.

Commissioner Starr joined at this point.

- b. **Monthly Report** – See attached. Superintendent Wood noted that Grounds maintains the walkway and service road at Timberlin, along with Town-owned cemeteries. Staff performed trimming and pruning at those locations. Commissioner Butrimas pointed out that there is a portable bathroom at Sage Pavilion - Superintendent Wood will again reach out to the vendor to inquire about pick-up. (There is also a unit outside of the Senior Center from a flu clinic, which was rented by another party.) Commissioner Butrimas also reported that the Eagle Scout project at Sage Pavilion turned out very nicely.
- c. **Dog Park and Leash Ordinance Update** – Director Ochoa stated that Town Council has approved the Meadow at Bicentennial Park to be designated as a leash free dog area for a 6-month period as of 2/1/22. The goal is to identify another long-term off-leash area during that time. Chairwoman Bovee noted that if Pistol Creek is being seriously considered as an option that the Parks and Recreation Commission needs to be involved, and its list of concerns (previously submitted to the Ordinance Committee) be considered. Superintendent Wood confirmed that Pistol Creek was being considered since it was the largest parcel of land owned by the Town that has a suitable area that is insulated from other users.
- d. **Percival Soccer Field Update** – Director Ochoa and Superintendent Wood had one working meeting and have another scheduled for week of January 17, 2022 to fine-tune the RFP for hiring an architect. Another set of documents will be required to hire a contractor, and Fall 2022 is the target date to start construction. Director Ochoa also noted that Economic Development Coordinator Jim Mahoney appropriated \$15,000 to construct a walking path to connect the Berlin Town Hall Complex (by Berlin Police Department) to the back side of Percival Soccer field.
- e. **State of CT Grant Update** – Working on getting legal sign off with DEEP – progress is slowed due to State of Connecticut staff work-at-home schedule. It was noted that the artificial turf at Biscoglio Field will likely be delayed with a spring / June 2023 construction plan. (June 2022 will not be an option due to the delay with the State grant and performing work any earlier than spring 2023 would displace Track for its entire season.)

Commissioner Dellaquila left at this point.

- f. **Field Users Meeting** – Director Ochoa stated that field users are typically invited to the January or February Commission meeting. While any resident / group member is welcome to attend any Commission meeting for any reason, Director Ochoa feels that email communication with the field users has been successful and designating the February 2022 meeting for Field Users may not be necessary. It was noted that Berlin Little League elected a new Vice President (George Satalino) who is acting on behalf of the recently resigned President Bill Petit, and John Paul Demko was elected as Youth Football President. All users might be invited to attend in person (or via zoom) when there is an update to State funding and a preliminary timeline for the Biscoglio field renovation.

## 5. Parks and Recreation

- a. **Monthly Report** (See attached) Youth basketball has had some COVID positives and close-contacts. Finding a part-time recreation assistant has been a challenge. None of the five candidates identified by Superintendent Dennis and Director Ochoa



worked out. (Three never responded for an interview, one was holding out for a full-time position, and the other already accepted a full-time position.)

- b. Community/Senior Center Update** – Advisory Committee members and staff visited the Rocky Hill Community / Senior Center. The facility is smaller than Berlin's proposed facility and is attached to Town Hall and the public Library. It has a child care facility, a gymnasium (which existed prior to construction of the Community Center), a fitness room, dance room and meeting rooms. Chairwoman Bovee noted that a visit to the Meriden YMCA was scheduled for Friday, January 14, 2022.

**i. Discuss questions to ask Meriden YMCA at next meeting -**

Concerns include:

- Finances – How would YMCA propose to fund a facility in Berlin? According to the Waterbury and Cheshire YMCAs, they make money thru child care. Berlin YMCA already provides child care and summer camp in town, and that income already supports the YMCA programs / facilities in Berlin, New Britain and Meriden.
- How would YMCA accommodate the needs of Berlin residents?
- Would YMCA charge residents to use facilities / meeting rooms? (Chairwoman Bovee noted that some of the newer municipal Community / Senior Centers charge modest membership / usage fees for use of pools, meeting rooms, etc.)
- Would Berlin lease / gift the land to YMCA?

YMCA is being investigated as an option to save taxpayers the cost of building and running a facility. It was noted that Meriden YMCA Director John Benigni will be at the February 3, 2022 meeting of the Community/Senior Center Advisory Committee and Chairwoman Bovee strongly encouraged residents to attend and ask questions.

The group thanked Commissioner Patel for his participation and volunteerism, as his term expires in January 2022.

**6. Adjournment**

Commissioner Legnani moved to adjourn at 7:20 p.m.

Seconded by Commissioner Starr.

Vote being: 7-0. (MOTION CARRIED).

Submitted by,  
Dana Borges

*2022-01-13 Parks & Recreation Commission Meeting*

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

## **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.

Received on 1/20/2022  
at 1:32:25 PM by Town Clerk  
Kathryn J Wall





## Connecticut Sports Management Group, Inc.

975 Middle Street, Unit G, Middletown, CT 06457 Tel: 860.788.7041 Fax: 860.894.2654

Consent A

Patrick T. Fisher  
Executive Director

William G. Mudano  
Special Events Coordinator

Richard A. Plasky  
Director of Operations

Sandra L. Jordan  
Administrative Assistant

January 18, 2022



Berlin Parks & Recreation Department  
230 Kensington Rd  
Berlin, CT 06037

Dear Berlin Parks & Recreation,

Please accept this letter as part of the 2022 Nutmeg State Games facility request application. As in past years, we are requesting that all rental fees for the use of Berlin Parks for the 2022 Nutmeg State Games be waived. The Nutmeg State Games will cover all associated costs of the Berlin Parks staff to prepare fields on the weekends and for overtime (after normal working hours).

Berlin area businesses and restaurants will benefit from the influx of participants from the proposed events. The Nutmeg State Games Administration will work closely with town officials to promote Berlin businesses, hotels and restaurants to the Nutmeg State Games participants, coaches, and family members in attendance. Information will be distributed prior and during the event to all participants attending events in Berlin.

The Town of Berlin will receive name recognition in the following:

- Website Banner Ad – on all associated events webpages taking place in Berlin.
- Town of Berlin seal / logo added to the Nutmeg State Games athlete t-shirt – 7,000+
- Recognition on flyer and posters for related events held in Berlin
- Recognition on email marketing campaigns for related events held in Berlin
- Sponsor benefits will also be provided for the value of the rental donation provided to the "Games".

The Nutmeg State Games has also worked with the Best Western New England Hotel on the Berlin Turnpike to secure a room block for Nutmeg State Games and Connecticut Masters' Games participants. The Best Western New England hotel will be the Official Hotel for Nutmeg State Games participants who will be competing in Berlin.

And finally, the Nutmeg State Games has provided opportunities to Berlin teams and individual sport athletes to compete in the "Games". Since 2010, Berlin has had well over 600+ athletes take part in our 20+ different sport offerings.



Consent A



## Connecticut Sports Management Group, Inc.

975 Middle Street, Unit G, Middletown, CT 06457 Tel: 860.788.7041 Fax: 860.894.2654



The Nutmeg State Games is a 501(c)(3) not for profit organization governed by the National Congress of State Games and recognized by the U.S. Olympic Committee as the official state games of Connecticut. The Games are a multi-sport, Olympic style yearly event open to thousands of Connecticut citizens 6 – 18 years of age. In 2022, 7,000 athletes, 1,500 volunteers and 20,000 spectators will participate in the 20+ sport offerings that will take place in the "Games"

We greatly appreciate your consideration of our fee waiver request and look forward to working with you to make the 33<sup>rd</sup> Anniversary of the Nutmeg State Games a success.



CONNECTICUT  
MASTERS'  
GAMES

Contributing to the Senior Living Industry

Presented by:  
CarePartners

Genuine Regards,

A handwritten signature in black ink, appearing to read "Patrick T. Fisher".

Patrick T. Fisher  
Executive Director



History of Nutmeg Games over the past few years:

This is what they PAID. This number includes payment of Grounds staff for overtime AND the cost of lights.

- 2021 - \$3630
- 2020 - COVID
- 2019 - \$2100
- 2018 - \$6500

Here is what we waived for field usage fees – remember this is always a high number because they don't always use the fields as much as they say they might in their original schedule. Since we have to get this through the Commission and Council, we always start early before his schedule is 100% finalized. We book him in to the fields based on the original schedule so in the end, we don't know exactly the final amount of what would have been waived. This is just what was approved to be waived based on the original schedule.

- 2021 - \$5980
- 2020 - COVID
- 2019 - \$6600
- 2018 - \$9615





Possible addition to  
Consent

[Home](#) > MAX™ Aerosol Chalk

## MAX™ Aerosol Chalk

SKU AMAXC12

\$93.15

Color

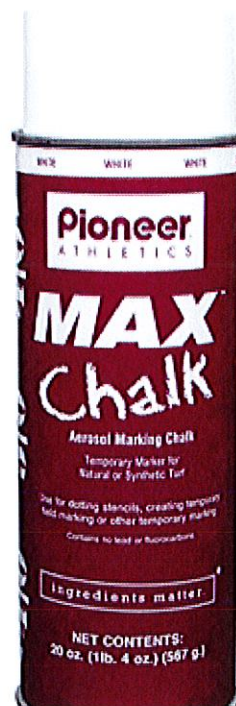


Qty

Add to Cart

\*Choose color for price breaks\*

*Color swatches are representations only*





Possible addition  
to consent

## Details

### Temporary marker for natural grass

- Super premium aerosol natural grass chalk paint
- Jumbo size can that's perfect for creating temporary field markings
- Can be sprayed with a Pioneer Aerosol Striping Machine, Marking Stick, Pistol, or by hand.
- Sold by the case (12 cans)

 [Download Spec Sheet](#)

### Related Products



**Premium 2-Can  
Aerosol Striper**



**Game Day Aerosol  
Striper**

Consent E



## 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 [jchoa@berlinct.gov](mailto:jchoa@berlinct.gov) 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 1<sup>st</sup> – June 30<sup>th</sup> and July 1<sup>st</sup> – August 22<sup>nd</sup>  
**Deadline for requests is March 1<sup>st</sup> for both seasons**
- ii. Fall Sports Season: August 15<sup>th</sup> – first Monday in November  
**Deadline for requests is July 1<sup>st</sup>**

\*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.
- d. Any semi-pro football team looking to reserve Scalise Field will be responsible for having a police officer (possibly more than 1 depending on size of event) present for entire reservation and are responsible for cost associated with that

### 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.berlinct.gov](http://www.berlinct.gov)





## **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](mailto:swood@berlinct.gov)

Steven T. Wood  
Superintendent Parks and Grounds

### Parks and Grounds January report

#### **News:**

- Snow Storm's
- Serviced and winterized remote equipment
- Plow and snowplow ponds

#### **Daily**

- Ice check of ponds and Town buildings

#### **Weekly**

- Garbage

#### **Miscellaneous**

- Continued to build tables and benches
- Pruned Town Hall, McGee, Senior Center and Percival Playground
- Wash and wax's trucks

# **NO PETS ALLOWED ON PLAYING FIELDS**

(ORDINANCE Sec. 13-32)



# **DOGS MUST BE ON LEASH**

(ORDINANCE Sec. 3-2)

**APPENDIX A**  
**SCOPE OF WORK**

1. **Purpose:** To provide a grant-in-aid to the Town of Berlin ("Contractor") under the State's Urban Act program to provide for a) installation of a scoreboard at Sage Park and b) rehabilitation at Biscoglio Field at Berlin High School including installation of a synthetic turf playing surface and associated improvements.
2. **Project Title:** The Contractor shall perform a project entitled "Town of Berlin Improvements to Sage Park and Berlin High School" ("Project").
3. **Deliverables:**
  - a. **Scoreboard Replacement:** Upon final approval and execution of this grant agreement ("Contract") by all parties, the Contractor shall design and install a Daktronics Live Video Display and all associated audio-visual components ("Scoreboard"), together with associated site work, on Scalise Field at Sage Park. Following installation, the Contractor shall restore any area disturbed by such installation to its previous condition. Installation and any necessary restoration shall be completed within thirty-six (36) months of final approval and execution of the Contract.
  - b. **Biscoglio Field Improvements:** Upon final approval and execution of the Contract by all parties, the Contractor shall design and install a synthetic turf surface with shock pad and curbing at Biscoglio Field, together with associated site work. The Contractor shall also purchase and install necessary equipment for operation of the field, including but not limited to uprights, goals, safety netting, and a new scoreboard. Following installation, the Contractor shall restore any area disturbed by such installation to its previous condition. Installation and any necessary restoration shall be completed within twenty-four (24) months of final approval and execution of the Contract.
  - c. **Allowable Associated Costs:** Associated work for the above-described improvements shall include, as applicable, required surveying, design, bid package development, advertising, engineering, and architectural services.
4. **Design.** The Contractor shall ensure that the location, design, installation construction, design materials and work schedule related to this Project comply with all State of Connecticut building codes, the Americans with Disabilities Act, and are of a nature that will minimize maintenance and ensure public safety.
5. **Permits.** The Contractor is responsible for developing and obtaining all applicable permits prior to construction. No work shall commence until all required local, state and federal permits and approvals have been obtained by the Contractor. The Execution of this Contract in no way constitutes the approval by the Agency or any other State





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*Debra S. Dennis, CPRP*  
*Superintendent of Recreation*

## Parks and Recreation monthly report for February

1. All but one of last year's aquatic staff have indicated they plan on returning this summer. We currently still have 4 swim instructors and one lifeguard indicated they are taking the WSI class. The person not returning was a Head Guard so at this time we are only accepting applications for Head Guard and WSI/Lifeguard. With the departure of Chris Zagorski, we are also looking for an Aquatics Director. I anticipate offering swim team this summer and with the lack of older staff, it may affect the hours that the pools are open.

I lost almost the entire staff at one of the Summer Fun sites. We have begun advertising for positions with emphasis on hiring a Director and Assistant Director as soon as possible.

2. Summer camps through Skyhawks and John Casablanca's Modeling and Fashion camp are all set and we should be able to start registering online for Skyhawks the beginning of March.

A decision on field trips for the Summer Fun program has not been made at this time. We will not offer swimming on Wednesday's, due to the increase in bus costs but will schedule water activities.

3. Fish deliveries are set for April 22 and 29 with derbies on April 23 and 30. Permits have been submitted and approved by the DEEP for stocking.

I hope to get back to a more traditional Easter candy hunt this year, as long as it is held outdoors. We will most likely set-up an area with the Easter Bunny, using the decorations from last year, for pictures and have the hunt on the auxiliary field at Sage.

Debbie

**PARKS AND RECREATION COMMISSION****Mission**

The Parks and Recreation Commission has oversight of the Parks and Recreation Department and the Public Grounds Department. We are committed to providing Berlin residents with high quality recreation programs using facilities that support and complement those experiences.

It supports maintaining, recruiting and developing staff who will be friendly, courteous and knowledgeable when interfacing with the general public.

Provide the foregoing at a reasonable yet competitive cost within the constraints of the Town financial structure.

**Highlights**

Over the course of the year, the Commission initiated, approved and supported a number of items that came before them, such as:

- Supported staff and updated throughout the year to Covid-19 changes to pool programs, facilities and staff training cleanliness requirements, reopening of the Community Center in Fall 2021, etc.
- Creatively ran successful special events such as the second annual Drive-thru Trunk or Treat, Scarecrow Festival, Easter Bunny Drive-Thru, Visit with Santa, 2 Fishing Derbies and Tinsel Fun Run as well as summer of programs and activities, despite Covid-19 restrictions
- Worked with staff and Town Council with the design of Percival soccer field renovation recognizing that the work required is more extensive and costly than originally thought, thus delaying the renovation to Fall 2022.
- Completed the renovation of Sage 1 softball field with dedication ceremony in April 2022
- Revised Parks and Recreation Commission's Statement of Need for the Proposed Community/Senior Center to include diving requirements per CIAC standards
- Requested the Town Council name an Advisory Committee to study and recommend any changes in the proposed Berlin Community/Senior Center, as well as attended the Town Council's initial public outreach meetings. Chairperson of Parks and Recreation Commission named to Advisory Committee with staff participation and updates are given regularly to the Parks and Recreation Commission
- Numerous donations such as, Youth Fishing Derbies, Eagle Scout Projects at Sage Park Pavilion and Pistol Creek (community board and map)
- Participated in State of CT Grant Committee identifying projects the \$2.8 million grant is to be used for and followed State approval developments
- Continued support for Parks and Grounds in their assessments of fields and courts, identification of damage and cause and options to limit further damage.
- Provided Town Council with comments regarding proposed dog leash ordinance and proposed alternative dog park at Pistol Creek
- Approved and revised Policy on Memorials and Naming Facilities/Fields
- Sage Park restrooms renovations

The staff continued the focus on providing the Town with safe programs and fields despite continued, fast moving and changing Covid-19 requirements making 2021 an enjoyable recreational year.