

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

Thursday, March 10, 2022  
6:00 p.m.

Join Zoom meeting

<https://berlingov.zoom.us/j/86833365526?pwd=Z0RxRkRNekg2RW1qay91S3RxUG1uUT09>

Meeting ID: **868 3336 5526**

Meeting Passcode: **507676**

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

Meeting Agenda

1. Audience of Citizens

- a. Amanda Haraghey
- b. Jay Margnelli

2. Approval of Minutes

February 10, 2022

3. Consent Agenda

- a. Request acceptance of a \$50 donation from Berlin Polish Political Club, Inc., a \$50 donation from Berlin VFW 10732, and a \$100 donation from the Mattabasett Rifle & Pistol 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.
- b. Request by Berlin Volunteer Fire Department to sell food, beverages and merchandise and to be able to charge an entrance fee for their annual Auto Rama & Touch A Truck event at Sage Park on Saturday, May 28<sup>th</sup> from 8:00AM – 4:00PM. The rain date is Sunday, May 29<sup>th</sup>. All proceeds will be donated to local veterans.
- c. Request by Amanda Haraghey for permission to consume and serve alcoholic beverages (open bar) at Pistol Creek on Saturday, September 24, 2022 from 8:00AM – 7:00PM. TULIP insurance will be obtained if alcohol permit is granted.
- d. Request by Jay Margnelli for permission to consume and serve alcoholic beverages (open bar) at Pistol Creek on Sunday, April 24, 2022 from 12:00PM – 4:00PM for a family birthday party. TULIP insurance will be obtained if alcohol permit is granted.

4. Parks & Grounds

- a. Monthly Report
- b. Discussion regarding Facilities

- c. Discussion regarding Sage 1 Softball and Zipadelli
  - d. Percival Soccer Field Update
  - e. State of CT Grant Update
- 
- 5. Parks and Recreation
    - a. Monthly Report
    - b. Community/Senior Center Update
- 
- 6. Adjournment

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

**Thursday, February 10, 2022**  
**6:00 p.m. via Zoom**

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee - Chairwoman, Tony Butrimas, Don Dellaquila (left at 6:35 p.m.), Andrew Legnani, Joe Pulcini (arrived at 6:35 p.m.), Greg Starr

**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**

- a. **George Satalino, Berlin Little League**, 33 Griswold Drive, Berlin, CT 06037 – Mr. Satalino introduced himself as Berlin Little League President (and noted that Patrick Kelly is Vice President), stating that he looks forward to working with the Commission, as well as Town staff. Director Ochoa will provide Mr. Satalino with a copy of the Banner Policy and is awaiting the field reservation request forms.
- b. **Patrick Fisher, Connecticut Sports Management Group**, Nutmeg Games – Mr. Fisher thanked Berlin for hosting Nutmeg Games events over the last twelve years. The Nutmeg games planned to hold its summer 2022 events in Middletown, but recently found out that some facilities would not be available. Mr. Fisher requests use of Scalise Field, Sage Auxiliary and Baretta Field in July 2022, and proposed that temporary lines on Scalise turf field be made with talcum powder. He requested waivers of the field rental fees, but agreed to pay for Grounds staff, lining / grooming of fields, clean-up, etc. Grounds Superintendent Wood stated that the manufacturer of Scalise field recommends use of an aerosol chalk spray for temporary lines, and the Commission requires that Nutmeg Games follow any recommendations provided by Superintendent Wood. Mr. Fisher will continue to promote the Best Western hotel on the Berlin Turnpike for Nutmeg Game attendees and will work with Berlin Economic Development Director Chris Edge on a marketing plan for local restaurants and businesses. He also requests use of the building at Sage for restrooms, but does not have the staff to operate the concession area. Mr. Fisher is amenable to a local Berlin group operating the concession area during Nutmeg games.

**2. Approval of Minutes**

**January 13, 2022**

*2022-02-10 Parks and Recreation Commission Meeting*

Commissioner Dellaquila moved to approve the January 13, 2022 meeting minutes.

Seconded by Commissioner Starr.

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

Vote being: 5-0. (MOTION CARRIED).

**3. Election of Chairperson and Vice Chairperson**

Commissioner Dellaquila nominated Donna Bovee as Chairperson.

Seconded by Commissioner Starr.

No other nominations were submitted.

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

Vote being: 4-0. (MOTION CARRIED). Commissioner Bovee abstained from the vote.

Commissioner Bovee nominated Don Dellaquila as Vice Chairperson.

Seconded by Commissioner Starr.

No other nominations were submitted.

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

Vote being: 4-0. (MOTION CARRIED). Commissioner Dellaquila abstained from the vote.

**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, Inc. 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.**

Commissioner Butrimas moved to approve item 4a of the Consent Agenda with the conditions that Connecticut Sports Management follow the direction of Grounds Superintendent Wood regarding any materials used on Berlin’s fields (including use of spray chalk as recommended by Scalise Field’s turf manufacturer, not talc / baby powder) and coordinate with Economic Development Director Edge on marketing / advertising to maximize benefit to Berlin’s businesses.

Seconded by Commissioner Dellaquila.

The Commissioners added that Mr. Fisher should provide confirmation of the proposed marketing plan to Director Ochoa and the Commission prior to presentation of this request to Town Council for its consideration.

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

Vote being: 5-0. (MOTION CARRIED).

Commissioner Legnani moved to approve items 4b, 4c and 4d of the Consent Agenda.

Seconded by Commissioner Butrimas.

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

Vote being: 5-0. (MOTION CARRIED).

Commissioner Butrimas moved to approve item 4e of the Consent Agenda.

*2022-02-10 Parks and Recreation Commission Meeting*

Seconded by Commissioner Starr.

Director Ochoa informed the Commission that the Connecticut Tar Heels, a semi-professional football team, rented Scalise Field in July 2021 and the event went smoothly. The Tar Heels again rented Scalise Field in September 2021, but at that event an altercation broke out on the sideline and one of about 400 spectators had a panic attack. Paramedics and Police responded, but the altercation was resolved. The Tar Heels representative did not respond to messages from Town staff after the occurrence and the group has been banned from renting Town fields / facilities. Director Ochoa suggests that the proposed amendment to the Field Use Policy will require Police presence to deter a similar situation in the future.

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

Vote being: 5-0. (MOTION CARRIED).

Commissioner Pulcini joined at this point. Commissioner Dellaquila left at this point.

Commissioner Butrimas moved to approve items 4f and 4g of the Consent Agenda.

Seconded by Commissioner Legnani.

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

Vote being: 5-0. (MOTION CARRIED).

**5. Parks & Grounds**

- a. **Monthly Report** –See attached. Superintendent Wood informed the Commission that Grounds staff plows schools and assists first responders during storms. With more than 12 inches of ice, ponds were open for skating 7-10 days.
- b. **Dog Park and Leash Ordinance Update** – Grounds Department will be installing signage around Town, including:
  - Bicentennial Meadow: signs notifying users entering / exiting off-leash area;
  - Playing Fields: signs notifying users no dogs are allowed on playing fields, dogs in permitted areas must be leashed;
  - Passive Recreation areas: Dogs must be leashed;
  - Scalise Field: due to the configuration of Scalise, signs at each main gate that no dogs are allowed within the fenced gates of the field or bleacher areas.
- c. **Percival Soccer Field Update** – finalizing the RFP, hope to go out to bid soon. Still on track for fall 2022 construction.



- d. **State of CT Grant Update** – getting close to obtaining signatures on approval form. Scalise Field scoreboard replacement and artificial turf installation at Biscoglio Field are included in the scope of work. Facilities Director Solek is researching methods for installation of the fiberoptics needed for the scoreboard. Superintendent Wood reiterated his plan to perform the installation of the turf field at Biscoglio Field (within the BHS track) spring 2023 through the summer, with completion somewhere mid-November 2023. The Commission would like to have Facilities Director Solek back to review the project when bids are in, but before the timeline is finalized.

**6. Parks and Recreation**

- a. **Monthly Report** – (See attached) Winter basketball was impacted with several cases of COVID, as well as weather-related cancellation. Superintendent Dennis is still working toward filling the part-time Recreation position.
- b. **Review of Annual Report** – Each calendar year, Boards and Commissions prepare a report highlighting their accomplishments for Town Council’s review. Although Parks & Recreation did not manage the Scalise bathroom renovation, it is on the report since it’s part of Sage Park.
- c. **Community/Senior Center Update** – Meriden YMCA requested additional time to respond to the detailed questions provided ahead of time, so it did not attend / present at the February 4, 2022 Advisory Committee meeting. A tentative date of February 24, 2022 is being held for the YMCA to attend and answer questions about a joint facility. Finance Director Kevin Delaney indicated that if Berlin issues \$40,000,000 of bond debt to construct the proposed facility it would add about 2 mills to the current mill rate. (There would be additional operating fees each year.)

The Commissioners also inquired about the process of checking locations / facilities before users’ reservations or large events. There have been instances of equipment not being functional when users show up and Commissioners want to know if there is a plan in place for Facilities staff to routinely inspect locations before scheduled events and communicate outages / issues / fixes to Parks and Recreation to share with users and the Commission.

**7. Adjournment**

Commissioner Starr moved to adjourn at 7:36 p.m.

Seconded by Commissioner Pulcini.

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

Vote being: 5-0. (MOTION CARRIED).

Submitted by,

Dana Borges



**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





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

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

### 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



## **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 February report

### **News:**

- Rebuilt catch basins inside the shop
- Snow Storms
- Removed concrete pillars Cashman Place Cemetery
- Built new water tank

### **Daily**

- Ice check of ponds and Town buildings

### **Weekly**

- Garbage

### **Miscellaneous**

- Continued to build tables and benches
- Started cleanup on town properties



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

### March monthly report

1. I am holding off on interviews for Summer Fun Supervisor positions until we get some applications for the Site Director position. I received one application for the Assistant Director position. I have received one application for a Head Guard and will be interviewing them in late March. I have not received any applications for Aquatics Director and one for WSI/Lifeguard. I will continue to advertise for positions to see if we get anyone.
2. The Easter Candy Hunt is scheduled for Saturday, April 9 starting at 1 p.m. Weather and field conditions will determine if the event will be held at Sage Park auxiliary field or inside the A gym at BHS. In case of a snowstorm, it will be held on Saturday, April 16. We will have the Easter Bunny set up in a side location for pictures, that should speed up the actual hunt and give people a nice opportunity for pictures.
3. Fishing Derbies will be held April 23 and 30 at Sage Park Pond from 8-10 a.m. each Saturday.
4. We have started registration for Skyhawks, and have received several registrations already. People can only register on-line until May, when we open it up in person with the rest of our programs, through our WebTrac program.
5. We are working on getting information for field trips for the summer, I have received approximate prices from the bus company. Looks like we will need to increase fees in addition to increase set by Council. Combined with Town increases, anticipated fees will be \$115 per week, \$105 for any four-day weeks.
6. Spring program registration will begin in March. Dates will be staggered depending on the program. All information goes on Facebook, the Town website, the Berlin Public Schools website and local papers.

Debbie