

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

Thursday, May 12, 2022  
6:00 p.m.

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/83730562147?pwd=UzN1TkJneHl5V1diSXB6YkJOdk5VUT09>

Meeting ID: 837 3056 2147

Meeting Passcode: 510214

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

Meeting Agenda

1. Audience of Citizens
  - a. Antonio Leone, CFC
  
2. Approval of Minutes April 7, 2022
  
3. Consent Agenda
  - a. Request by CFC North, LLC to charge a registration fee of \$150 for a youth soccer camp that will take place July 11-15, 2022 at Sage Auxiliary Field from 9:00AM -12:00PM.
  - b. Request approval for Metro Swim Team to sell swimsuits, caps, goggles, bungee cords, etc.on June 22, 2022 from 6:00PM – 7:00PM at Percival Pool to participants on the Berlin Dolphin Swim Team, and to waive the vendor fee of \$200.
  - c. Request approval for Berlin Dolphins Swim Team Booster Club to sell food and beverages at Berlin Dolphin Swim Team home meets in 2022.
  
4. Parks & Grounds
  - a. Monthly Report
  - b. Dog Park Update
  - c. Percival Soccer Field Update
  - d. 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, April 7, 2022**  
**6:00 p.m.**

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee – Chairwoman (left at 6:49 p.m.), Tony Butrimas, Don Dellaquila, Joe Pulcini, Greg Starr

**Commissioners Absent:** Andrew Legnani

**Staff Present:**

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

Vice Chairman Dellaquila called the meeting to order at 6:00 p.m.

**1. Audience of Citizens**

- a. Sarah Patel, 65 Sbona Road – Ms. Patel represents the Berlin Equity Action Team which is an informal group of Berlin citizens who want to celebrate equity and cultures in the community. (There was formerly a similar equity group that was disbanded by the Board of Education.). The group does not propose to pursue anything controversial (such as CRT) but aims to work to make sure all citizens feel valued regardless of race, ability, gender, etc. It may seek designation as a 501c3 charitable organization in the future. Ms. Patel asks for a fee waiver for the group's meetings at the Community Center (two have already occurred and seven are planned during April, May and June 2022). The group will take a break during summer and look to resume meeting after that.
- b. Debra Tubbs, Rock n Roll Ice Cream Truck 48 Patterson Way. Ms. Tubbs asks permission for her ice cream truck to visit Berlin summer camps, parks and pools when there are no other concessions in operation. She has done this for the last three summers.
- c. Peter Lund (did not appear)– Carl Lund, 51 Forest Hills Drive, Madison – Mr. Carl Lund appeared on behalf of the Lund family asking for permission to donate a bench with a plaque honoring their late mother. Mrs. Lund was a long-time resident of Berlin and raised her family here. While battling cancer, Mrs. Lund enjoyed nature at Paper Goods Pond. The family would like to donate a bench at Paper Goods Pond so that others may enjoy the area as well.
- d. Alex Joslyn, Vic Rosario (did not appear), CFC and J&S Soccer Camps, LLC – Alex Joslyn appeared to request permission for J&S Soccer Camps LLC to host two camps and charge \$125 admission per attendee as follows: 1) June 20-23 at

Percival for Berlin residents grades K-8; and 2) August 15-19 at Sage Auxiliary (or Percival if Sage Auxiliary is unavailable) for Berlin residents grades 9-12. There are no conflicts with Berlin Youth Soccer or any other events during the requested times and dates.

Mr. Joslyn also noted that Vic Rosario (owner of Connecticut Football Club / CFC North, LLC) was unavailable to appear / call into the meeting. Mr. Joslyn is a subcontractor to CFC North, LLC and was asked to represent the group at this meeting. He stated that CFC North, LLC requests permission to host camp at Sage Auxiliary and charge admission for Connecticut residents grades k-8 on July 11-15 from 9 am – 12 noon, which would not interfere with the Nutmeg Games scheduled in the same location later in the day. The Commission noted several problems with another recent request, including: inconsistencies between the pricing on the Town request and the website, advertising the program and collecting money before approval was granted by the Commission / Town Council. Mr. Joslyn did not prepare the approval submissions for CFC North, LLC but explained that in order to compete with other camps it is customary for CFC North, LLC to advertise and accept registrations / payment prior to receiving approval to host camps. If a problem arises with permission / availability the group cancels the program and refunds any pre-payments. The Commission replied that permission needs to be sought further in advance so that the group does not advertise for programs in Berlin prior to receiving approval.

- e. Crystal Van Gorder, 28 Glenbrook Road, Berlin – Ms. Van Gorder has used and enjoyed Friendship Place with her children, but it is not available to the public during school hours. She would like to request a new park or improvements to an existing park to make a similar playground. She noted that the Worthington Ridge and Little People's playgrounds are older, less safe and less functional than Friendship Place. Superintendent Wood noted that Grounds staff inspect the playgrounds quarterly and remove damaged / dumped toys. He suggested that residents report any problems (with photos if possible) so they may be addressed. Both playgrounds are on the Town's 10-year capital plan for improvements, but capital investments may be pushed out dependent on each year's budget. Commissioners urged her to put together a proposal of what equipment she would like to see at which location, with costs if possible. She can bring the plan back to the Commission for further discussion or consult local charity groups (such as the Lions Club) for possible donations / funding.

## **2. Approval of Minutes**

**March 10, 2022**

Commissioner Bovee moved to approve the March 10, 2022 meeting minutes.

Seconded by Commissioner Butrimas.

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

Vote being: 4-0-1. (MOTION CARRIED) Commissioner Dellaquila abstained, as he was not at the March 10, 2022 meeting.

*2022-04-07 Parks and Recreation Commission Meeting*

In order to accommodate Commissioner Bovee's schedule, a few items were addressed out of order.

**Out of Order:**

**3f, 3g, 3h - Consent Agenda items f, g and h**

Commissioner Dellaquila moved to approve Consent Agenda items f, g and h.

Seconded by Commissioner Starr.

The group noted there were no scheduling conflicts with any of the requests. The Commissioners agree that item h requires further discussion with CFC North, LLC ownership.

Those voting in favor: none.

Those opposed: Commissioner Bovee, Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

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

Commissioner Bovee moved to approve Consent Agenda items f and g.

Seconded by Commissioner Starr.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 5-0. (MOTION CARRIED)

Commissioner Butrimas moved to table Consent Agenda item h until the May 2022 meeting with a principal from CFC North, LLC in attendance (in person or on Zoom) to answer questions.

Seconded by Commissioner Starr.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 5-0. (MOTION CARRIED)

Commissioner Dellaquila moved to address item 5b (Community Center Update) out of order.

Seconded by Commissioner Starr.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 5-0. (MOTION CARRIED)

**Out of order:**

**5d – Community Center Update:**

Commissioner Bovee noted the Advisory Committee's last meeting took place on April 6, 2022. A detailed report (including a pro-forma budget that includes capital items needed for start-up, along with an incremental budget with estimated ongoing operating costs) has been drafted for Town Council's review. The estimated ongoing annual operating cost of \$1,600,000 is in-line with other similar facilities, except for increased labor expenses due to union requirements. Town Council will decide what action to take if any. Town Council may: 1) move the current proposed facility / conceptual design to a Referendum for consideration / vote by the public; 2) further investigate the possibility of a partnership with the YMCA; 3) ask departments to consider reduced Statements of Need and modify the conceptual design; 4) take no action and not pursue a joint Community / Senior Center. The Advisory Committee looked at two options – the Town-funded facility and a YMCA partnership. Both options have pros and cons – The Town-funded option's largest con being the expense to taxpayers; and the YMCA option's largest con being the unknown scope of benefits / cost to Berlin residents since the YMCA did not have a full plan and did not answer many of the Advisory Committee's specific questions. Additionally, there is concern about Berlin's ability to ensure that the YMCA properly maintains a facility in Berlin given the YMCA's recent use of \$1,000,000 of State grant funding to perform maintenance-type work including window and heating repairs. A November 2022 referendum is unlikely unless Town Council chooses to immediately move forward with the current Town-funded option. Any modifications to the current design would require more time and investigation, and would likely result in an April, 2023 referendum.

Commissioner Bovee also noted that she drafted a letter to editor of the Berlin Citizen regarding proper and improper use of the Town's fields. She asks that Commissioners review her proposal so that she may finalize it and submit (along with photos) to the Berlin Citizen week of 4/11/22.

(Commissioner Bovee left at this point.)

**3. Consent Agenda**

- a. Request acceptance of a \$200 donation from Kiwanis of Berlin 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 Debra Tubbs of the Rock & Roll Ice Cream Truck for permission to sell ice cream, snacks and beverages from her ice cream truck at Percival Pool, Demore, Dinda, Bittner Jr. Memorial Pool, Pistol Creek, Berlin Community Center, The Friendship Place, Little People's Playground and Sage Park when concessions are not being run for 2022.
- c. Request by Sarah Patel, representing the Berlin Equity Action Team, for approval to hold various meetings in 2022 in the Berlin Community Center and have the fees waived for those meetings which is \$25 per meeting.
- d. Request by Saint Paul School to have field usage fees, not to exceed an amount of \$960 waived for the school soccer team practices at Percival Soccer Field and Willard Soccer Field for the spring 2022 season.

- e. **Request by Peter Lund approval of donation of a 6 foot mahogany bench valued at \$250 and a plaque (9" by 3") to be installed on the bench valued at \$70 in honor of Peter's mother.**
- f. **Request by Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$125 for a youth soccer camp that will take place June 20-23, 2022 at Percival Field from 5:00 – 7:00PM.**
- g. **Request by Alex Joslyn of J&S Soccer Camps, LLC to charge a registration fee of \$125 for a youth soccer camp that will take place August 15-19, 2022 at Sage Auxiliary Field from 5:00 – 8:00PM.**
- h. **Request by CFC North, LLC to charge a registration fee of \$150 for a youth soccer camp that will take place July 11-15, 2022 at Sage Auxiliary Field from 9:00AM -12:00PM.**
- i. **Request approval to edit sentence to "all lights at tennis courts and basketball courts will be turned on for the season on April 1<sup>st</sup> to coincide with the opening of playing fields and off for the season on the first Monday in November" in section II, A of the Field/Facility Use Policy.**

Commissioner Dellaquila moved to approve Consent Agenda item a.

Seconded by Commissioner Butrimas.

Those voting in favor: Commissioner Bovee, Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 5-0. (MOTION CARRIED)

Commissioner Starr moved to approve Consent Agenda item b.

Seconded by Commissioner Butrimas.

Superintendent Dennis noted that there have been problems in the past with the Rock n Roll ice cream truck selling ice cream at the summer camp locations. Attendees purchasing ice cream requires them to bring in money and kids who did not bring money, or whose money was stolen were unable to purchase ice cream while others did. Superintendent Dennis proposes that she coordinate with Ms. Tubbs for Town / program funds be used to pay the Rock n Roll ice cream truck to provide ice cream to all camp attendees on a specific date(s).

The motion was rescinded.

Commissioner Starr moved to approve Consent Agenda item b eliminating permission to sell to individual customers at the Berlin Community Center and Pistol Creek summer camp locations. Superintendent Dennis will work with Ms. Tubbs for Rock n Roll Ice Cream Truck to act as a vendor and provide ice cream to all participants on certain date(s).

Seconded by Commissioner Butrimas.

*2022-04-07 Parks and Recreation Commission Meeting*

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 4-0. (MOTION CARRIED)

Commissioner Starr moved to approve Consent Agenda item c.

Seconded by Commissioner Butrimas.

The group discussed the criteria for local individuals / organizations to be eligible for room rental fee waiver, which include the group's raising of funds to improve Berlin, its groups, schools, grounds, etc. The Town Manager and Town Council must also approve any waiver of fees for meeting rooms after recommendation by Parks and Recreation Commission.

Those voting in favor: Commissioner Dellaquila

Those voting against: Commissioner Butrimas, Commissioner Pulcini, Commissioner Starr

Vote being: 1-3. (MOTION DEFEATED)

Commissioner Pulcini moved to approve Consent Agenda item c, modified to waive meeting room fees for a total of four meetings (two in April 2022, and two in May 2022).

Seconded by Commissioner Butrimas.

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 4-0. (MOTION CARRIED)

Commissioner Butrimas moved to approve Consent Agenda item d.

Seconded by Commissioner Dellaquila.

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 4-0. (MOTION CARRIED)

Commissioner Starr moved to approve Consent Agenda item e.

Seconded by Commissioner Dellaquila.

The group discussed whether the field naming protocol was followed for this proposed honorary bench, and whether donated benches were subject to the field naming requirements. Director Ochoa noted that in the past, honorary bench donations were considered based on their proposed location (typically coordinated with Grounds ahead of time). Superintendent Wood added that the proposed location for the Lund bench is between two other benches (where there is currently a rock) and is acceptable to the Grounds department.

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 4-0. (MOTION CARRIED)

Commissioner Butrimas moved to approve Consent Agenda item i.

Seconded by Commissioner Dellaquila.

Director Ochoa stated that the revision would specify that the lighting schedule would follow the same opening structure as the Town's fields. (The group previously approved a similar action surrounding the annual closure of the lighting schedule.)

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr.

Vote being: 4-0. (MOTION CARRIED)

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

- a. Monthly Report** – See attached. Superintendent Wood noted that damage was caused to McGee soccer field by someone driving on it, along with other parts of school grounds. The car was captured by security cameras and the individual responsible will pay for the material to repair the field (about \$300) and will join the Grounds department to perform community service week of April 11, 2022. The Town also paid to install fencing around the entry to the soccer field to prohibit similar damage in the future (at a cost of about \$3,000+). Unfortunately, this fencing not only costs the Town money that will not be recovered, but it will interfere with the Town's long-established snow storage zone. The Commission will discuss the possibility of creating another policy regarding damage to fields (through intended vandalism and unauthorized use resulting in incidental damage) and possible consequences.

Superintendent Wood and Director Ochoa met with the Town Manager and Police Department to discuss the addition of cameras at fields. Police and Town Manager suggest an awareness campaign with the public about what is allowed / not allowed would be more effective than installation of cameras. The Police Department will increase patrols of fields and will publicize the issue on its social media.



Superintendent Wood informed the Commission that he has purchased some signs regarding the leash ordinance at a cost of \$65 each. He proposes to continue purchasing and posting signs where problems occur. If he purchases multiple signs for every park / field location it would cost about \$4,000 from the Grounds department operating budget, which would take away from the fields and parks themselves. Director Ochoa noted that Animal Control Officers have been making regular patrols and informing the public of the new ordinance.

Superintendent Wood also noted that the windscreens at BHS were damaged and blown down over the 4/2/22 weekend. The clips purchased by BHS did not hold the screens in place and some fraying has occurred on the screens from flapping. They will be reinstalled by Grounds staff (likely an additional 8 hours of labor) with zip ties.

Director Ochoa noted that the Berlin Rotary Club will be performing its annual day of service at Sage Park picking up litter and emptying trash containers over the weekend of April 8, 9 and 10th. It will hang a banner facing the Berlin Turnpike over that weekend during that time.

Commissioner Butrimas notified Superintendent Wood of two benches in need of replacement at Bicentennial Meadow (by the trail entrance at the South end of the Meadow).

Superintendent Wood also noted that the East Berlin pool has a crack and loses water. The possibility of purchasing a new liner with budget surplus funds is being investigated.

- b. Discussion regarding Fields** – See item a above.
- c. Percival Soccer Field Update** – Interviewing two bidders in April 2022.
- d. State of CT Grant Update** – The final version has been signed. Affected departments will meet with Town Manager, Facilities and Finance to be sure all instructions are followed. After that, work to construct Biscoglio RFP will begin.

## **5. Parks and Recreation**

- a. Monthly Report** – See attached. Has heard from another few lifeguards but will still have to limit offerings due to lack of senior lifeguards.
- b. Community/Senior Center Update** – Taken out of order – see page 4 above.

Commissioner Butrimas thanked Director Ochoa for her proactive investigation into the CFC North, LLC events in March 2022, and her communication with the Commission. He also recognized Superintendent Wood for being very responsive when issues are reported to him. Commissioner Starr added that the custodial staff does a great job and the Community Center is always in very good shape. Director Ochoa reminded Commissioners that they should not engage in email communication with one another, communication should be limited to public meetings.

**6. Adjournment**

Commissioner Starr moved to adjourn at 7:50 p.m.

Seconded by Commissioner Butrimas.

Those voting in favor: Commissioner Butrimas, Commissioner Dellaquila,  
Commissioner Pulcini, Commissioner Starr.

Vote being: 4-0. (MOTION CARRIED)

Submitted by,

Dana Borges

Received on 4/14/2022  
at 11:47:20 AM by Town Clerk  
Kathryn J Wall

*2022-04-07 Parks and Recreation Commission Meeting*

Parks and Grounds March report

**News:**

- McGee Soccer Field
- Signage at fields
- Windscreens BHS tennis courts
- Lined and painted athletic fields for the season including track & field
- 4300 annual flowers transplanted in greenhouse

**Daily**

- Ballfield maintenance
- Daily ice check on buildings

**Weekly**

- Painting athletic fields
- Garbage

**Miscellaneous**

- Weeds removed from all baseball & softball fields
- Drained and cleaned both pools
- Finished servicing remote equipment
- Continued to build benches and tables
- Winterize and put all snow equipment away for the year
- Playground inspection
- Put up batting cage nets, windscreens & tennis nets

Recreation  
April monthly report

1. Interviews for summer positions have been completed and we still are not sure if we will have one or two sites for the Summer Fun program. Still have not received any applications for Summer Fun Site Director or Aquatics Director.

We did not receive any applications for Lifeguard with WSI but possibly have one current lifeguard who will complete the certification. It still leaves us with a reduced number of instructors so we will again have a reduced offering of lessons.

2. The Easter Candy Hunt is scheduled for Saturday, April 9 at Sage Auxiliary for 1 p.m. If field/weather conditions are not suitable for the event to be held outdoors, it will be moved to Berlin High School.

We are currently registering for the fishing derbies, with a decent amount registered so far. The first derby, for 3-7 year olds will be April 23 and the second for 8-15 year olds will be April 30. Both derbies will be from 8-10 a.m.

3. Registration continues to be going very well for summer Skyhawks camps. We are starting registration for the summer Modeling & Fashion camp this week.
4. We are registering for the following classes this spring – dance, yoga for Middle School and High School, and Personal Euphoria classes. Both dog obedience classes are full.
5. Final decisions on the summer programs and pools will be made by the end of April/beginning of May. I anticipate offering swim team again this summer but should note that due to the low number of supervisory staff, this will impact the hours that the pools are open and could cause only one pool to be open on weekends. A lot depends on how the schedules play out and how much time off staff will request.



## **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 March report**

#### **News:**

- Spruce up Veterans Park for the Gold Star Memorial
- Veterans Certificate for all the work at Veterans Parks
- Install Second Gaga pit at Griswold School
- Added risers to septic tank at Little Peoples Playground
- Replaced concrete at Hubbard and McGee School

#### **Daily**

- Ballfield maintenance
- Mowing

#### **Weekly**

- Painting athletic fields
- Garbage

#### **Miscellaneous**

- Weeds removed from all baseball & softball fields
- Washed and cleaned both pools in preparation of the summer
- Fertilize fields and small parks
- Put up windscreens



Town of Berlin  
Parks and Recreation Department  
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*Debra S. Dennis, CPRP*  
*Superintendent of Recreation*

May monthly report

1. Sent out paperwork for summer staff, new and returning.
2. Working on entering new staff and will email all staff about blood borne pathogens program through CIRMA. Still need to send out Mandated Reporter training to the Summer Fun staff.
3. Will begin opening and closing p.o.'s for the end of the fiscal year.
4. Fishing derbies were held, nice turn out for both days, over 100 total kids registered.
5. This year we are doing a brochure just on Aquatics and a separate brochure with information on all of our other programs. **New this year**, we are offering adult tennis lessons at night at Berlin High School. We started to register for household and individual swim passes and will begin registration for swim lessons, on May 16. Registration for all other programs will also begin May 16.
6. We are only opening one site, The Creek, for our Summer Fun program this summer. On-line registration started on May 4, with few issues. Numbers are very good so far.
7. Started ordering supplies for Summer Fun program and Aquatics.
8. Started working on updating staff manuals for Aquatics and Summer Fun program.
9. Finalizing field trips/special events for the Summer Fun program.

Debbie