

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

Thursday, October 13, 2022

6:00 p.m.

MEETING

Board of Education Conference Room
238 Kensington Road, Berlin, CT 06037

Join Zoom meeting

<https://berlinct->

[gov.zoom.us/j/85869551646?pwd=TWlrUzdHTWF6U3JEWmJ2b1Q3KzFmdz09](https://berlinct-gov.zoom.us/j/85869551646?pwd=TWlrUzdHTWF6U3JEWmJ2b1Q3KzFmdz09)

Meeting ID: 858 6955 1646

Meeting Passcode: 648290

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
 - a. September 8, 2022
3. Consent Agenda
4. Fee Schedule Discussion
5. Pool Discussion
6. Parks and Recreation
 - a. Monthly Report
7. Parks & Grounds
 - a. Monthly Report
 - b. Discussion on Fields, Playgrounds Tours
 - c. State of CT Grant Update
8. Adjournment

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

Thursday, September 8, 2022
6:00 p.m.
SPECIAL MEETING
Board of Education Conference Room

ATTENDANCE:

Commissioners Present: Chairwoman- Donna Bovee, Don Dellaquila, Greg Starr, Andrew Legnani, Tony Butrimas, Joe Pulcini via Zoom

Commissioners Absent: None

Staff Present:

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

Chairwoman Bovee called the meeting to order at 6:00 P.M.

1. Audience of Citizens

No audience of citizens

2. Approval of Minutes

August 11, 2022

Commissioner Butrimas moved to approve the August 11, 2022 meeting minutes

Seconded by Commissioner Dellaquila

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

Abstained: Commissioner Legnani

Vote being: 3-0-1

3. Consent Agenda item a

Commissioner Dellaquila moved to approve Consent Agenda item a

Seconded by Commissioner Butrimas

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

Vote being: 6-0 (MOTION CARRIED)

Motion to add Consent Agenda item b

Commissioner Legnani moved to add Consent Agenda item b

Seconded by Commissioner Dellaquila

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

Vote being: 6-0 (MOTION CARRIED)

b. Request approval by Berlin Lions Club to sell luminaries for \$10 for 1, or \$20 for 3 at Sage Park at Berlin High School Home Football Games on October 21, 2022 and October 28th, 2022. All funds raised will be donated to local Veterans.

Motion to approve Consent Agenda item b

Commissioner Butrimas moved to approve Consent Agenda item b

Seconded by Commissioner Legnani

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

Vote being: 6-0 (MOTION CARRIED)

4. Parks and Recreation

a. **Monthly Report**, Superintendent Dennis stated Allison Laroche has officially been hired and started full-time on Friday, September 2, She is doing a great job adjusting to the office and creating fall program flyers. Fall program registration is now underway and most programs start mid-September. Current offerings are dog obedience classes, virtual yoga, tiny time for toddlers, dance classes, and painting with Peggy classes. Registration begins for youth basketball at the end of September. Superintendent Dennis is working on special events for October, we are having a "regular" Trunk or Treat this year, Saturday October 22nd. Superintendent Dennis reports that Peggy Loehr, painter and art teacher and Parks & Recreation employee will run a scarecrow workshop on Saturday, October 15th where people can sign up for a small fee and we will provide some basic supplies, burlap sacks, and straw/hay. She will assist people in building their scarecrow. Commissioner Dellaquila asked about the Park and Recreation revenue and statistics paperwork and Superintendent Dennis explained the details of the report. Chairwoman Bovee asked if the revenue numbers were net income to town and Superintendent Dennis stated in the past the revenue has been pretty close but it's different this year due to hiring a new staff person. The pool attendance has been almost cut in half compared to four years ago despite having an ideal summer.

5. Parks & Grounds

- a. **Monthly Report**, Director of Community, Recreation and Park Services Jen Ochoa reported for Superintendent Wood that the leash-free dog area is finished and being used. Animal control does rounds once a day of the leash-free area as well as Bicentennial to remind people it is not leash-free. The holes were filled at the cart path at Pistol Creek and the drainage pipes capped. Commissioner Butrimas asked about the horses on trails and excrement left behind. Director of Community, Recreation and Park Services said that the town can't enforce them cleaning up the excrement but some people return to clean it up or push it off the path. Chairwoman Bovee noted that she saw many dog owners utilizing the new crosswalk. Commissioner Butrimas reported that the Soccer Jamboree went off with no issues but when he was with the health inspector prior to the event, the inspector noted that the kitchen at the field should be upgraded.
- b. **State of CT Grant Update**, Director of Community, Recreation and Park Services Jen Ochoa reported that the Biscoglio update is the same, they will meet with Eileen at the High School to go over preliminary designs. Doug Solek provided an update on the Scoreboard in the agenda package. Commissioner Dellaquila asked about the Thanksgiving/Beginning of December delivery date and if that was always the date. Director of Community, Recreation and Park Services Jen Ochoa mentioned that she

2022-09-08 Parks and Recreation Commission Meeting

is not sure but will ask Doug. Commissioner Dellaquila also commented that Doug's update mentioned the Fiber sitework begins in September and he wanted to emphasize that we cannot go without a scoreboard at any point during the season. Director of Community, Recreation and Park Services Jen Ochoa said that her and Superintendent Wood have stressed this point to Doug on more than once occasion. Commissioner Butrimas asked why this work is always done in the busiest season at Sage Park and Director of Community, Recreation and Park Services Jen Ochoa answered that she doesn't know but it's how their schedule works for their project, when they get funding, etc. and she will pass on the question. She will bring the points back to Doug Solek and forward his response and any updates to the commission before the next meeting.

Commissioner Butrimas asked about a field incident with jumping over the fence at Zipadelli field and the grass that was damaged. Director of Community, Recreation and Park Services Jen Ochoa stated that work was done to repair the damage and the tarps have been removed until the High School Baseball season resumes. The Commission would like to make a push again to have cameras, at least at the locked fields and used what happened at McGee as an example. Director of Community, Recreation and Park Services Jen Ochoa said that she would talk with Superintendent Wood and initiate another meeting with the Town Manager, Chief of Police and Deputy Chief to continue the conversation of installing cameras at the Commission's persistence. The Commission tried to publicise it in the Berlin Citizen, but it was never published.

6. Adjournment

Commissioner Dellaquila moved to adjourn at 6:29 P.M.

Seconded by Commissioner Starr

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

Vote being: 6-0 (MOTION PASSED)

Submitted by,

Tiffany Trowbridge-Bernard

Received on 9/16/2022
at 11:33:29 AM by Town Clerk
Kathryn J Wall

Contact

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

		Changes highlighted	
288	OUTDOOR POOLS		
289	Season Pass - Household	85.00	85.00
290	Season Pass - Individual	55.00	55.00
291	Replacement Tag	1.00	1.00
292	Senior Season Pass - Individual	30.00	30.00
293	Daily Passes		
294	Adult Resident	10.00	10.00
295	Child/Senior (60+), Resident	5.00	5.00
296	Adult Non-Resident	20.00	20.00
297	Child/Senior (60+), Non-Resident	10.00	10.00
298	Pandemic Fees (Residents) (fees only apply if a national/global pandemic has been declared but the pools are open)	2.00	2.00
299	Pandemic Fees (Non-Resident) (fees only apply if a national/global pandemic has been declared but the pools are open)	5.00	5.00
300	Swim Team – each participant is given a swim pass (residents only). Resident first/second child	130/110	130/110
301	Swim Team Non-Resident per child	140.00	140.00
302	Lifeguard Training Course	155.00 Res 165.00 non-res	155.00 Res 165.00 non-res
303			
304	Pavilions Timberlin/Sage		
305	Pavilions Local	90.00	90.00
306	Pavilions Non-Local	140.00	140.00
307	Deposit for Pavilion - Refundable	90.00	90.00
308	Equipment if requested/Retainer and refundable	55.00	55.00
309			
310	Veterans' Parks For gazebo and/or grounds		
311	Non-Local Deposit (refundable)	90.00	90.00
312	Non-Local Fee	140.00	140.00
313			
314	Field Light Fees (New Fee Structure effective in 2021)		
315	All fields, per hour local	50.00	50.00
316	All fields, per hour non-local/for-profit	65.00	65.00
317			
318	Sealsie Football Field/Biscoglio Field, Sage Park Field/Biscoglio Field Rates		
319	Non local/For profit groups renting Sealsie Field or Biscoglio Field are required to pay all Supervision/Grounds out-of-pocket costs. Sealsie Field must be rented at least 3 hour minimum.		
320	Grounds Rates (minimum of 3 hours)	\$60/hour	\$60/hour
321	Custodial Rates (minimum of 3 hours)	\$50/hour	\$50/hour
322	Local	\$35/hour	15.00
323	Non local/For Profit	\$70/hour	
324	Local/Full Day (8 hours+)	210.00	90.00
325	Non local/For Profit/Full Day (8 hours+)	420.00	
326			
327	Usage Deposit		
328	Concession Local	105.00	105.00
329	Concession Non-Local/For Profit	210.00	210.00
330	Facility/Stadium Local	105.00	105.00
331	Facility/Stadium Non-Local/For Profit	210.00	210.00
332			
333	FIELD RENTALS (Grass Fields)		
334	Non local/for profit groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs. Per the Field/Facility Use Policy, Group 1 & Group 2 are exempt from field fees. To be billed as a Local Team, the team/league must have 75% of their roster(s) made up of Berlin residents, verified by Field/Facility Use Policy, Section IB.		
335			
336	Local	\$20/hour	
337	Non local/For Profit	\$75/hour	25.00
338	Local/Full Day (8 hours+)	120.00	
339	Non local/For Profit/Full Day (8 hours+)	450.00	150.00
340	All fields deposits:		
341	Local	105.00	
342	Non Local/For Profit	120.00	
343	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00	
344	BHS & McGee Basketball and Tennis Courts – Local	25.00	
345	BHS & McGee Basketball & Tennis Courts Non-Local	35.00	

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Contact

YOY Change

Changes highlighted

BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)				
Lights Per Hour, Local	50.00			
Lights Per Hour, Non-local/For Profit	65.00			
PISTOL CREEK				
Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).				
Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00			
Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00			
Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00			
Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00			
Outside Deck - Hourly Rate	30.00	5.00	5.00	5.00
Damage Deposit Required of All Groups	90.00			
Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00				
Field/Facility use key deposit	50.00			
All Supervision and Custodial costs will be paid out-of-pocket.				
Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.				

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Contact

Maureen Giusti

Planning & Zoning Commission *				Changes highlighted			
		352 minimum 250.00 per lot, plus \$2	58.00*	410 minimum			
363	Subdivision or Resubdivision (2 lots)						
364	Subdivision or Resubdivision (more than 2 lots)		58.00*	Total number of lots X\$250 (plus state fee of \$60)			
365	Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft. over 5,000)	\$352 minimum	58.00*	\$410 minimum			
366	Minimum	352.00	58.00*	410.00			
367	Maximum	1,942.00	58.00*	2,000.00			
368	Special Event Site Plan Review	152.00	58.00*	210.00			
369	Subdivision Regulations	15.00		15.00			
370	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00			
371	Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00			
372	"Plan of Conservation and Development"	25.00		25.00			
373	Zoning Regulations	30.00		30.00			
374	Bulk Amendments to Zoning Regulations	10.00		10.00			
375	Zoning Map – Black & White	8.00		8.00			
376	Zoning Map – Color	20.00		20.00			
377	Zone Change	252.00	58.00*	310.00			
378	Text Amendment	402.00	58.00*	460.00			
379	Map Copy 11 x 17	1.50		1.50			
380	Map Copy 17 x 24	3.00		3.00			
381	Map Copy 22 x 34	5.00		5.00			
382	Map Copy 34 x 44	8.00		8.00			
383	Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+			
384	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled - if approved)	172.00+	58.00*	230.00+			
385	Special Permit	222.00	58.00*	280.00			
386	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. - \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee						
387							
388	Police						
389	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):						
390	\$50 application fee PLUS \$10 per month -or-	50.00		50.00			
391	\$100 per year	100.00		100.00			
392	Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations.)	100.00		100.00			
393	Parking Fine (Maximum) – Code Section 17-30	100.00		100.00			
394	Penalties for Town Ordinance 17-30(e) must be paid in 7 days. After 7 days penalties double. – Code Section 17-30						
395	Daily storage plus towing charges – Code Section 17-32c & 17-31	25.00		25.00			
396	Towing (Illegal Parking) – Code Section 17-31	75.00		75.00			
397	Additional charges for each 24 hours held – Code Section 17-31	25.00		25.00			
398	Snow ban, if not towed – Code Section 17-32, 17-33(14)	75.00		75.00			
399	Snow ban, if towed – Code Section 17-32	75.00		75.00			
400	Other between curb sidewalk – Code Section 17-33	75.00		75.00			
401	Parking on wrong side of street – Code Section 17-33(1)	75.00		75.00			
402	Double parked – Code Section 17-33(11)	75.00		75.00			
403	Obstructing driveway – Code Section 17-33(12)	75.00		75.00			
404	Parking more than 12" from curb – Code Section 17-33(2)	75.00		75.00			
405	Improperly parked – Code Section 17-33(2)	75.00		75.00			
406	Parking too near hydrant (10') – Code Section 17-33(3)	75.00		75.00			
407	Blocked Crosswalk – Code Section 17-33(4)	75.00		75.00			
408	Parking too near street corner (25') – Code Section 17-33(5)	75.00		75.00			
409	Parking too near a stop sign (25') – Code Section 17-33(6)	75.00		75.00			
410	Parking in restricted area – Code Section 17-33(7)	75.00		75.00			

Chris Ciuci

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Contact

Changes highlighted

411	No Parking Zone (7)(8)(9) – Code Section 17-33 (7)	75.00		75.00
412	No parking-tow zone, if not towed (1)-(13) – Code Section 17-33(7)	75.00		75.00
413	Handicapped Parking violation – Code Section 17-54	100.00		100.00
414	Parking in fire lanes – Code Section 17-77	100.00		100.00
415	Private property posted, if not towed – Code Section 17-90	75.00		75.00
416	Private property posted, if towed – Code Section 17-90	75.00		75.00
417	Daily storage plus towing charges – Code Section 17-91	25.00		25.00
418	Towing (private property) cost plus – Code Section 17-91	75.00		75.00
419	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45	500.00		500.00
420	Vendor Permits (Maximum) – Code Section 5-30	200.00		200.00
421	Vendor Permits Penalty – per day – Code Section 5-36	199.00		199.00
422	Guns Dealer's License (CGS 29-28(a))	200.00		200.00
423	Photographs/Videos – per CD/DVD	15.00		15.00
424	Photographs/Videos – per USB Drive	30.00		30.00
425	Fingerprinting (CGS 29-17c)	10.00		10.00
426	Police Reports (FOI-per page)	0.50		0.50
427	Local Pistol Permit to carry (CGS 29-28(b))	70.00		70.00
428	Raffle permits (CGS 7-173, (permits) 7-176 (fees))	10.00-100.00		10.00-100.00
429	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00		35.00
430	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00		10.00
431	Alarm Unregistered Code- Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00
432	Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00
433	Intentional False Alarm – Code Section 6-18 (Sec. 6-22 Fine doubles if not paid within 30 days)	500.00		500.00
	False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 rd alarm plus 25.00 each subsequent		50.00 3 rd alarm plus 25.00 each subsequent
434				
435	Violation of littering – Ordinance – Code Section 7-10 (1-15)	200.00		200.00
	Construction Noise Activity – Code Section 7-56	100.00 first offense; 500.00 each subsequent		100.00 first offense; 500.00 each subsequent
436				
437	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00		100.00
438	Snow/Ice Sidewalk – Code Section 14-11	100.00		100.00
439	Violation of Off-Road Vehicles – Code Section 17-128	100.00		100.00
440	Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA			
441	Class A	75.00		75.00
442	Class B	\$10 per day		\$10 per day
443	Class C	50.00		50.00
444				
445	Bazaar or Raffle Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA			
446	Class 1	75.00		75.00
447	Class 2	30.00		30.00
448	Class 3	\$60 per day		\$60 per day
449	Class 4	15.00		15.00
450	Class 5	120.00		120.00
451	Class 6	150.00		150.00
452	Class 7	300.00		300.00
453	Registrar of Voters			
454	Voters List, per diskette	25.00		25.00
455	Labels, per name (Labels Must Be Provided) – per state statute	0.03		0.03
456	Revenue Collector			
457	Delinquent Tax Payer List, paper form, per page – per state statute	0.50		0.50
458	Copy of a tax bill – per state statute	0.50		0.50
459	Certification - 1st page, per page	1.00		1.00
460	Certification - subsequent pages, per page	0.50		0.50
461	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00		24.00
462	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00		6.00
463	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost		At cost
464	Senior Center			
465	Class Fee	4.00		4.00

ROVs

Debbie Swan

Tina Doyle

Contact

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

[illegible]

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Contact

Changes highlighted

497	Land Records – Maps – Trade Names				
498	Legal Documents (\$60 First Page) – state statute 7-34a				
499	First page – state statute 7-34a	16.00	44.00	60.00	
500	Each additional page – state statute 7-34a	5.00		5.00	
501	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	20.00		20.00	
502	Land Recording involving MERS Document (other than Release or Assignment) First Page	49.00	110.00	159.00	
503	Each additional page of the above	5.00		5.00	
504	Land Recording involving MERS Release or Assignment	32.00	127.00	159.00	
505	Land Record, copy per page (in any format) – state statute 7-34a	1.00		1.00	
506	Certification of land records per document – state statute 7-34a	2.00		2.00	
507	Trade Name Certificate – state statute – 7-34a (updated by PA 18-136)	10.00		10.00	
508	Subdivision Maps – state statute 7-34a	30.00		30.00	
509	Survey Maps – state statute 7-34a	10.00		10.00	
510	Map Copy 11 x 17	1.50		1.50	
511	Map Copy 17 x 24	3.00		3.00	
512	Map Copy 22 x 34	5.00		5.00	
513	Map Copy 34 x 44	8.00		8.00	
514	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	0.0025	0.0750	0.0775	
515	Sales Ratio – state statute 7-34a	2.00		2.00	
516	Documents with no known last address of grantee (land records)– state statute 7-34a	5.00		5.00	
517	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00		1.00	
518	Vital Statistics				
519	Vital Statistics to Resident Towns – state statute 7-76	2.00		2.00	
520	Birth Certificate, Full size (Certified) – state statute 7-74(a)	20.00		20.00	
521	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	15.00		15.00	
522	Death Certificate (Certified) – state statute 7-74(b)	20.00		20.00	
523	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00		20.00	
524	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00	
525	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00	
526	Marriage License – state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00	50.00	
527	Misc. Fees				
528	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00		20.00	
529	Notary Certification – state statute 7-34a	5.00		5.00	
530	Notary Fee – state statute 3-95	5.00		5.00	
531	Campaign Financing – Late Fee – state statute 9-623	100.00		100.00	
532	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00		2.00	
533	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00		500.00	
534	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00		250.00	
535	Violation of Town Seal - Sec 2-1(f) code book	100.00		100.00	
536	Photocopies, per page – state statute 1-212(2)	0.50		0.50	
537	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00		1.00	
538	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(a)	20.00		20.00	
539	Fax, Per Page	1.00		1.00	
540	Municipal Code	50.00		50.00	
541	Filing Liquor Permits – state statute 30-53 (updated by PA 18-136)	20.00		20.00	
542	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00	

543	Town Manager					
544	Blighted Buildings – Code Section 4-16		150.00			150.00
545	Treasurer's Office					
546	Monthly processing fee for Cash Performance Bonds over \$5,000.00		8.00			8.00
547	Replacement check fee		10.00			10.00
548	Returned Check fee (C.G.S. 52-565a)		20.00			20.00
549	Cell tower rental					
550	A T & T monthly rent - contract expires November		3,306.76			3,306.76
551	Verizon monthly rent - contract expires December		2,860.22			2,860.22
552	T-Mobile monthly rent - contract expires March		1,884.47			1,884.47
553	Crown Base - contract expires March		1,724.52			1,724.52
554	Water Control					
555	Water Control Commission Regulations		16.00			16.00
556	Inspection of water taps not made by BWCC staff		125.00			125.00
557	Permit Fee for Secondary Meter		100.00			100.00
558	Water Control Application for Sewer Tie-Ins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the application, public hearing and legal notice required.		250.00			250.00
559	Water System Connection Charge (Abutting Property): \$21 per front foot (\$30 per front foot on divided highway); plus \$2,000 for first unit; plus \$1,000 for each additional unit. For non-residential property: \$2,000 for first unit plus \$800 each, for the second through tenth unit PLUS \$250 for each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$375 for Water Permit.					
560	Sewer System Connection Charge (Abutting Property): \$30 per front foot (\$39 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,200 for each additional unit. For non-residential property: \$2,500 for the first unit plus \$600 for the second through tenth. PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$125 for Sewer Permit.					
561	Water System Connection Charge (Rear Lands): Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten. PLUS \$375 for Water Permit.					
562	Sewer System Connection Charge (Rear Lands): Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$125 for Sewer Permit.					
563						
564	Zoning and Zoning Board Fees					
565	ZBA Application (Approval, variance, special permits)		152.00		58.00*	210.00
566	Additional Related Variance on same property		77.00		58.00*	135.00
567	Appeals from Zoning Enforcement Officer's decision or determination		210.00			210.00
568	Zoning Compliance Letter or Certification		50.00			50.00
569	Home Occupation Approval Compliance Letter		50.00			50.00
570	Lot Line Revisions		50.00			50.00
571	ZBA Motor Vehicle License		322.00		58.00*	380.00
572	Gasoline License		322.00		58.00*	380.00
573	Zoning violations - Ordinance		150.00 per day			150.00 per day
574	ZBA Permits for Sale of Alcoholic Beverages		322.00			380.00
575	Junked, Wrecked, Abandoned Property – Code Sections 7-30-7-35		100.00 per day of non-compliance		58.00*	100.00 per day of non-compliance
576	*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. -- \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee					

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Contact

Changes highlighted

Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.

No refunds will be provided in instances where the Town has purchased items or services and those items or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.

Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance prior to execution.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with approval of the Town Manager.

ADOPTED BY THE BERLIN TOWN COUNCIL February xx, 2023

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Contact

Jan Lund

Joe Fererro

Kim McNally

YOY Change

Changes highlighted

	Animal Control	Town Fee	State Fee	Total	Town Fee	State Fee	Total
1	Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00			
2	Animal adoption	5.00	45.00	50.00			
3	Quarantine of animal (per day - state)	15.00		15.00			
4	Associated Legal Fees	Actual		Actual			
5	Advertising of animal	Cost		Cost			
6	Boarding fee 24 hours after notification by phone or advertising (per day)	Cost		15.00			
7	Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost			
8	Removal of Feeces (Ticket is issued) – Code Section 3-12	50.00		50.00			
9	Violation – Chapter Three of Code – per violation	100.00		100.00			
10	Transporting animals to out of town vets after hours	Cost		Cost			
11	Photocopies per page	0.50		0.50			
12	Assessor						
13	Grand List-RE, MV, PP (on CID), for each Type; no charge if e-mailed (FOI)	1.00		1.00			
14	Assessor card - .50/page front and back (state statute)	1.00		1.00			
15	Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03			
16	Berlin-Peck Memorial Library						
17	Adult or Juvenile Library Identification Cards - Lost Card	1.00		1.00			
18	Lost/Severely Damaged Materials in Print	list price		list price			
19	Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost			
20	Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00			
21	Passports (government issued document cost)	per statute		per statute			
22	Notary Fee - CGS 3-95	5.00		5.00			
23	Computer Printing Fees - Black and White	\$.15 per pg.		\$.15 per pg.			
24	Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.			
25	Public Fax Machine Fees - U.S., Canada, Caribbean: First page/each additional page (portion to Library)	1.75/1.00		1.75/1.00			
26	Public Fax Machine Fees - International: First page/each additional page (portion to Library)	3.95/3.45		3.95/3.45			
27	Lost or Damaged Barcode	2.00		2.00			
28	Lost or Damaged Audio or Video Case	2.00		2.00			
29	Copies	.15/pg.		.15/pg.			
30	Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00			
31	Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00			
32	Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00			
33	Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	60.00		60.00			
34	Use of the Board Room (small room)	40.00		40.00			
35	An additional \$25 fee will be charged for use of the audio-visual equipment and/or kitchen facilities.						
36	A \$5 fee will be assessed for anyone who signs up for a program but fails to attend the program.						
37	Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.						
38							

Contact

Frank Van Linter

Changes highlighted

77 78 79

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Contact

Steve Waznia

Jerry Salvio

Changes highlighted

80	Street Signs (each)	600.00	600.00	
81	Monument Caps (each)	20.00	20.00	
82	Driveway Permits	25.00	25.00	
83	CD-CAD drawing (max. 3 files w/5 layers)	50.00	50.00	
84	Burning Permits	10.00	10.00	
	Independent Testing for New Roadways: Fee is \$5,000 Cash. As per Planning and Zoning Subdivision Regulation Appendix A Section IV 4.01, developers are required to deposit with the Town a fee of \$5,000 to be used by the Public Works Department to retain an independent testing company for field testing/inspection of new public roadways. Upon acceptance of the right-of-way by the Town, any funds remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed.			Varies - deposit fee of \$5,000.00
85				
86	Fire Marshal			
87	Blasting permits - state statute (29-349e)	60.00	60.00	
88	Gold Course - Timberlin			
89	Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)			
90	Weekend			
91	18 holes	34.50	34.50	
92	9 holes	21.00	21.00	
93	Weekday			
94	18 holes	31.50	31.50	
95	9 holes	20.00	20.00	
96	Senior - 18 holes	22.00	22.00	
97	9 holes	14.00	14.00	
98	Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)			
99	Weekend			
100	18 holes	43.00	43.00	
101	9 holes	26.50	26.50	
102	Weekday			
103	18 holes	39.00	39.00	
104	9 holes	24.00	24.00	
105	Senior - 18 holes	31.00	31.00	
106	9 holes	19.25	19.25	
107	Resident/Non-Resident Junior Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)			
108	18 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	17.00	17.00	
109	9 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	11.00	11.00	
110				
111				
112	Active Military, regardless of residency (ID required)			
113	18 holes (anytime)	25.00	25.00	
114	9 holes (anytime)	15.00	15.00	
115				
116	BHS Golf Team - no charge for matches & supervised practices.	0.00	0.00	
117				
118	Resident Golf Passes (excludes Capital Improvement Program (CIP))			
119	Unlimited	1,100.00	1,100.00	
120	Senior - Unlimited	815.00	815.00	
121	Junior - Unlimited	440.00	440.00	
122	Senior Restricted (Mon-Fri only)	490.00	490.00	
123	Super Senior Restricted (Mon-Fri only; age 90 and above)	200.00	200.00	
124	Junior - Restricted (Mon-Fri only)	315.00	315.00	
125	Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))			
126	Unlimited	1,450.00	1,450.00	
127	Senior - Unlimited	1,250.00	1,250.00	
128	Junior - Unlimited	440.00	440.00	
129	Senior Restricted (Mon-Fri only)	925.00	925.00	
130	Junior - Restricted (Mon-Fri only)	315.00	315.00	
131				
132	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)			
133	Shot Gun (minimum 100 players)	59.00	59.00	
134	Shot Gun (over 100 players)	55.00	55.00	
135	Night Golf	36.50	36.50	
136				
137	Golf Carts (per person) - fees are gross before sales tax	11.99	11.99	
138	9 holes			

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Contact

Changes highlighted

139	18 holes	19.75	19.75	
140	9 hole cart pass (10 rides for the price of 8)	96.00	96.00	
141	18 hole cart pass (10 rides for the price of 8)	158.00	158.00	
142	COVID 9 holes	4.00	4.00	
143	COVID 18 holes	6.00	6.00	
144	Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered.			
145	Notes: (a) Non-resident taxpayers (up to 2 owners) with personal property, real estate or motor vehicles taxes paid in the current year of \$1,000 or greater and eligible to vote in town wide referenda - Fees same as resident; OR, non-resident who owns 50% or more of a Berlin-based business and the entity paid over \$4,000 in property tax in the current year - Fees same as resident (b) Residents must show ample proof of meeting condition in (a) and obtain a Timberlin ID card at Timberlin Pro Shop (no charge) to be eligible to play at resident rates. (c) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. (d) At their discretion, the Director of Golf and Head Golf Professional may reduce regular greens fees up to 50% (both must agree) (e) Golf Pass will expire on December 31st. (f) Rain checks will not be given for CIP fees. (g) Outing revenue does <u>not</u> include prize fund or driving range costs.			
146	League Fees - Resident	17.50	17.50	
147	League Fees - Resident Senior	14.50	14.50	
148	League Fees - Non- Resident	20.00	20.00	
149	League Fees - Non-Resident Senior	16.00	16.00	
150	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.			
151	18 holes	2.00	2.00	
152	9 Holes	1.00	1.00	
153	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS			
154				
155				
156	Hatchery Brook Conservation Garden			
157	20' x 20' plot	40.00	40.00	
158	10' x 25' plot	35.00	35.00	
159	5' x 10' plot	25.00	25.00	
160	8' x 20' plot	30.00	30.00	
161	Non-Berlin Citizens will pay an additional \$10.00			
162	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee			
163				

Maureen Giusti

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Contact

[illegible]

246

246				
247	Inland Wetlands Commission			
248	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00
249	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00
250	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+
251	Inland Wetlands Regulation	10.00		10.00
*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j (effective 10/01/09). -- \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee.				

Jim Horbal

2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Contact

Aroscha Jayawickrema

Debbie Dennis

Changes highlighted

253	Mobile Home Park Rental					
254	Each Unit - 07/01/2022 - 06/30/2023 (per month)	350.00				
255	Late Fee - \$15					
256	House - Currently vacant. Renovations needed. Fee TBD					
257	Parks & Recreation					
258	Halloween Event, per child	5.00				
259						
260	Youth Athletic Leagues and Teams					
261	Basketball - Winter 3 rd -8 th Grade Basketball, Boys & Girls	90.00			5.00	5.00
262	Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.	100.00			5.00	5.00
263	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	110.00			5.00	5.00
264	Adult Recreational Sport Activities					
265	Winter - Resident Men's 31 yrs. Plus Basketball - season	85.00				
266	Winter - Non-Resident Men's 31 yrs. Plus Basketball - season	105.00				
267	Winter - Resident Women's 30 plus Recreation Volleyball - season	60.00				
268	Winter - Non-Resident Women's 30 plus Recreation Volleyball - season	80.00				
269						
Recreation Programs Special Revenue Fund						
*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs. 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.						
270	Summer Program	90.00 per week			5.00	5.00
271	Summer Program - 4th of July week or any 4 day week	80.00 per week			5.00	5.00
272	Junior Counselors Fee for Summer Program	60.00 per week			5.00	5.00
273						
274	Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)					
275	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit	80.00				
276	Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00				
277	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00				
278	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00				
279	Meeting Room In Town Whole Day Profit or Non-Profit	30.00				
280	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00				
281	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00				
282	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00				
283	Berlin Community Center					
284	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.					
285	Local Youth Sports Teams - End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.					
286						
287						

Supervision/custodial costs will be added for all after hours use.

All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.

FIELD FEES COMPARISON

TOWN	GRASS FIELD		TURF FIELD		LIGHTS	
	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL
Cromwell						
Local Fee is determined if 67% residents	\$25/hour	\$50/hour	NO TURF FIELD	NO TURF FIELD		
Newington						
Local Fee is determined if 90% residents	\$85/game or practice	\$170/game or practice	\$350/game or practice	\$700/game or practice		\$30/hour
Rocky Hill						
Local Fee is determined if 67% residents	\$25/hour	\$100/hour	\$50/hour	\$100/hour		
New Britain						
Local Fee is determined if 75% residents	\$25/hour	\$50/hour	\$75/hour	\$150/hour		
Wethersfield						
Local fee is determined by 67% residents	\$25/use	\$150/use	\$100/hour	\$200/hour		
BERLIN (CURRENT)						
Local Fee is determined if 75% residents	\$20/hour	\$50/hour	\$20/hour	\$70/hour	\$50/hour local	\$65/hour non-local
RECOMMENDED FEES	\$20/hour	\$75/hour	\$20/hour	\$70/hour	\$50/hour local	\$65/hour non-local



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 October

1. Fall programs are ongoing; we added a couple dance classes, an in-person yoga class, for adults, the scarecrow workshop and painting classes.
2. Winter basketball registration started September 26. Registration is good with 97 registered as of Monday, October 10.
3. I have contacted basketball staff from last year, to see who is not returning to determine number of new staff to hire. I am anticipating a few staff will need to be hired. I will post on the Town website, Facebook page and announcements will be made at BHS. Bob Veronesi will not return as the boys 3&4 coordinator, so I have begun advertising for that position. Kaitlin Starr will be the boys 5-8 coordinator and Catherine Ortiz-Negron will be the girls coordinator. I am also advertising for an instructor for our 2nd grade instructional basketball program. That program hasn't been held the past few years because of COVID.
4. The Scarecrow Contest this year will have the scarecrows on display as you drive into the Arthur B. Powers Municipal complex, starting October 14. People can vote for the Berlin's Best Scarecrow, starting October 18 through October 28. Voting slips will be available at Town Hall, Berlin Peck Memorial Library, the Berlin Senior Center and the Parks and Recreation Department/Community Center. Winner will be announced on October 31.

We are doing a traditional Trunk or Treat event at Sage Park on Saturday, October 22, from 6-7:30 p.m. People must register ahead of time and we will have people handing out candy at their "trunk". We currently have 16 people decorating trunks.

5. Started to work on the Tinsel Fun Run and registration has started. Race will be held at Berlin High School on Saturday, December 3.

Debbie



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds September report

News:

- Finished aerating and overseeded playing fields
- Fertilized fields
- Replaced two grills at Timberlin Pavilion
- Cleaned up monuments for Labor Day
- Update on cameras on fields

Daily

- Ballfield maintenance
- Mowing
- Watering and deadheading of flowers

Weekly

- Painting athletic fields
- Garbage

Miscellaneous

- Replanted memorial trees
- Cleaned up and removed stumps Ledge Cemetery
- Constructed an organic material bin Community Garden
- Broke down both pools for the season
- Cleaned overgrown brush around the complex
- Drilled holes for new signs at McGee, Willard and Hubbard
- Service equipment