

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

Thursday, December 8, 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/86214942898?pwd=MjdHTVhkeUVGQnFSU3VSck5jUGluZz09>

Meeting ID: 862 1494 2898

Meeting Passcode: 107221

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
  - a. November 10, 2022
3. Consent Agenda
  - a. Request acceptance of the 2023 and January 2024 meeting dates of the Parks and Recreation Commission as presented.
  - b. Request acceptance of highlighted changes in Field/Facility Use Policy in the following sections:
    - i. Section II, g. and h.
    - ii. Section III
4. Parks and Recreation
  - a. Monthly Report
5. Parks & Grounds
  - a. Monthly Report
  - b. Discussion on Fields, Playgrounds Tours
  - c. State of CT Grant Update
6. Adjournment

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

Thursday, November 10, 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/89164712540?](https://berlinct-gov.zoom.us/j/89164712540?pwd=SkFBL3AvcXZjU0cwMUdGSGZUZm5NQOT09)

[pwd=SkFBL3AvcXZjU0cwMUdGSGZUZm5NQOT09](https://berlinct-gov.zoom.us/j/89164712540?pwd=SkFBL3AvcXZjU0cwMUdGSGZUZm5NQOT09)

Meeting ID: 891 6471 2540

Meeting Passcode: 367288

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

---

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
  - a. October 13, 2022
  - b. October 25, 2022
3. Consent Agenda
  - a. Request approval of donation of a 6 foot Sterling Bench from Barco Products valued at \$1,100.00, as well as a 3" X 10" plaque valued at \$250 to be placed outside the off leash area at Pistol Creek in honor of Rob and Linda Kielbowicz.
4. Pool Discussion
  - a. Determine timing and general thoughts of appraising Town Council of ideas
5. Parks and Recreation
  - a. Monthly Report
6. Parks & Grounds
  - a. Monthly Report
  - b. Discussion on Fields, Playgrounds Tours
  - c. State of CT Grant Update

## 7. Adjournment

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

Thursday, November 10, 2022  
6:00 p.m.  
Board of Education Conference Room  
238 Kensington Road, Berlin, CT 06037

**ATTENDANCE:**

**Commissioners Present:** Chairwoman- Donna Bovee, Greg Starr, Joe Pulcini, Tony Butrimas

**Commissioners Present via Zoom:** Don Delaquilla at 6:05 PM leaves at 6:40

**Commissioners Absent:** Andrew Legnani

**Staff Present:**

Debbie Dennis, Superintendent of Recreation

Steve Wood, Superintendent of Parks & Grounds

Chairwoman Bovee called the meeting to order at 6:03 P.M.

**1. Audience of Citizens**

- a. Virginia Champ, 550 Bekeley Rd., Ms. Champ requests approval of donation of a 6 to 8 foot Sterling Bench from Barco Product valued at \$1,000 to \$2,000, as well as a 3" X 10" plaque valued at \$250 to be placed outside the off leash area at Pistol Creek in honor of Rob and Linda Kielbowicz.

**2. Approval of Minutes**

**October 13, 2022 & October 25, 2022**

Commissioner Butrimas moved to approve the October 13, 2022 meeting minutes  
Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas, Commissioner Don Delaquilla, Commissioner Joe Pulcini

Vote being: 5-0 (MOTION CARRIED)

Commissioner Butrimas moved to approve the October 25, 2022 meeting minutes  
Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas

Abstained: Commissioner Don Delaquilla, Commissioner Joe Pulcini

Vote being: 3-0-2 (MOTION CARRIED)

**3. Consent Agenda item a**



- a. Request approval of donation of a 6 foot Sterling Bench from Barco Products valued at \$1,100.00, as well as a 3" X 10" plaque valued at \$250 to be placed outside the off leash area at Pistol Creek in honor of Rob and Linda Kielbowicz.

Commissioner Butrimas moved to approve consent agenda item a with changes to 6 or 8 feet and \$1,000 to 2,000.

Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Delaquilla, Commissioner Tony Butrimas, Commissioner Pulcini

Vote being: 5-0 (MOTION CARRIED)

#### **4. Pool Discussion**

Superintendent of Parks and Grounds Steve Wood, Superintendent of Recreation Debbie Dennis and Director of Community, Recreation & Park Services, Jen Ochoa had taken members of the Park and Rec Commission through the Demore, Dinda, Bittner Jr. Memorial Pool to demonstrate the repairs needed to the pool area. Superintendent of Parks and Grounds Steve Wood stated the pool liner will take 6 months from the point of decision to install, then 8 to 10 weeks to actually install the lining. A whole summer would be missed but it would be ready and complete for Summer of 2024. If the committee waits until July 1 then it is installed in April and can be completed at the same time as the pool opening in summer 2024. Chairwoman Bovee reiterated that based on statistics, if they had to operate out of Percival only it would be possible. Commissioner Delaquilla raised the question of towns and the number of their town pools in the surrounding areas. Superintendent of Parks and Grounds Steve Wood reiterated that just because the pool liner is in the capital budget doesn't mean that they will have it approved. Superintendent of Recreation Debbie Dennis stated that there was some asking about the wading pool area and if it will be opened but it will cost about 10k to get it ready. The 10k would come out of the Operating Budget if utilized. Chairwoman Bovee proposed a specialist to come in and to talk with them realistically about improving the facilities with a full report. General consensus was that Chairwoman Bovee can go to the Town Council and let them know we will move forward with opening the pool, as is.

#### **5. Parks and Recreation**

- a. **Monthly Report**, Superintendent Dennis stated we have 19 basketball teams which is one more than last year. The numbers are low again. The Boys 3rd & 4th is up to 16, 5th & 6th grade only have three teams, and 7th & 8th has four teams. The Girls 5th & 6th has two teams again. We have not gotten interest for additional girls and cancelled the 7th & 8th because there was only one sign up. There is no coordinator for the 3rd & 4th grade so there will be no games played at Griswold. The Willard Coordinator will run the whole 3rd and 4th grade for Boys & Girls. T-Shirt pricing increased \$2 as well due to cost of supply. The Scarecrow contest received positive

feedback and people enjoyed the location of them. Beetlejuice won the contest. Trunk or Treat went really well. They are working on winter programs.

## **6. Parks & Grounds**

- a. Monthly Report,** Superintendent of Parks & Grounds Steve Wood stated that they have finally started to catch up on open jobs. The Willard School PTO got their gaga ball pit and Griswold School has two as well. They started assisting Social Services by moving all of the food from the food pantry out to Pistol Creek. Sage Park guardrail was updated and matched throughout. There is now a path from the parking lot to the top of the hill at Sage 1. They did their normal playground inspections and replaced the climber at Little People's Playground after 23 weeks of waiting. Started putting Christmas Lights up as well. Commissioner Starr asked a question about the generator for the lights around Sage. The Security Team identified the crosswalk going from Scalise to the parking lot was too dark. Facilities hooked up a flood light to help illuminate the area. They will probably add a crossing sign and speed bumps to that area as well.
- b. Discussion on Fields, Playgrounds Tours,** There were no further questions or discussions for this.
- c. State of CT Grant Update,** Superintendent of Parks & Grounds Steve Wood has met with the Principal from the High School, Eileen Eustice and Athletic Director Dave Francalanga to develop preliminary designs of layout for the field. They agreed with 65 yards of the field and that it would fit best. They will be doing the geotesting on the 18th and make sure there is no contaminated soil. Chairwoman Bovee asked about the Fiber Optics installment and Superintendent of Parks & Grounds Steve Wood said the company came a week early, they were clean and efficient. They did 300 feet in one day and back filled it, seeded it, and laid straw. Commissioner Starr noted that you can't even tell that they were there. Chairwoman Bovee asked about the timeline for Scoreboard, Superintendent of Parks & Grounds Steve Wood said they are still thinking, February. Commissioner Butrimas noted he saw a dog on the football field and that there should be better signage to say that the area is closed to dogs.

## **7. Adjournment**

Commissioner Pulcini moved to adjourn at 7:49 P.M.

Seconded by Commissioner Butrimas

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

Vote being: 4-0 (MOTION CARRIED)

Submitted by,

Tiffany Trowbridge-Bernard



## **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 September report

### **News:**

- Built a Gaga Pit Willard School
- Moved food for Social Services
- Installed 100' feet of new guardrail Sage Park
- Started putting up Christmas lights
- Cleanup back parking lot Sage Park added path Sage 1
- 

### **Daily**

- Leaf cleanup
- Ballfield maintenance
- Mowing

### **Weekly**

- Painting athletic fields
- Garbage

### **Miscellaneous**

- Installed light bases and ran conduit at Veterans Park
- Replaced climber at Little Peoples Playground
- Replaced harnesses on ADA swings
- Installed sander on UTV
- Service equipment
- Pull all dead flowers
- Pushed back wood line 75' at Ledge Cemetery





**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 November**

1. Winter basketball evaluations and the draft will be Saturday, November 12. Numbers are ok for boys 3&4 and low for the other boys grades, estimated number of teams for each group – Boys 3&4 6 teams, Boys 5&6 4 teams, Boys 7&8 4 teams, Girls 3&4 4 teams, Girls 5&6 2 teams and Girls 7-9 0 teams. There are 153 currently registered and we will continue to register for divisions that have openings. Most staff will be returning but I am still looking for a boys 3&4 grade coordinator and referees for that site. We have advertised for positions and interviews will be held in November.
2. The Scarecrow contest was held, with scarecrows on display as you drive into the Arthur B Powers Municipal complex. We had 10 scarecrows entered. Voting took place at Town Hall, the Berlin Peck Memorial Library, the Community Center and the Senior Center. Berlin's Best Scarecrow will be announced on Halloween. We had a lot of positive feedback having the scarecrows in one area and hope to get more entries next year.

Our traditional Trunk or Treat event was held on Saturday, October 22 at Sage Park. We had 82 kids registered and 15 trunks decorated. It was a great night and people were very happy and appreciative.

3. Working on the Tinsel Fun Run. Race will be held at Berlin High School on Saturday, December 3. So far we have 14 signed up.
4. Hoping to have registration starting early December for some of our winter programs. Information will be available on the Town website, Facebook page and Board of Education website.
5. We will have Visit w/Santa again this year at the Berlin Community Center on November 28 and 29 from 6-7:30 p.m. We will set up the room the same way as we set it up last year where kids can stand and talk to Santa then sit in front of Santa, all at a safe distance, for pictures. Each will get a treat, lollipop and gift. Berlin youth in preschool through 2<sup>nd</sup> grade are welcome to meet with Santa. We will also collect donations for the Food Pantry.

We will also hold our Holiday House decorating contest again.

Debbie

Received on 11/17/2022  
at 9:19:30 AM by Town Clerk  
Kathryn J Wall





## TOWN OF BERLIN, CONNECTICUT PARKS & RECREATION COMMISSION

TO: Town Clerk

FROM: Berlin Park and Recreation Commission

DATE: December 9, 2022

SUBJECT: Berlin Parks and Recreation Commission meeting dates for 2023

---

The Berlin Parks and Recreations Commission will be meeting the second Thursday of each month at 6:00pm at the Board of Education, unless otherwise noted. Following are the specific dates for meetings:

1/12/2023	8/10/2023
2/09/2023	9/14/2023
3/09/2023	10/12/2023
4/13/2023	11/9/2023
5/11/2023	12/14/2023
6/08/2023	1/11/2024
7/13/2023	

The 2023 meeting schedule was approved at the 12/08/22 Parks & Recreation Commission meeting.

Jennifer Ochoa  
Director of Community, Recreation and Park Services



## **TOWN OF BERLIN, CONNECTICUT FIELD/FACILITY USE POLICY**

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

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

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

### **SECTION I – PRIORITY GROUP CLASSIFICATION**

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

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



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

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

**B. Verification of Residency**

- a. Proof of residency will be required for 18 and over groups. All groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. **Attached to the rosters must be photocopies of every player's driver's license or photo identification.** They will be checked for current residency requirements as specified below. Pictures of licenses may also be emailed to Jennifer Ochoa at [jochoa@berlinct.gov](mailto:jochoa@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 on for the season on April 1<sup>st</sup> and 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. The field is not available for use during the Berlin High School baseball season by any other groups. This is approximately April through middle of June.**
- 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. The field is not available for use during the Berlin High School softball season by any other groups. This is approximately April through middle of June.**

**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 **and other inflatables** 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)**

Adopted by Parks and Recreation Commission on 1/11/18.  
Updated 04/07/22.



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](mailto:ddennis@berlinct.gov)

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

## Parks and Recreation monthly report for December

1. Winter class registration is going on now.
2. Numbers for December special events – Santa's Parlor 50 kids, down slightly from last year.

Tinsel Run 92 people finished, 132 registered. Tinsel Run numbers were good considering the weather, we were very pleased with the turnout.

We will judge the houses for the Holiday House Decorating contest the week of December 12.

3. Basketball teams started practicing after Thanksgiving and will have start games December 10. We are up to 189 total participants a few more than last year. I moved things around, all 3&4 graders will play at Willard and girls 5&6 will play at McGee. I hired 3 new staff. I have been working on practice schedules for January/February.
4. Submitted budget for fiscal year 2023-24. Increases based on minimum wage increase by the State and smaller increases due to cost of supplies increasing. A few accounts were slightly decreased based on updates to expenses.
5. Around the holidays, I will be contacting last year's summer staff to see who will be returning and at the end of the month I will begin advertising for open positions.

Debbie



## **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 November Report

#### **News:**

- Decorate parks and town buildings with Christmas Lights
- Added drainage and a catch basin to the backside Pistol Creek
- Cleaned up and added safety surfacing to Little Peoples Playground
- Seeded and hayed Ledge Cemetery
- Washed, cleaned and filled Percival Pool

#### **Daily**

- Leaf cleanup
- Ballfield maintenance
- Mowing

#### **Weekly**

- Painting athletic fields
- Garbage

#### **Miscellaneous**

- Assisted Social Services in preparation of food distribution
- Snow preparation
- Serviced and put equipment away for the season
- Brake down fields for the year
- Cleaned up flower beds