

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

Thursday, January 12, 2023
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/81506233680?pwd=eWQ5Q05UakQxQlNSRmtSaGhiUFR1dz09>

Meeting ID: 815 0623 3680

Meeting Passcode: 085358

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

Meeting Agenda

1. Audience of Citizens
 - a. Jim Mahoney, Town of Berlin, Plan of Conservation and Development
2. Approval of Minutes
 - a. December 8, 2022
3. Consent Agenda
4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds
 - a. Monthly Report
 - b. Review of Field User Email/Paperwork
 - i. CFC April Camp
 - c. Discussion on Fields, Playgrounds Tours
 - d. State of CT Grant Update
6. Adjournment

Berlin POCD Draft Recommended Goals, Strategies, and Actions 12/6/22

Topic Area	Goal
Environmental Resources	Continue to protect the Town's environmental resources and better connect open space resources through the strategic acquisition and protection of open space.
Housing	Ensure that Berlin has a wide selection of housing choice that enables residents to live in Town through various stages of life and provides housing opportunities to new residents to the community.
Economic Development	Foster a stable economy that leverages Berlin's location and commercial zones to provide residents with access to goods, services, and employment opportunities while maintaining a diversified property tax base.
Transportation	Improve and expand transportation options to ensure greater connectivity for all modes of transportation and maintain and improve infrastructure in a sustainable manner.
Facilities and Services	Provide high quality services and facilities to residents, property owners, business owners, and visitors in a sustainable manner.
Cultural Resources	Protect, promote, fund, and continue to act as a steward for Berlin's cultural resources with a special focus on the Towns historic properties and farms.

Environmental Resources Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Ensure that the Town's zoning regulations direct development towards areas that can support development without adversely impacting the Town's environmental resources.	Maintain the Town's low density residential zoning districts as a means of limiting development in environmentally sensitive areas.			
	Review the Town's land use regulations including zoning regulations, floodplain regulations, subdivisions regulations, and inland wetland regulations, to streamline those regulations and ensure that the regulations adequately protect environmental resources and encourage sustainable development. Amend the regulations as necessary, and expand protections as needed, in favor of environmental protection that is fully supportive of the goals of this plan.			
Prioritize the protection and acquisition of open space and improve linkages between existing open space properties.	Consider funding opportunities, through grants, donations of open space, and capital budgeting for the strategic acquisition of open space for the purposes of conservation.			
	Partner with outside organizations such as land trusts to expand the supply of protected open space in Berlin.			
	Update inventory of potential open space linkages that could be provided through the acquisition of land and/or development of greenway networks on public and private properties.			
	Consider funding strategies for improving and maintaining Town-owned conservation properties including the hiring of more public grounds staff.			
	Maintain a Town fund or bonding authorization to strategically acquire open space as it becomes available.			
	Prioritize the linkage of existing protected open space properties and foster improved intertown connections such as at Lamentation Mountain (Middletown, Meriden), Ragged Mountain (New Britain, Southington,) and Short Mountain (Southington).			
	Review open space areas that do not have conservation easements and recommend additional protection for all or parts of these properties, as required.			
	Pursue State grants for the acquisition of open space.			
Adopt and implement low impact policies and practices.	Review and amend the Town's zoning and subdivision regulations to ensure that the regulations encourage or require Low Impact Development (LID) practices in new developments.			
	Work towards the adoption of sustainable practices at Town parks and facilities such as capturing rainwater for irrigation use, encouraging use of pervious pavement, reducing water usage, use of integrated pest management on athletic fields, improving recycling, and reducing solid waste.			

Environmental Resources Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Continue the oversight and protection of environmentally sensitive areas.	Continue to adequately staff departments and commissions with land use functions and provide sufficient resources to carry out their duties. Assign a Town staff member as point person for open space and environmental issues and ensure that staff have the resources necessary to carry out their duties.			
	Continue to attempt to manage invasive species problems in Town-owned waterbodies.			
	Work with property owners to encourage the permanent protection of sensitive portions of their properties such as riparian buffers and forest areas with voluntary conservation easements. Consider the use of tax incentives to encourage the voluntary establishment of conservation easements.			
Actively work towards protecting and improving water quality of the Mattabassett River and other waterways in the Town.	Conduct a public campaign to reduce litter and pollution into the Town's brooks and rivers.			
	Review the Town's zoning regulations for opportunities to include riparian zone requirements and restrictions for developments in proximity of the Town's rivers and brooks.			
	Require inspections and reporting on the condition of on-site stormwater management systems in existing and new developments.			
Improve stewardship of forests and tree canopy on Town-owned open space and rights-of-way.	Seek the assistance of a university forestry program to develop a forest management and invasive species control plan for all Town-owned open space and forests.			
	Continue to allocate financial resources towards forestry so as to adequately respond to the need for forest and roadside tree maintenance and removal.			
	Review zoning regulations to ensure that they require adequate tree planting and replacements on projects as appropriate. Allow flexibility in requirements to allow tree planting in locations where they would be most beneficial and most likely to thrive.			
Continue to promote sustainable stormwater management and floodplain management to be resilient and adaptable to a changing climate.	Continue to invest in stormwater infrastructure improvements throughout the Town as recommended by the Town's Stormwater Management Plan. Sustainable infrastructure improvements should be prioritized.			
	Review and evaluate the Town's Floodplain zoning regulations to ensure consistency with FEMA recommended model ordinances.			
Expand and improve the Town's trail system to better connect open space properties and connect	Work with CFPA and Land Trusts to protect the path of the Mattabesset and Metacomet Trails and New England Trail in Berlin and to relocate trails to protected property when necessary.			

Environmental Resources Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Berlin to trail networks in surrounding Towns and improve access to and promotion of trail system.	Make trail connection from Timberlin to Reservoir Road on newly acquired Reservoir Road parcel.			
	Work with New Britain Water Department to relocate a portion of the former Wigwam Road ROW to connect Reservoir Road to Ragged Mountain Preserve. Develop a trail after the ROW is relocated.			
	Work with CFPA and other partners to reduce the distance of road walks of through trails on Spruce Brook Road, Orchard Road and Edgewood Road. Improve safety of the trail crossing at the Berlin Turnpike.			
	Improve the connection between Pistol Creek and the through Trails at Lamentation Mountain.			
	Relocate the Metacomet Trail off private property and into the Blue Hills Conservation area in the vicinity of Summit Wood Drive.			
	Work with New Britain and Meriden Water Departments to provide more public access to lands they own in Berlin, as feasible.			
	Keep trails information up to date on the Town website and make trails information available through apps.			
Provide site improvements to open space properties to ensure proper stewardship of those properties and to improve access by the public.	Advance planning for the shared open space, water department use for the Woodlawn parcel.			
	Improve parking for Ragged Mountain Preserve at West Lane.			
	Improve parking at Park Drive that is an access point to Meriden's Hubbard Park and to trails.			
	Work with Middletown to improve the Pistol Creek properties as a two Town open space and recreational area.			
	Re-establish public access to Webster Park.			
	Make town open space lands more accessible to public by creating new trails, marking existing trails and boundaries, building bridges and boardwalks, placing signage, improving accessibility, keeping trails information up to date on the Town website and make trails information available through apps., and creating parking areas.			
	Identify critical improvements and maintenance needed at Town-owned open space properties and produce a summary and list of needs.			

Housing Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Implement recommendations of the 2022 Affordable Housing Plan as a means of increasing the supply and range of affordable housing in Berlin and maintain an affordable housing inventory in excess of existing supply.	See 2022 AHP			
Maintain and increase the supply of housing designed for or occupied by seniors.	Explore innovative approaches to stimulate the development of affordable senior apartments.			
	Revise zoning regulations to allow for the development of, or conversion to, multi-generational housing that provides shared living areas for multiple generations of a family in appropriate residential districts.			
	Consider a revision to the zoning regulations to allow assisted living facilities in the OT, OT-2, BT-1, PI-2, SPDD, and BT-2 districts.			
	Continue and expand support services to assist seniors to age in place.			
Administer, educate, and support affordable housing initiatives.	Seek funding for affordable housing initiatives with a focus on programs that provide support to targeted income levels.			
Promote affordable home ownership opportunities.	Provide residents, real estate professionals, and other stakeholders with information on CHFA mortgages and other financing options for lower income and first-time homeowners.			
Revise zoning as recommended by the Affordable Housing Plan to support development of affordable housing	Explore potential for revisions to PS-A district zoning regulations at individual locations to allow for mixed-use residential at a density appropriate to the location, with a required affordable housing component.			
	Consider adjustments to the BT-D zone to further incentivize development of affordable housing on appropriate sites providing that commercial development remains a required component of new development.			
	Revise Kensington Village Core 2 regulations to allow increased residential density with an affordability requirement and/or consider redistricting area across the train station to Farmington Avenue Core Area 1.			
	Revise the zoning regulations to allow private development of Housing for the Elderly on Town-owned property.			
Support the diversification of the Town's housing stock without adversely impacting	Ensure that the zoning regulations direct higher density housing towards areas that have the infrastructure to support such development.			

Housing Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
single-family neighborhoods by providing adequate zoning controls.	Provide additional design standards and/or guidelines for multifamily development to ensure that development is not adversely impactful to adjacent single-family residential properties or districts.			
	Amend zoning regulations to better control orientation and placement of residential uses and the protection of sensitive environmental features on a developed lot.			

Economic Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Foster an environment that is supportive of economic development and provides opportunities for the growth and development of small and large businesses in the Town.	Continue to streamline the Town's business permitting and licensing processes to be efficient, effective, and expeditious.			
	Continue to work with local banks, SBA lenders, and Community Development Financial Institutions (CDFIs) to promote existing small business lending and micro-lending programs.			
	Continue to provide tax incentives to for new economic development projects consistent with the Town's tax abatement policy. Consider dynamic changes to the tax abatement policy as economic and market conditions change.			
	Encourage the expansion of high-speed broadband coverage and gigabit internet access across the Town.			
Develop a campaign and communications that promotes Berlin as a place that is friendly to business.	Continue implementing and refine the strategic communications and engagement plan for the Town including the 'It's All in Berlin' branding and awareness effort.			
	Continue to provide and evolve regular communications and promotion of economic development activity in the Town through multiple media platforms.			
	Continue and refine the Town's economic development marketing effort including, information on available commercial and industrial properties, an overview of Berlin's strengths and assets, and print and digital materials.			
	Support the newly created Arts and Culture Committee and coordinate activities through the Town's Economic Development Director as liaison.			
	Continue membership in Chambers of Commerce to actively promote Berlin and distribute campaign materials and information.			
Support the development of industrial parks that will	Identify sites that would be suitable for the development of small lot industrial parks.			

Economic Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
serve small and emerging businesses.	Revise zoning regulations to allow for the development of small lot industrial parks at suitable sites. Allow 1 acre lots in PI-2 if part of a unified site plan for a lot 5 acres or larger. Allow 100' frontage in PI-2 and PI-I if development of a unified site plan for 1 acre lots.			
Review and update, as appropriate, the Town's mixed-use, commercial, and industrial zone regulations to ensure that the regulations provide sufficient flexibility to allow development that responds to current and future market conditions.	Review zoning regulations to ensure that they are supportive of the development of health care facilities in appropriate districts.			
	Review special permit uses and reduce requirement as feasible to a zoning permit and site plan for specific uses in specific districts.			
	Review zoning regulations to ensure that they allow for the development of shared working spaces and business incubators in a range of districts.			
	Analyze the Town's existing industrial zoning districts to determine if allowable uses, building heights, parking and loading requirements, and constraints on building size or footprints are in line with today's industrial/manufacturing/distribution standards.			
	Modify site plan and zoning regulations to allow the Planning and Zoning Commission to strengthen requirements for environmental assessments for properties with potential for environmental contamination based on historic uses.			
	Study mixed-use options that include residential in the PS-A zoned areas (see housing section).			
	Consider revising BTZ zoning regulations to require at least 20% commercial development and that commercial and residential development be done on a pro rata basis if a project is phased.			
	Study the SPDD and the SPDD Overlay and SPDD-2 zones to determine how those districts could be modified to be more effective in attracting appropriate development. Consider reducing setbacks and minimum lot sizes to facilitate mixed-use development.			
	Update Town zoning regulations to consider providing more flexibility in the definition of business uses and to address contemporary business trends and definitions.			
Focus economic development efforts on Farmington Avenue and the Berlin Turnpike.	Review parking requirements for potential reductions to requirements that may allow for infill development in existing parking lots.			
	Consider conducting corridor studies or area plans for the Berlin Turnpike and Farmington Avenue to help align economic development priorities with needed infrastructure improvements to adequately support future growth.			
	Identify infrastructure enhancements needed in those areas.			

Economic Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
	Review zoning regulations to ensure that the regulations support desirable land uses and site design and provide opportunities for housing development without displacing commercial uses.			
Facilitate the clean-up, improvement, and reuse of vacant, aging, or contaminated commercial and industrial properties.	Continue to facilitate clean up and reuse of brownfields sites including by seeking grants and loans to facilitate investigation and clean up. Consider RFPs for sale of tax liens to address tax delinquent brownfields sites.			
	Maintain a focus on reducing commercial building vacancies by working with property owners to identify needs and challenges in filling vacancies.			
	Step up the enforcement of the Town's blighted property ordinance.			
	Work with and provide incentives to commercial property owners on Farmington Avenue and the Berlin Turnpike to improve the appearance of properties.			
Continue to invest in Kensington Village and facilitate the redevelopment of properties and development of mixed-use commercial and residential projects.	Assist private property owners to market properties consistent with the uses proposed in the Plan.			
	Increase the allowed residential density in Kensington Village Core Area 2 (see Housing section).			
	Communicate with property owners in the core of the TOD area and develop and coordinate plans for the next phases of TOD area mixed use redevelopment as properties are available for sale.			
	Make transit, pedestrian and bicycle improvements to link residents and employees to the TOD hub at the Berlin Train Station			
	Expand open space walking connection from the Train Station to Old Brickyard Lane and beyond.			
	Continue membership in the Main Street Program and consider the creation of public/private organizational structure to foster town center revitalization in Kensington Center.			
	Continue to implement Farmington Avenue Design standards and update standards as needed.			
	Continue to extend sidewalks and fill missing links to connect the Kensington Village TOD area to nearby neighborhoods.			
	Consider rezoning the Berlin Steel complex and industrial properties on Harding street for Transit Oriented Development uses if these properties become available for sale or reuse.			
	Continue to make public investments to reinforce the Kensington Village TOD area.			
	Continue streetscape improvements as grant funds become available. Concentrate on streetscape improvements on Farmington Avenue between to New Britain Road and Steele Boulevard.			
	Study creation of wireless zone downtown.			

Economic Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
	Connect Steele Boulevard to the Train Station parking and Depot Road when appropriate rights can be secured from CTDOT and AMTRAK.			
Continue to promote Berlin's TED sites by developing informational and promotional materials specific to each site.	Seek additional funding to continue the façade program to upgrade landscaping and facades on Farmington Avenue, New Britain Road, and vicinity.			
	Work with the TED site property owners to support their marketing efforts if the properties are for sale. Prepare conceptual development plans in concert with the owners.			
	Continue to encourage property owners in TEDs areas to work together on issues regarding sale and future development of the properties.			
	Consider infrastructure extensions and other incentives to stimulate the development of TEDs properties consistent with the uses proposed in this Plan.			

Transportation Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Improve traffic operations across the Town.	Improve the Town's traffic operations by updating traffic signal infrastructure and technology at intersections that experience a low level of service.			
Strategically improve transportation infrastructure across the Town.	Continue to pursue State and Federal funding for local bridge maintenance and repairs.			
	Integrate Low Impact Design (LID) measures in transportation infrastructure projects as feasible.			
	Implement recommendations of pavement conditions survey and management plan to address outstanding needs in pavement conditions of the Town's roads.			
	Seek grants for and continue to invest in streetscape projects in commercial areas where warranted with priority being Farmington Avenue between New Britain Road and Steele Boulevard.			
Improve bicycle and pedestrian connectivity across the Town.	Adopt a Complete Streets policy that prioritizes the provision of pedestrian, bicycle, transit, and traffic calming improvements in transportation infrastructure and maintenance projects and review ordinances, regulations, and policies to align with complete street principles.			
	Provide bicycle racks at locations across Town such as the Train Station, schools, and parks. Consider providing bike lockers at Train Station.			
	Develop a bicycle plan that identifies preferred bicycling routes and corridors that may be appropriate for the development of bike lanes or pathways.			

Transportation Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
	Expand and improve the Town's sidewalk network with an aim of connecting neighborhoods to schools, Town facilities, and Kensington Village. Prioritize corridors such as Farmington Avenue, Worthington Ridge, Berlin Turnpike, Deming Road, Four Rod Road (south of Norton), Percival Avenue (Carbo Lane to Percival Field), Robbins Rd (Towne Drive to Timberwood), and Kensington Road (Carriage Drive to Norton Road).			
	Identify priority intersections across Town for improving pedestrian crossings and provide improvements to pedestrian crossings as needed including crosswalk markings, signage, signal enhancements, and lighting enhancements.			
	Expand trail and greenway connections across the Town and identify preferred routes for connecting to nearby regional trails such as the Farmington Canal Trail.			
Accommodate emerging transportation modes and technologies.	Seek funding to provide electric vehicle charging infrastructure at Town facilities and where may be required to support electric vehicle fleets.			
	Review zoning regulations and amend as necessary to require the provision of bicycle parking and electric vehicle charging as appropriate.			
	Investigate the best options for improving efficiency and reducing environmental impact of Town vehicles.			
Continue to address safety issues across Berlin's transportation system.	Pursue grant funding, as available, to provide safety enhancements at high-crash areas.			
	Continue to work with CTDOT to ensure that safety enhancements are made to high-crash locations on State highways in Berlin.			
	Develop a traffic calming toolbox as part of a Complete Streets plan and implement traffic calming measures on local roadways where crash rates could be reduced through traffic calming.			
Improve access to CT Transit bus routes	Provide additional bus shelters and waiting/drop-off areas.			
	Work with CT Transit to provide more local stops on routes that currently serve Berlin.			

Town Facilities and Services Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Continue to preserve, enhance, and maintain parks and recreational facilities.	Develop a Parks and Recreation Masterplan			
	Conduct playscape, athletic field, and athletic court replacement and refurbishment as directed by the Masterplan to ensure better conditions.			
	Expand and enhance trails and paths within and connecting parks with the aim of connecting the Town's parks and open spaces with a connected network.			
	Make accessibility improvements at parks including pathway upgrades and accessible playgrounds to ensure full access.			
Continue the process to design and construct improvements to address identified Police Department space needs and continue to evaluate facilities to ensure that Berlin's Public Safety services have the resources to meet the needs of the community	Plan for and maintain public safety facilities in accordance with evolving space and technology needs.			
Support sustainability including energy efficiency and renewable energy sources across all Town facilities.	Develop a municipal energy plan that includes energy tracking and management, energy reduction goals and actions, and clean energy goals and actions.			
	Commit funding to address the needs identified by the energy assessment and pursue grant funding as available to assist in the financing of improvements.			
	Benchmark and track energy use across Town and school buildings and facilities.			
	Include energy efficiency and renewable energy projects in the Town's capital improvement plan.			
	Implement energy efficiency and renewable energy improvements at Town and school buildings and facilities.			
Continue to protect and maintain the Town's drinking water supply and distribution infrastructure.	Limit further expansion of water service infrastructure so as to discourage expansion of the system to rural areas and low-density land uses.			
	Make investments in water supply system as needed to ensure a safe yield and continue to explore additional water sources so as to be less dependent on outside water districts to meet water supply needs.			
	Continue to expand interconnections with adjacent Towns and the Metropolitan District Commission to increase the resiliency of the water supply system.			
	Implement water saving measures across Town properties and facilities as a means of reducing Town drinking water usage.			

Town Facilities and Services Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
	Revisit the potential consolidation of the Berlin's three water districts as a means of improving sewer infrastructure and reducing costs. If the districts are not consolidated, each district needs to plan and complete inflow and infiltration reduction projects if requested by the Mattabassett District, to reduce sewer system flows in storm events. Update the working agreements between the districts to more efficiently coordinate services and streamline permitting for projects requiring inter-jurisdictional cooperation.			
	Promote the adoption of best management practices and the use of green infrastructure as a means of reducing the use of drinking water supply for irrigation. Implement measures at Town properties and include regulations and guidelines within the Town's zoning regulations.			
Continue to make needed investments in the Town's wastewater collection infrastructure.	Limit further expansion of wastewater infrastructure so as to discourage expansion of the system to rural areas and low-density land uses and focus on needed improvements to the existing system.			
	Address inflow and infiltration issues across the wastewater collection system.			
	Upgrade obsolete or dysfunctional components of the wastewater collection system.			
	Revisit the potential consolidation of the Berlin's three water districts as a means of improving sewer infrastructure and reducing costs. If the districts are not consolidated, each district needs to plan and complete inflow and infiltration reduction projects if requested by the Mattabassett District, to reduce sewer system flows in storm events. Update the working agreements between the districts to more efficiently coordinate services and streamline permitting for projects requiring inter-jurisdictional cooperation.			
Proactively work towards obtaining and securing funding through the Infrastructure Investment and Jobs Act (IIJA) as a means of financing needed improvements to Town facilities and infrastructure.	Work across Town departments to identify projects eligible for funding under the Infrastructure Investment and Jobs Act and other funding sources.			
	Work across Town departments and with State agencies to prepare grant applications and request for funding including through the Infrastructure Investment and Jobs Act.			
Continue to pursue options for accommodating Senior Center and Community Center space needs.				
Provide improvements to the Town's stormwater infrastructure to reduce risk	Conduct a study of the Mattabesset / Sebethe River Basin to determine the most appropriate ways to improve drainage and minimize the flood plain.			

Town Facilities and Services Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
of flooding and protect water quality.	Continue to conduct improvements to stormwater infrastructure as specified in the Town's stormwater management plan.			
Encourage the underground installation of electric and communications infrastructure in new developments as a means of protecting infrastructure from storm events and improving the appearance of new developments.	Modify subdivision requirements as necessary to encourage underground utilities for new residential and business projects			

Cultural Resource Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Provide continued support for the promotion and protection of historic resources in Berlin.	Promote public awareness and appreciation of local historic resources through the development of print materials, online content, and on-site signage.			
	Develop an inventory and assessment of all historic properties and cultural resources in the Town including cemeteries, greens, residential and commercial structures, and other cultural sites.			
	Inventory and protect Berlin's scenic roads and byways. Define the features that would distinguish these, such as agricultural vistas, open meadows, historic properties, stone walls, mature trees, notable geologic formations. Study the benefits of a Scenic Road ordinance per the Connecticut General Statutes and adopt an ordinance if found to be beneficial.			
	Develop regulations to preserve the physical and architectural characteristic of historic houses and their sites.			
	Install historic plaques in the Worthington Ridge Historic District that convey the significance of the properties and Berlin's role as part of the Underground Railroad.			
	Pursue financial incentives for preservation, including State and Federal grants, tax incentive programs, preservation or facade easements, assessment deferrals and transfer of development rights.			
Allow for the reuse of historic properties and ensure the preservation of historic properties when re-used or when redeveloped.	Encourage maintenance of the architectural integrity of historic and architecturally significant sites, buildings and structures when adapted for reuse for commercial, industrial or residential purposes.			
	Amend the zoning and subdivision regulations to encourage the preservation and reuse of historically significant structures within proposed developments.			

Cultural Resource Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
	Revise zoning ordinances to allow adaptive reuse of buildings in the Worthington Ridge Historic District including limited commercial or additional residential units.			
Develop a marketing campaign for Berlin that features and promotes its cultural resources.	Develop branding and print materials that promote Berlin's cultural resources.			
	Establish a unified presence on social media to promote Berlin's cultural resources.			
Provide continued support for the Town's farms to help ensure their continued operation.	Develop and maintain an inventory of active farms in Berlin including acres farmed, number of people employed by these farms and agricultural businesses, and other information pertinent to the economic value of Berlin's agricultural and related products.			
	Engage in a dialogue with local farmers to identify additional zoning amendments to encourage the preservation of local farms, including by expanding definitions of farming related uses.			
	Evaluate the opportunity for farming on Town properties, including continuation of haying in open space areas.			
	Use Town open space acquisition funds and identify funding partners to purchase development rights of farms to ensure their continued operation.			
	Review and revise the zoning regulations as appropriate to allow farms to engage in accessory uses that are complementary to the principal use of a farm.			
Support the development of micro-farming in Berlin.	Revise zoning regulations to allow farming on lots less than ten acres. Consider a two-tier definition with expanded farming uses permitted only on sites that are 10 ten acres or more.			
	Change definition of farm to include lots of greater than 5 acres if part of a farm subdivision master plan with farm-related restrictive covenants.			
	Allow a house on farms of at least 10 acres in the POD zone. Also allow a house on 5 acres if part of a farming subdivision master plan of a parcel greater than 10 acres.			
	Provide adequate regulations for farm activities based upon lot size and district.			
Improve and reuse Town-owned historic properties.	Complete restoration of the Worthington Meeting House and place it into productive use as a Historic Society museum.			
	Review the zoning regulations and revise as necessary to support the restoration and adaptive reuse of historic properties.			

Cultural Resource Strategies	Actions	Priority (Low, Med, High)	Lead	Partner
Work with owners of historic properties to add properties to the National Register of Historic Places, whether individually listed or as part of a new district.	Prioritize the historic designation of the Nelson Augustus Moore property.			

22.8 minutes

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Parks and Recreation Commission
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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

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Thursday, December 8, 2022
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MEETING
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ATTENDANCE:

Commissioners Present: Chairwoman- Donna Bovee, Greg Starr, Tony Butrimas, Don Delaquilla, Joe Pulcini at 6:21 PM

Commissioners Absent: Andrew Legnani

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services
Debbie Dennis, Superintendent of Recreation
Steve Wood, Superintendent of Parks & Grounds (via Zoom)

Chairwoman Bovee called the meeting to order at 6:01 P.M.

1. Audience of Citizens

- a. Crystal Vangorder, 28 Glenbrook Rd., Represents a group of Berlin mothers that want the town playgrounds to be upgraded. She explained photos comparing Berlin playgrounds to other towns such as Rocky Hill and New Britain's Stanley Quarter Park. Superintendent of Parks & Grounds, Steve Wood explained that materials have been ordered and they have not come in yet, i.e. a swing set. He noted the graffiti has been cleaned by a private contractor. That some of the benches were donated and that the playgrounds are part of the capital plan. There are designs created and ready but the Town Council ultimately approves. The process of funding of the improvements to the playgrounds and the town approval process was explained and ultimately the Commission supports the upgrades of the playgrounds.

2. Approval of Minutes

November 10, 2022

Commissioner Butrimas moved to approve the November 10, 2022 meeting minutes
Seconded by Commissioner Starr
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,
Commissioner Tony Butrimas, Commissioner Don Delaquilla
Vote being: 4-0 (MOTION CARRIED)

3. Consent Agenda item a

- a. Request acceptance of the 2023 and January 2024 meeting dates of the Parks and Recreation Commission as presented.

Commissioner Delaquilla moved to approve consent agenda item a

Seconded by Commissioner Starr

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

Vote being: 4-0 (MOTION CARRIED)

- b. Request acceptance of highlighted changes in Field/Facility Use Policy in the following sections:

- i. Section II, g, and h

- ii. Section III

Commissioner Delaquilla asked about field use and if Berlin residents wanted to utilize a field when it's empty and negotiate a lower fee. Director of Community, Recreation and Park Services Jen Ochoa explained that there is the fee schedule and they can determine it on a case-by-case basis for this year but can consider adding something to the fee schedule for next year. Superintendent of Parks & Grounds Steve Wood stated Zipadelli is used only for the high school team and it doesn't interfere with other groups. So this change will help transparency and minimize usage of the field by groups other than the High School varsity team.

Commissioner Starr moved to accept consent agenda item b

Seconded by Commissioner Butrimas

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

Vote being: 4-0 (MOTION CARRIED)

4. Parks and Recreation

- a. **Monthly Report**, Superintendent Dennis stated Santa's Parlor went well with 50 kids. Commissioner Starr commented that the Community Center's holiday decorations look nice.

5. Parks & Grounds

- a. **Monthly Report**, Superintendent of Parks & Grounds Steve Wood stated that Nancy Drain did great work helping to decorate the town for the holidays. The drainage on the backside of Pistol Creek has been added and a catch basin has been added. He received complaints about the playgrounds, specifically Little People's Playground so they did a safety assessment. They cleaned up the playground, he cautioned that towns members were bringing old toys to the playground and that could cause a hazard. Safety surfacing has been added to the Little People' Playground and most complaints revolved around the equipment showing their age. He stated that realistically it is taking a long time to get materials in and they have to plan when to close the playground's to make the upgrade. The Commission urged people to contact their State Representative's from Berlin about the playgrounds and potential grant funding. Chairwoman Bovee proposed a discussion about playgrounds that are located at schools and the access to the playgrounds during school hours. Superintendent of Parks & Grounds Steve Wood said that the Board of Education recommended closing them during school hours due to safety issues.

- b. **Discussion on Fields, Playgrounds Tours,** Commissioner Delaquilla wanted to note that Scalise looked great for the playoffs. Superintendent of Parks & Grounds Steve Wood noted Jen Ochoa Director of Community, Recreation and Park Services and Luke McCoy did a great job coordinating the field clean-up and maintenance.
- c. **State of CT Grant Update,** Jen Ochoa Director of Community, Recreation and Park Services read an email update from Doug Solek, Facilities Director. The Scoreboard permit has been approved, currently they are sourcing steel, the delivery date of this will inform the installation schedule. The equipment is slated to ship mid-January. The Fiberoptics installation is complete, network connections to follow when the remaining components arrive.

Chairwoman Bovee wanted to thank Andrew Legnani for his years serving on the Park and Recreation Commission. There are two vacancies on this Commission now. She wanted to wish the Redcoat's Good Luck in their Championship game. She noted she will be attending the Town Council Meeting to talk about East Berlin Pool and Commissioner Butrimas wondered if the Town could host a hearing about the pool issue to see opinions on it from residents of East Berlin.

6. Adjournment

Commissioner Delaquilla moved to adjourn at 6:54 P.M.

Seconded by Commissioner Starr

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

Vote being: 5-0 (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

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



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 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

From: Doug Solek <dsolek@berlinct.gov>
Sent: Monday, December 5, 2022 12:35 PM
To: Jennifer Ochoa <jochoa@berlinct.gov>
Subject: RE: Update please.

Hi,

Some updates below:

***SCOREBOARD**

As for schedule updates:

- Permit has been approved
- Currently sourcing steel – delivery date will inform installation schedule for the footing
- Equipment is slated to ship mid-January

***FIBER=**

-Install complete, network connections to follow when remaining components arrive. Work to be coordinated with Contractor(s) & BOE/Town IT.

Douglas Solek
Facilities Director
Town of Berlin
#11 Town Farm Lane
Berlin, CT 06037
860-828-7029
dsolek@berlinct.gov



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 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 1st – June 30th and July 1st – August 22nd

Deadline for requests is March 1st for both seasons

- ii. Fall Sports Season: August 15th – first Monday in November

Deadline for requests is July 1st

*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 1st

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 an 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

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

Received on 12/13/2022
at 10:31:50 AM by Town Clerk
Kathryn J Wall



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 January

1. Winter classes are running. Classes include dog obedience, dance, Painting w/Peggy, yoga, women's volleyball and classes through Personal Euphoria. We are registering for men's basketball and if we reach the minimum, we will run that program.
2. Contacted last year's aquatic staff and Summer Fun staff to see who is returning and will begin advertising for summer positions soon. Hopefully we get some qualified applicants to be Director and Assistant Director at the Summer Fun site at the Community Center so we can re-open that site.
3. Will soon start to work on summer programs. Looking to offer most of the same programs again this year.
4. Waiting for letter from fish hatchery to book dates for fish deliveries in April. Looking at April 21 and 28 for deliveries with derbies on April 22 and 29.

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 December report

News:

- Cleaned up branches and trees after storm
- New soccer goal at Sage Aux
- Plowed and salted after first snow fall
- Blocked off new areas at Pistol Creek where vehicles were entering
- Blazed new trail on Reservoir Road
- Aerate roll and seed front of Sage

Daily

- Ice check

Weekly

- Garbage
- Wash and clean trucks

Miscellaneous

- Fall cleanups
- Took down tennis nets for the season
- Cleaned up Citgo Park
- Serviced equipment
- Build and repair tables and benches
- Organize shop and storage containers

FIELD USER EMAIL

Hello everyone and Happy New Year! I hope everyone had a wonderful holiday and stayed healthy! As we start the New Year I wanted to get my annual email out regarding Spring and Summer field reservations. We have a lot of changes this year, so I ask that you please read this email carefully as well as all the attachments with it.

The attachments you will find are:

Field Reservation Request Form – new, edited form so please review and use going forward

Field/Facility Use Form – note the changes in policy which are also noted in this email

2023 Fee Information – note the changes which are also included in this email

As always, Field Reservation Requests for the Spring and Summer are due to our office by March 1st. At this time we will begin processing requests and it will be first come first serve, based on following the priority order of the Field/Facility Use Policy. We know some groups do not know your game schedule by March 1st. We ask that you give us as much accurate information as possible. Please **DO NOT** just request every single day on a field from sunup to sundown if you will not be using it every single day. This forces us to say no to other groups and then at times no one is utilizing the field.

- Please use separate forms for Spring and Summer.
- Please include a start date and end date.
- Be sure to include start times and end times for **every** reservation.
- You must note if it is a Game or Practice on your form.
- Please be sure all contact information is included and also include a second contact in case you cannot be reached.
- ALL grass fields must be booked for a **2 hour minimum**. Scalise Field must be booked for a **minimum of 3 hours**.

Please note that it takes us time to process and enter all the reservations. We cannot respond or guarantee any reservations until all forms are in and entered. We will reach out as soon as we know if your reservation is going to work out.

If you are looking to run a camp in the Summer, please get your paperwork in as soon as possible. If you are charging a fee or selling something we will need to go through the Parks & Recreation Commission and Town Council for approval which can take up to 6 weeks, so please plan accordingly.

We have had some fees changes and field usage changes since last year. Please note that all fee changes and policy changes are brought to, discussed and voted on by the Parks & Recreation Commission. Also, all fees, once voted on by the Parks & Recreation Commission are then voted on and approved by the Town Council and are set in place for the year.

Fee changes from last year are:

Scalise Field – local rates are now \$35/hour

ALL grass fields – Non-Local/For Profit rates are now \$75/hour

Changes regarding usage of fields:

Zipadelli Field and **Sage 1 Softball Field** are now not available to any groups during the Berlin High School Baseball and Softball Season. The high schools teams are the **ONLY** teams that will play on these fields during season which runs from April to mid-June.

If you have any questions pertaining to fields please do not hesitate to reach out to myself, Steve or Alli. Please send all field reservation requests directly to Alli and CC me on them. You may begin sending in as soon as you have them completed, do not wait until March 1st if you are able to send it early.

Thanks.

Jen

2023 IMPORTANT INFORMATION

Below is a compilation of important information regarding the fields for the calendar year 2023. Please note the changes in fees. Also, note reminders of policies and procedures and usage guidelines.

Field Rental Fees – go into effect 2023 Spring season (changes highlighted in yellow)

Rental Fees for all fields, except Scalise Field

*For Spring season only, Biscoglio Field will fall under these rates

Group Type	Fee (2 hour minimum)	Full Day (8 hrs. +)
Local	\$20/hour	\$120
Non-Local/For Profit	\$75/hour	\$450

Rental Fees for Scalise Field and Biscoglio Field once construction is completed

Group Type	Fee (3 hour minimum)	Full Day (8 hrs. +)
Local	\$35/hour	\$210
Non-Local/For Profit	\$70/hour	\$420

Please remember, all grass fields MUST be reserved for at least 2 hours and Scalise (and Biscoglio once construction is completed) MUST be reserved for at least 3 hours.

Light Fees

Light fees are all the same regardless of the field.

Group Type	Fee (2 hour minimum, 3 hour minimum @ Scalise)
Local	\$50/hour
Non-Local/For Profit	\$65/hour

A **local** group is defined as 75% Berlin residents and must be proven by verified residency.

Fields Reservation Requests will continue to be honored based on the Priority Group Classification on the Field/Facility Use Policy (Section I).

The only groups that are exempt from Field Reservation Fees, per the Field/Facility Use Policy, are Groups 1 and 2. (See Section I, A, a & b.)

- Town of Berlin/Board of Education Groups Functions/Events
- Berlin Youth Football, Berlin Youth Soccer, Berlin Youth Lacrosse, Berlin Little League, American Legion

Please note when filling out your Field Reservation Request Form, you include start dates and end dates as well as start time and end time.

All Groups renting Scalise Field are required to pay all Supervisor/Grounds out of pocket costs.

DEPOSITS

All field deposits (\$105 for Local, \$120 for Non-Local) must be paid via cash or check.

Field deposits for Scalise Field for Non-Local groups is \$210. Scalise deposit for local groups is \$105.

REMEMBER:

Permit will not be granted until:

- All field requests are reviewed.
- Field reservation fees are paid, in full.
- Verification of residency is completed, per the Field/Facility Use Policy (Section I, B).
- Certificate of Insurance is received.

FIELD USAGE REMINDERS

- 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 **and is not available for any rentals for any groups during the Berlin High School baseball season, which runs from April through mid-June.**
- 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 **and is not available for any rentals for any groups during the Berlin High School softball season, which runs from April through mid-June.**



Town of Berlin Parks and Recreation

Field Reservation Request

230 Kensington Rd. Berlin Connecticut, 06037

P: 860-828-7009 F: 860-828-1627

www.berlinct.gov

alaroche@berlinct.gov

Page 1 of 2

1. Fill out Field request form, print legibly — Page 2, one form per field. To be used for all fields.
2. If Concessions/Vending Services are requested, a separate Event/Concession Rental Request form must be completed and applicable vendor and Health District application and fees must be paid to the appropriate Departments.
3. Spring & Summer Sports Season: April 1st – June 30th and July 1st – August 22nd
 - **Deadline for requests is March 1st for both seasons**Fall Sports Season: August 15th – first Monday in November
 - **Deadline for requests is July 1st**
 - **Fields will be closed on first Monday of November and will be unable to be rented past this date without approval from our office.**

All requests will be processed on a first come first serve basis consistent with priority group classifications as described in the *Field/Facility Use Policy*. **Requests can be emailed in to Allison Laroche at alaroche@berlinct.gov.**

4. Confirmation of requests via a field permit will be returned to the attention of the contact person provided on this form. No request will be finalized until request form is complete, roster provided with copies of licenses, payment is received and applicant is in receipt of a permit. **Please note, payment MUST be received before a permit is granted and fields can be used.**
5. Permit holders are responsible for reviewing the *Field/Facility Use Policy*, and the *Confirmation Reservation Receipt*, carefully. Some requested dates may not be available.
6. All changes, postponements and cancellations must be arranged and confirmed in writing or through email only to Allison Laroche at alaroche@berlinct.gov
7. Parks and Grounds Requirements:
 - a. You must specify on your application if you are using the field for a game or practice. This is important for our Parks and Grounds staff to know in regards to preparing the fields. In times of inclement weather, we cannot guarantee that the Parks and Grounds staff will be able to prepare the field before your reservation. All fields are mowed on a weekly basis and may not correspond with the day of your rental. If you require a field to be lined/groomed on a weekend, you will need to pay the cost of a ground's worker at \$60/hour for a minimum of 3 hours.
 - b. All field requests for the upcoming week should be emailed to the Superintendent of Parks and Grounds no later than the Sunday for the upcoming week. The failure to provide this information could result in the field not being maintained for your game/practice.
 - c. In case of cancellation of use of the fields, the user must notify the Superintendent of Parks and Grounds 24 hours in advance to avoid unnecessary work being done by the department.
 - d. In case of any form of field/building emergency such as irrigation left on, no power, etc. please contact Berlin Police Department at 860-828-7080 so they can get in touch with the Superintendent of Grounds or Superintendent of Facilities.
8. Important Specialty Field Information:
 - Zipadelli Field is now a Local Non-Profit Baseball Field only (see *Field/Facility Use Policy* for definition of Local) and is not available for any rentals for any groups during the Berlin High School baseball season, which runs from April through mid-June.
 - Sage Park Softball 1 Field is now a Local Non-Profit Softball Field only (see *Field/Facility Use Policy* for definition of Local) and is not available for any rentals for any groups during the Berlin High School softball season, which runs from April through mid-June.
 - Rental of Scalise Field also requires a Parks and Grounds employee for length of rental and user is responsible for payment of that employee. (Non-local/For Profit groups/Larger events)

Field Reservation Request
Page 2 of 2
ORGANIZATION APPLICATION INFORMATION

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

First Contact Person (Main contact) Information: (referred to as renter)

Name: _____ Title: _____

Phone # (hm) _____ (wk) _____ (cell) _____ (emergency) _____

Email address: _____

Second Contact Person (as back up for emergencies) Information:

Name: _____ Title: _____

Phone # (hm) _____ (wk) _____ (cell) _____ (emergency) _____

Email address: _____

Organization: _____ Sport: _____

Park: _____ Facility: _____ Field: _____

Date(s) of activity: (specify if practice or game, starting and ending time include set up and clean up):
Example: 4/1/23(Practice) 5- 7 p.m. 4/15/23 (Game) 1-2 p.m.

Event Title (tournament etc.) Please fill out an Event Form _____

If submitting for multiple dates or months, please attach a separate sheet and include the following: Specific dates you are requesting the use of the facility, start and end times, if use is for games or practice, and which nights you are requesting to use lights (if any). **Incomplete information will delay confirmation of your request.**

Field rental fees, light use fees, and/or deposit fee information, are available upon request. All groups will be charged a deposit fee (\$105 Local Groups, \$120 Non-Local Groups) when booking. **All deposits must be paid by cash or check. Once booked, prior to use of the field, payment will be due. A permit will not be granted until payment is received for use of the field, as well as all other necessary paperwork.** Key agreement form (Schools and Youth Leagues) must be signed when receiving keys. Keys given out must be returned within one month of the end of your reservation or your deposit will be forfeited.

I have read and understand the Field/Facility Use Policy, and agree to abide by the rules and regulations contained in that document and all subsequent directives provided to me by the Parks & Recreation office.

Print Name: _____

Signature: _____ Date: _____