

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

Thursday, July 18, 2024  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/83916864528?pwd=1vMVAfKhfJb07hbtItenLjZgbV2bHu.1>

Meeting ID: 839 1686 4528

Meeting Passcode: 921780

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

Meeting Agenda

1. Audience of Citizens
  - a. Greg and Stephanie Fortunato, 44 Oak Terrace, Durham, CT 06422
2. Approval of Minutes
  - a. June 13, 2024
3. Consent Agenda
  - a. Request by Greg and Stephanie Fortunato for permission to consume alcoholic beverages (BYOB) for a 1<sup>st</sup> birthday party at Timberlin Park Pavilion on Saturday, October 12, 2024 from 10:00AM – 6:00PM. There will be approximately 70 people in attendance ranging from all ages. Food will be served buffet style. Insurance will be obtained if alcohol permit is approved.
4. Parks & Grounds
  - a. Monthly Report
5. Parks and Recreation
  - a. Monthly Report
  - b. Pistol Creek Usage Policy
6. Adjournment

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

Thursday, June 13, 2024  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
MEETING

**ATTENDANCE:**

**Park and Recreation Commissioners Present:** Donna Bovee- Chairwoman,  
Greg Starr , Tony Butrimas, Joe Pulcini, Christine Vale da Serra, Lucas Van Zandt

**Staff Present:**

Jen Ochoa, Director of Community, Recreation and Park Services  
Steve Wood, Superintendent of Parks & Grounds

Chairwoman Donna Bovee called the meeting to order at 6:00 p.m.

1. Audience of Citizens

- a. Jessica Simms, Family Promise of Central CT, would like to host their Walk-A-Thon at Pistol Creek. They did it last year and would like it to occur on October 5th. It does not conflict with any Cross Country meets. They are hoping to expand to 150 people. This year they wish to have a DJ for the event. If he does not they will use a speaker. Jen Ochoa, stated if she wants to utilise the pavilion area they will have to use the proper rental channels for the space. They do not plan to use the building at all. They are not selling anything or charging a fee.

Discussion on this topic, they will be emailing the Police Chief because of the number of people expected and they will decide on the need for police coverage.

2. Approval of Minutes

May 9, 2024

Commissioner Starr moved to accept May 9, 2024 meeting minutes.

Seconded by Commissioner Vale da Serra.

Those voting against: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Tony Butrimas, Commissioner Joe Pulcini,

Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt

Vote Being: 0-6 (MOTION CARRIED)

Commissioner Starr moved to accept the May 9, 2024 meeting minutes with the

Following changes, page 2, number 2, the last sentence should say, "Commissioner Starr also while at BHS the Girls Lacrosse players were parking in the loading zone" and "families brought blankets".

Seconded by Commissioner Van Zandt.

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

Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Christine Vale da Serra,

Commissioner Lucas Van Zandt

Vote Being: 6-0 (MOTION CARRIED)

### 3. Consent Agenda

- a. Request by CCC (Central CT Conference) to charge a fee of \$5 for adults, \$3 for students/seniors for a tournament to take place at Scalise Field, Sage Park on October 26, 2024 and October 29, 2024 from 4:00PM – 10:00PM.
- b. Request by CCC (Central CT Conference) to have field usage fees and light fees, not to exceed an amount of \$960 waived for the CCC Tournament taking place at Scalise Field, Sage Park on October 26, 2024 and October 29, 2024.

Commissioner Starr moved to accept Consent Agenda items a and b.

Seconded by Commissioner Van Zandt.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt

Vote Being: 6-0 (MOTION CARRIED)

Commissioner Butrimas asked what the fee being charged for by the Central CT Conference covers. They have to pay for the referees. Jen Ochoa, Director of Community, Recreation and Park Services, stated last year they did the same and it covered expenses. They paid to have two Park and Grounds staff to come and clean up the next day during the previous year.

### 4. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, wanted to thank his staff for handling the Spring season and they did a phenomenal job. He wanted to thank Billy DeBlasio and the Facilities Department. They painted Percival Pool in a day and a half with only a few staff members. Everyone was involved to help pull it off.
- b. Field Day, Steve Wood, Superintendent of Parks & Grounds, has been trying to grow the department's network with other towns. He had a field day and met with 40 other staff to discuss how to get our fields in better shape and how to make them perform better. They discussed their main usage and how to alleviate issues. They discussed aeration, they have learned that most towns begin by doing this in August. They also want to keep open the lines of communication with the High School because if there is no usage on the field they would be able to perform field maintenance during the period of inactivity.
- c. Field Usage, Steve Wood, Superintendent of Parks & Grounds, discussed that our fields are incredibly overused. There are large groups using the fields. Specifically soccer west, there is wear on the field. When they investigated the wear and tear seen, the Berlin High School had started an ultimate frisbee team. This team started in March and our grass fields do not open until April. They started to vigorously aerate, this is to start regrowing the field. They saw the wear on the field, specifically in the center of the field, so they will try to relocate the club's games. They went and put another 200 lbs of seed on it to get it to germinate. They are trying everything they can to make it presentable for the Fall season. The High School has the right to reserve the field that's on school grounds.
- d. Percival Soccer, Steve Wood, Superintendent of Parks & Grounds, discussed Percival Soccer Field and it has opened up. The field was not performing well. There was a need to get it open, there are complaints about the field being wet. They are doing aeration, they will bring sand and groom that into the field. The field has bounced back but it was expected to happen.
- e. Friendship Place, Steve Wood, Superintendent of Parks & Grounds, they have cleaned weeds and a few elements have been replaced this week like the climbing net. Commissioner Butrimas noted that the Berlin Lion's Club's charity budget includes a leveling of the bricks in the Friendship Place playground. Steve Wood, noted they are repainting and the



- playground is 22 years old. They will be doing a small field clinic, they will try to fix the patches of wear on the rubber. They will try to fix the patches in-house.
- f. Disc Golf, Steve Wood, Superintendent of Parks & Grounds, went to the Town Council about Disc Golf. He answered questions and reached out to Doug from Bristol who has a few courses. He reported that there had not been any incidents/injuries in the other courses around CT. He will be going onto the course and plotting it out the course exactly for the Town Council. They want to make sure the course is done correctly and that everyone is happy with it.
  - g. Berlin Police Association, The Berlin Police Association members are requesting to use a field in September. They play against the Fire Department and no one is using it during that time.

There is an updated pitch and new trench/drainage system at Centurelli Field. Over the winter, a tree fell and crushed a pavilion at the Girl Scout Camp. His staff cleaned that out, demolished it and made it safe.

Demore, Dinda, Bittner Jr. Complex, Steve Wood is hoping to get the paperwork for the Grant by July. They have been on top of them to get the Feasibility Study to submit for the Grant.

5. Parks and Recreation

- a. Monthly Report, Jen Ochoa, Director of Community, Recreation and Park Services, Summer camps start Monday. They have been following up with registrants to have their paperwork submitted. We are set on lifeguards at this point, we would need someone who has a WSI certification. There is enough coverage for the pool. The July Park and Recreation Commission meeting was changed to July 18th.

Chairwoman Bovee discussed the last Town Council meeting about the Community Center. There was supposed to be discussion on another location that could potentially fulfill our Statement of Needs. He stated it would be much more expensive to add on to the existing facility. The Mayor felt the Senior Center is underutilised. He challenged them to use the schools more and that there are available spaces for usage. She was disappointed in some of how the meeting went.

Commissioner Pulcini thinks the Berlin High School Swim Team deserves a facility in town. They would have to figure out how the Y option would give access to our townsmembers, but there would still need to be a pool. Commissioner members appreciated Chairwoman Bovee's presentation and were thankful for it.

6. Adjournment

Commissioner Starr moved to adjourn at 6:48 p.m..

Seconded by Commissioner Butrimas.

Those voting against: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Tony Butrimas, Commissioner Joe Pulcini,

Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt

Vote Being: 0-6 (MOTION CARRIED)

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



6/20/2024, 9:27:29 AM



## **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 June report

#### **News:**

- Installed 500' of drainpipe at Centurelli Field
- Cleared and created a 1000' trench along the wood line at Dennehy
- Regraded and added 40 yards of infield material Garrity & Pulcini
- Cored out Willard Playground to add new material
- Installed new fountains at Veterans Park

#### **Daily**

- Pool maintenance
- Mow all town properties
- Groom and line fields
- Water and deadhead flowers

#### **Weekly**

- Paint athletic lines
- Garbage & litter
- Wash and clean trucks
- Inspected and serviced irrigation

#### **Miscellaneous**

- Cutback and opened trails at Pistol Creek and open space
- Added wood fiber at Murray Heights, Friendship Place, and Willard School
- Setup for camp Thundermoon at McGee
- Setup for BHS Graduation



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 July

1. Daily/weekly coordination of programs with staff and businesses. Picking up supplies, time cards, daily fees from the pool, confirming paperwork, etc.
2. Summer is in full swing. Programs are going well.
3. Swim lesson registration is going well.
4. Programs that have already completed include 1 Painting w/Peggy class, 5 Skyhawks Camps – Mini-Hawk, Multi-Sport Tots Rookies, Multi-Sports Tots All-Stars, Multi-Sport and STEM & Play Soccer, Ice Journey, ACTion Camp and Adventure Camp. First session of tennis is almost complete and Team Tennis has started. We still have more tennis, yoga, Painting w/Peggy, Personal Euphoria classes, Royal Fairy Tale Camp, Arts Discovery Camp, Movie Star Party, Summer of Dance! Camp, Around the World Adventure Camp, and Skyhawk's Camps – Volleyball, Basketball, Mini Hawks and Tot All-Stars at night, in the upcoming weeks. Our numbers are good considering the wide variety of programs we are offering.

Swim Team started in June and the numbers are good, although slightly lower than last year.

5. Staff is doing a good job.

We will be offering a Lifeguarding class in August.

6. Have already begun booking rooms for the fall/winter/spring 2025, at the Community Center.

Debbie



**TOWN OF BERLIN**  
**PARKS & RECREATION POLICIES AND FEES**  
***PISTOL CREEK***

**Section 1:** The meeting rooms/outside deck area at Pistol Creek shall be available to organizations listed below with priority granted in the following order:

- a. Official town functions, hearings and meetings, town department use.
- b. Berlin based non-profit civic groups, 75% or more of whose membership is composed of Berlin residents, shall be permitted, with approval of the Superintendent of Recreation, meetings without payment of any of the rental fees, provided that out-of-pocket expenses for staff or other extraordinary expenses shall be paid in full.
  - i. To qualify under this section the organization may be asked to file a membership roster including addresses and phone numbers, a copy of the organization's non-profit tax-exempt certificate, and a statement of purpose for the organization from bylaws or constitution of the organization, clearly showing benefit to the residents of Berlin.
- c. Non-profit civic groups, a majority of whose membership is composed of less than 75% Berlin residents. Priority is given to groups whose primary function is the promotion of outdoor education, conservation, horticulture, natural science, agriculture or crafts.
- d. Other Berlin resident organizations or groups when approved by the Superintendent of Recreation.
- e. Activities of a commercial nature, that are beneficial to the community.
- f. Non-resident groups of a non-commercial nature.

**Section 2:** A damage deposit in the amount of ninety, (\$90), is required at the time of reservation. This deposit will be returned in full providing there is no damage to the facility and the facility is left in an acceptable fashion.

**Section 3:** Smoking is prohibited anywhere on Pistol Creek Park property, including the buildings and grounds.

**Section 4:** The use of alcoholic beverages is prohibited except where authorized by the Town and Police Department.

**Section 5:** The Town of Berlin reserves the right to require groups to have on file such insurance certificates as may be deemed necessary before permitting use of the facilities.

**Section 6:** The Town of Berlin reserves the right to require any renter to provide police and/or fire protection when deemed necessary. Any expense incurred for inspections or personnel shall be borne by the renter.

**Section 7:** The Town of Berlin reserves the right to decline rental of the facilities or to cancel rental of the facilities.

- Section 8:** Facilities will be reserved only in the name of an adult who represents approved organizations and who agrees to be responsible for any damage to equipment, furnishings and building.
- Section 9:** An approximate maximum of 148, (including children), are allowed in the Main room and back room during the rental. The Fire Marshall will make the final determination following a review of the proposed set up.
- Section 10:** If food and/or beverages are to be sold, approval from the Parks and Recreation Commission, Town Council and Central Connecticut Health District is required. A copy of the vendor permit shall be provided to the Berlin Parks and Recreation Department.
- Section 11:** Any cost resulting from damage to the property occurring as a result of the renter's use of the facility will be borne by the renter.
- Section 12:** There are a limited number of tables and chairs available. Additional tables and chairs are the responsibility of the renting organization.
- Section 13:** Time on a rental agreement indicates time in and out of the building, not duration of an event. All events scheduled must end no later than 11:30 pm.
- Section 14:** No rental shall be made without the presence of a custodian or a supervisor assigned by the Facilities Department or Parks and Recreation. Additional attendants, i.e., supervision, cleaning personnel, will be assigned if necessary, with out-of-pocket cost billed to the renter.
- Section 15:** Miscellaneous illegal acts in parks and open space areas as outlined in Chapter XIII of the Berlin Code of Ordinances shall be in effect at Pistol Creek as well as the policies outlined within this document.
- Section 16:** The grounds at Pistol Creek shall be open for walking and passive recreation from dawn to dusk, except when participants are involved in a supervised or approved town program.
- Section 17:** Removal of natural items from the park is prohibited.
- Section 18:** Bounce Houses and other inflatables are prohibited from being placed on any town property, including parks, fields and pavilion areas.



## Section 18: RENTAL FEES: Main Room

(Approximate maximum group size for room rentals is 148 persons total).

- a. Official town functions, hearings, meetings, town department  
Use as defined in Section 1a. \$0
- b. Berlin based non-profit civic groups as defined in Section 1b. \$0
- c. In-Town Profit or Non-Profit community organizations or groups,
  - 1. Whole Day rental is charged after 4 hours.
    - i. Half Day. \$75
    - ii. Full Day. \$100
- d. Out of Town Profit or Non-Profit organizations or groups
  - 1. Whole Day rental is charged after 4 hours.
    - i. Half Day \$150
    - ii. Full Day \$200
- e. Staffing expenses, charged for actual time of the request  
plus ½ hour before and after the requested time. Out of Pocket Costs

## Section 19: Outside Deck

All groups **per hour:** \$30  
Maximum group size for Deck is 185

## Section 20: RENTAL PROCEDURE

Requests for the use of Pistol Creek should be directed to Berlin Parks and Recreation Department, 230 Kensington Road, Berlin CT. 06037, 860-828-7056.

- a. A "Reservation Request" form must be filled out and approved before an event can take place.
- b. Rentals are accepted on a first-come/first-served basis. First priority is given to Town sponsored programs, and classes.

<b>Location</b>	Pistol Creek 600 Spruce Brook Road Berlin, CT 06037
<b>C/o</b>	Berlin Parks & Recreation Department 230 Kensington Road, Berlin, CT 06037
<b>Telephone</b>	860-828-7056, fax: 860-828-1627
<b>Email</b>	<a href="mailto:ddennis@berlinct.gov">ddennis@berlinct.gov</a>
<b>Website</b>	<a href="http://www.berlinct.gov/departments/">www.berlinct.gov/departments/</a>

## **FACILITY RENTAL CONTRACT REGULATIONS:**

1. A maximum of 148 people (including children) are allowed in the Main Room and back room during the rental.
2. If food and/or beverage are sold, proper Town and State Permits must be in place prior to the event.
3. Time on the contract indicates time in and out of the building/facility. Members of your group will not be allowed in the room/building before the time indicated above. You will be billed for any time exceeding that indicated above.
4. Children accompanying adults must be supervised at all times.
5. All groups are responsible for set up and clean up of the facility/room. This includes wiping down tables, vacuuming, etc., and disposal of trash to the dumpster located in the parking lot.
6. The use of alcoholic beverages in or around the facility is prohibited, unless authorized in writing by the Town and Police Department. If alcohol is approved, insurance is required.
7. Smoking is prohibited anywhere in the buildings, and on the grounds.
8. The Town of Berlin, Parks and Recreation Department reserves the right to decline or cancel any rental, or to require a deposit.
9. Any cost resulting from damage to the property occurring as a result of the renter's use of the facility will be borne by the renter.
10. The Town of Berlin accepts no responsibility for lost articles or responsibility in the event of accident or injury to any person on the grounds or in the building.
11. A damage deposit in the amount of \$90 is required at the time of reservation. This deposit will be returned after the rental date assuming the room is cleaned as stated and no damage has occurred.
12. Short Term Rentals are made on a first-come/first-serve basis. The damage deposit and completed rental agreement is required to book the facility. Full payment is due 1 week prior to the reservation, and is a separate fee from the deposit.
13. Long Term Rentals are at the discretion of the Parks and Recreation Department.
14. Rentals will be considered from mid-January through May 31 and September 1 through mid-October. Dates subject to change. Rentals are only available on weekends.
15. If applicable, the renter will provide (with contract) both tax exempt number **and** a copy of the tax exempt certificate. Renter may be required to provide a membership roster.
16. If a rental cancellation is made prior to the rental date a full refund of your deposit and fees will be made, less a 10% processing fee.
17. Cancellations made with less than three days notice or no-shows will result in loss of the entire deposit and/or rental fee.

Revised: 4/2024