

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

Thursday, March 14, 2024  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
SPECIAL JOINT MEETING  
With Commission for the Aging

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/87240435356?pwd=jnI1abnay1jcj7Tqn56otfbQM7697.1>

Meeting ID: 872 4043 5356

Meeting Passcode: 427736

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

**Meeting Agenda**

1. Audience of Citizens
  - a. Jessica Simms, Family Promise of Central CT
2. Community/Senior Center Review of Space Needs Assessment
3. Approval of Minutes
  - a. February 8, 2024
4. Consent Agenda
  - a. Request acceptance of a \$50 donation from Kensington Garden Club, \$200 donation from the Kiwanis Club of Berlin, \$1,000 donation from Cambridge Specialty and \$1,000 donation from Berlin Lions Club towards the Parks and Recreation Fishing Derbies that will be held on April 20 and April 27, 2024 at Sage Park Pond from 8:00AM – 10:00AM.
  - b. Request by Debra Tubbs of Ice Queen Ice Cream, LLC for permission to sell ice cream, snacks and beverages from her ice cream truck at Pistol Creek, Percival Pool, Berlin Community Center, Friendship Place and Sage Park when concession is not in use for 2024.
5. Parks and Recreation
  - a. Monthly Report
6. Parks & Grounds
  - a. Monthly Report
  - b. Update on Playgrounds
7. Adjournment

Space Needs Assessment  
*for a new*  
Community & Senior Center  
Berlin, CT



March 2024

*Prepared By:*

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Space Needs Assessment  
for a new  
Community & Senior Center  
Berlin, CT

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# **GENERAL INFORMATION**

**Date:** March 2024

**Department:** Berlin Community Center  
**Address:** 230 Kensington Road  
 Berlin, CT 06037

**Department:** Berlin Senior Center  
**Address:** 33 Colonial Drive  
 Berlin, CT 06037

**Primary Contact:** Jennifer Ochoa, Director of Community,  
 Recreation and Park Services  
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**Subcommittee:** Jennifer Ochoa, Director of Community,  
 Recreation and Park Services  
 Tina Doyle, Director, Senior Center  
 Debbie Dennis, Superintendent of Recreation  
 Donna Bovee, Parks & Recreation Commission  
 Barbara Gombotz, Commission for the Aging

**Community Area:** 26.0 square miles total  
 (25.3 square miles of land)  
 (0.7 square miles of water)

**Population:** Total Population = 20,107  
 Total Households = 8,105  
 Age 50 to 59 = 18%  
 Age 60 and over = 28%

# **SPACE NEEDS ASSESSMENT**

## ***BERLIN COMMUNITY & SENIOR CENTER***

	<i>Square Footage (Net)</i>
<b>1. Public</b>	
a. <u>Vestibule</u>	<u>100</u>
1. Air-lock vestibule	
2. Walk off mat	
3. Automatic opening doors	
b. <u>Public Lobby / Waiting</u>	<u>400</u>
1. Waiting area for four (4), minimum	
2. Public reception counter area with two (2) registers, handicap accessible	
3. Public computer workstation (kiosk) for member registration upon entering / exiting. (MySeniorCenter)	
4. Poster cases for public displays and events	
5. Wall mounted monitor for public information / events / wayfinding	
6. Adjacent to Administrative Secretary / Front Desk Reception, Public Restrooms	
c. <u>Café / Coffee Station</u>	<u>400</u>
1. Staffed by Volunteers on an as needed basis	
2. Cashier's station	
3. Countertop seating area for 6-8	
4. Rear countertop with storage cabinets	
5. Wall mounted monitor	
6. Sink	
7. Water fill to coffee makers	
8. Refrigerator / freezer	
9. Trash / recycling containers	
10. Ability to secure area to restrict access after hours	

## 2. *Administrative Offices (Parks and Recreation, Senior Services)*

- a. Administrative Secretary / Front Desk Receptionist 250
1. Workstations for two (2)
  2. Registration computer workstation (1)
  3. Lockable cash drawers
  4. Duress alarm near cash drawers
  5. File storage
  6. Bookshelving
  7. Vision panel to Director, Central Office
  8. Adjacent to Public Reception, Director of Community, Recreation, Parks
- b. Director of Community, Recreation, Park Services 200
1. Workstation for one (1)
  2. Conference table seating for four (4)
  3. File storage
  4. Bookshelving
  5. Adjacent to Administrative Staff
- c. Superintendent of Recreation 180
1. Workstation for one (1)
  2. Visitor's chairs for two (2)
  3. File storage
  4. Bookshelving
  5. Adjacent to Administrative Secretary, Recreation Supervisor, Program Coordinator
- d. Recreation Supervisor 180
1. Workstation for one (1)
  2. Visitor's chairs for two (2)
  3. File storage
  4. Bookshelving
  5. Adjacent to Superintendent of Recreation
- e. Senior Center Director 180
1. Workstation for one (1)
  2. Visitor's chairs for two (2)
  3. File storage
  4. Bookshelving
  5. Adjacent to Senior Center Assistant Director, Administrative Secretary, Senior Center Drivers, Program Coordinator
- f. Senior Center Assistant Director 160
1. Workstation for one (1)
  2. Visitor's chairs for two (2)
  3. File storage
  4. Bookshelving
  5. Adjacent to Senior Center Director, Senior Center Drivers, Program Coordinator



- g. Central Work Office 250
1. Workstations for three (3): Senior Drivers (1), Program Coordinator (1), Seasonal Employees (1)
  2. Coat storage closet
  3. File storage
  4. Bookshelving
  5. Storage cabinets for office supplies, safe
  6. Open office plan
  7. Area for drivers to log in / log out
  8. Adjacent to Public Reception, Superintendent of Recreation, Senior Center Director
- h. Storage Room 150
1. Storage of supplies / inventory / archive files
  2. Lockable
  3. Adjacent to Central Work Office
- i. Conference Room 375
1. Conference table seating for up to twelve to fourteen (12-14)
  2. Adjacent to Administrative Secretary / Front Desk Reception
- j. Copy / Workroom 100
1. High speed copy, scanner, printer
  2. Office supplies storage cabinets
  3. Laminating equipment
  4. Bulk paper storage
  5. Paper shredder
  6. Sink
  7. Adjacent to Central Work Office
- k. Department General Storage 300
1. Storage of department supplies and equipment to support programmatic functions
  2. Arts & Craft supplies and equipment
  3. Adjustable shelving
  4. Mobile cart storage for distribution of supplies throughout facility
  5. Adjacent to Administrative Offices

### 3. ***Break Room***

- a. Break Room 250
1. Table seating for eight (8)
  2. Kitchenette with microwave, sink, refrigerator/freezer, storage cabinets
  3. Bottled water dispenser, bottle storage casework
  4. Tackboard
  5. Trash / recycling containers
  6. Natural light
  7. Adjacent to Administrative Offices

#### 4. *Central Meeting Room*

- |    |  |      |
|----|--|------|
| a. | <u>Central Meeting Room</u>  | 3000 |
|    | 1. Seating capacity for 150, minimum, at dining tables / chairs                        |      |
|    | 2. Ability to partition into two (2) smaller Meeting Rooms (60:40 split)               |      |
|    | 3. Hard surface flooring   |      |
|    | 4. Electrically operated, acoustic folding partitions                                  |      |
|    | 5. Audio visual presentation equipment   |      |
|    | 6. Projection screen   |      |
|    | 7. Independent sound system with speakers, volume control, wireless microphones.       |      |
|    | 8. Lighting on dimmers, varied lighting levels   |      |
|    | 9. Wall mounted display monitors   |      |
|    | 10. Movable tables and chairs  |      |
|    | 11. Coat storage   |      |
|    | 12. Bingo / Setback capability   |      |
|    | 13. Sink, storage cabinets, countertop area to the rear of the room                    |      |
|    | 14. Adjacent to Public Lobby, Furniture Storage, Equipment Storage, Kitchen            |      |
| b. | <u>Fixed Platform</u>  | 450  |
|    | 1. Elevated floor area for presentations, small band, bingo caller, etc.               |      |
|    | 2. Stage lighting with dimming capabilities  |      |
|    | 3. Sound system input jacks to rack mounted sound system                               |      |
|    | 4. Handicap accessible   |      |
|    | 5. Adjacent to Central Meeting Room oriented as focal point                            |      |
| c. | <u>Furniture Storage</u>   | 300  |
|    | 1. Storage of portable tables and chairs   |      |
|    | 2. Double door access to Central Meeting Room  |      |
|    | 3. Directly adjacent to Central Meeting Room   |      |
| d. | <u>A/V and Equipment Storage</u>   | 100  |
|    | 1. Secure storage of audio / visual head-end equipment                                 |      |
|    | 2. Adjustable shelving for equipment and program support materials (games, activities) |      |
|    | 3. Directly adjacent to Central Meeting Room   |      |

## 5. *Kitchen*

- |    |  |            |
|----|--|------------|
| a. | <u>Kitchen</u>   | <u>500</u> |
|    | 1. Commercial kitchen (Health Department compliant) with storage cabinets          |            |
|    | 2. Stainless steel countertops and work surfaces                                   |            |
|    | 3. Central work island for meal preparation and 4-5 workers                        |            |
|    | 4. Microwave (1)   |            |
|    | 5. Refrigerators (2)   |            |
|    | 6. Freezer (1)   |            |
|    | 7. Warming ovens (2)   |            |
|    | 8. Serving counter with roll-up doors to Central Meeting Room                      |            |
|    | 9. Handwashing sink (1)  |            |
|    | 10. Triple bay wash sink with disposal at first bay (1)                            |            |
|    | 11. Range / Griddle (1)  |            |
|    | 12. Overhead exhaust hood, makeup air, and fire suppression above heating elements |            |
|    | 13. Dish sanitizing equipment, undercounter (1)                                    |            |
|    | 14. Trash containers (2)   |            |
|    | 15. Seamless or tiled flooring   |            |
|    | 16. FRP wall paneled surfaces  |            |
|    | 17. Direct, grade level access to exterior for deliveries / loading                |            |
|    | 18. Suitable for use by Cooking Classes, Caterers, Congregate Meals Program        |            |
|    | 19. Adjacent to Central Meeting Room, Congregate Meals Dining Room, Exterior.      |            |
| b. | <u>Pantry</u>  | <u>250</u> |
|    | 1. Commercial storage racks for equipment and food storage                         |            |
|    | 2. Adjacent to Kitchen, Exterior   |            |

## 6. *Congregate Meals Dining Room*

- |    |   |              |
|----|---|--------------|
| a. | <u>Congregate Meals Dining Room</u>   | <u>1,000</u> |
|    | 1. Dining table seating for fifty (50), minimum, at dining tables / chairs                                  |              |
|    | 2. Counter / cabinet area for food supplies and food distribution   |              |
|    | 3. Sink   |              |
|    | 4. Utilize for Congregate Meals Dining, Cooking Classes, Cooking Demonstrations, Small Group Meetings, etc. |              |
|    | 5. Adjacent to Kitchen  |              |

## 7. *General Purpose Meeting Room - Large*

- |    |   |       |
|----|---|-------|
| a. | <u>Large General Purpose Meeting Room</u>                       | 1,200 |
|    | 1. Seating for sixty (60), minimum, at training tables / chairs |       |
|    | 2. Coat storage   |       |
|    | 3. Hard surface flooring  |       |
|    | 4. TV / Display monitor   |       |
|    | 5. Markerboard  |       |
|    | 6. Independent sound system                                     |       |
|    | 7. Sink, countertop, cabinet storage                            |       |
|    | 8. Adjacent to General Purpose Meeting Rooms (small)            |       |

## 8. *General Purpose Meeting Rooms - Small*

- |    |  |       |
|----|--|-------|
| a. | <u>General Purpose Meeting Rooms Potential Use / Function</u>  |       |
|    | 1. Arts & Crafts programs  |       |
|    | 2. Community / Senior Center functions (i.e. card playing, poker games, Mahjong groups, knitting groups, Swedish weavers, etc.)  |       |
|    | 3. Local for-profit groups and organizations (i.e. Taxpayers Assoc., Condo Assoc., etc.)   |       |
|    | 4. Local non-profit groups and organizations (i.e. Boy Scouts / Girl Scouts, etc.)   |       |
|    | 5. Town of Berlin groups and organizations (i.e. BOE pre-school screenings, staff training, Youth Soccer, Police Training, etc.) |       |
|    | 6. Santa's Workshop  |       |
|    | 7. Disaster Recovery   |       |
| b. | <u>Small General Purpose Meeting Rooms      Two (2) @ 880</u>  | 1,760 |
|    | 1. Seating for thirty (30), minimum, at training tables / chairs   |       |
|    | 2. Coat storage  |       |
|    | 3. Hard surface flooring   |       |
|    | 4. TV / Display monitor  |       |
|    | 5. Markerboard   |       |
|    | 6. Sink, countertop, cabinet storage   |       |
|    | 7. Adjacent to General Purpose Meeting Rooms (large)   |       |
| c. | <u>Furniture Storage</u>   | 400   |
|    | 1. Storage of movable tables / chairs for General Purpose Meeting Rooms  |       |
|    | 2. AV equipment racks, wall mounted, for sound system(s)   |       |
|    | 3. Equipment and supplies storage for meeting rooms use  |       |
|    | 4. Adjacent to Small General Purpose Meeting Rooms   |       |

## 9. *Game Room*

- |    |  |     |
|----|--|-----|
| a. | <u>Game Room</u>                                   | 800 |
|    | 1. Billiards (1)                                   |     |
|    | 2. Ping Pong (2)                                   |     |
|    | 3. Air hockey (1)                                  |     |
|    | 4. Game storage cabinets                           |     |
|    | 5. Adjacent to Community / Senior Center functions |     |

## 10. *Living Room / Reading Room / Library*

- |    |   |     |
|----|---|-----|
| a. | <u>Living Room / Reading Room / Library</u>                           | 400 |
|    | 1. Comfortable seating areas for conversation / reading / quiet study |     |
|    | 2. Bookshelving   |     |
|    | 3. Puzzle table / puzzle counter area for multiple puzzles            |     |
|    | 4. Natural light  |     |
|    | 5. Adjacent to Community / Senior Center Functions                    |     |

## 11. *Health Room*

- |    |  |     |
|----|--|-----|
| a. | <u>Health Room</u>   | 150 |
|    | 1. Confidential room for in-person mental health counseling, medical exams, foot care, dental cleanings, manicures, etc. |     |
|    | 2. Sink for handwashing  |     |
|    | 3. Countertop and cabinet storage  |     |
|    | 4. Acoustic separation from adjacent spaces  |     |
|    | 5. Direct access to Restroom   |     |
| b. | <u>Restroom</u>  | 70  |
|    | 1. Handicap accessible, single use restroom  |     |
|    | 2. Sink, toilet  |     |
|    | 3. Call-for-aid system   |     |
|    | 4. Grab bars   |     |
|    | 5. Tiled wall and floor surfaces   |     |
|    | 6. Floor drain   |     |
|    | 7. Direct access from Health Room  |     |

## 12. *Medical Supply Storage*

- |    |   |     |
|----|---|-----|
| a. | <u>Medical Supply Storage</u>   | 125 |
|    | 1. Storage of medical equipment and supplies (first aid kits, defibrillators, medical training aids, PPE's, etc.) |     |
|    | 2. Adjustable storage shelving  |     |
|    | 3. Adjacent to Administrative Offices   |     |

### 13. *Gymnasium*

- a. Gymnasium 8,500
1. Main basketball court, sized to High School use standards (84'x50')
  2. Two (2) practice courts perpendicular to main court
  3. Mesh divider screen between practice courts
  4. Suspended basketball equipment to support all court configurations
  5. Wood gym flooring with game lines (pickleball, basketball, volleyball)
  6. Wall padding at perimeters
  7. Bottle filler, accessible
  8. Floor inserts for recreational equipment
  9. Electronic scoreboard
  10. Bleacher seating for spectator use during activities on main court, accessible, one-side of Gym only
  11. Adjacent to Public Entry / Lobby, Low Impact Exercise Classroom, Restrooms
- b. Gym Equipment Storage 600
1. Storage of department gym equipment and supplies
  2. Storage of bulk supplies and recreational equipment
  3. Seasonal storage equipment
  4. Storage of all recreation equipment, balls, uniforms, nets, etc.
  5. Adjustable storage shelving
  6. Adjacent to Exterior Entrance, Gymnasium

### 14. *Vending Area*

- a. Vending Area 200
1. Vending machines for drink / snacks / waters / etc.
  2. Storage cabinets, lockable, for inventory
  3. Adjacent to Gymnasium, Public Lobby

### 15. *Low Impact Exercise Classroom*

- a. Low Impact Exercise Classroom 625
1. Utilize for instructional yoga, dance, low impact exercise instruction, class sizes of twenty-five (25), max.
  2. Wood flooring suitable for dance / low impact exercising
  3. Sound system for instructional purposes
  4. Mirrored wall surface
  5. Dance bar along one (1) wall
  6. Coat storage
  7. Wall mounted display monitor for distance learning
  8. Adjacent to Fitness Center, Equipment Storage
- b. Equipment Storage 120
1. Storage of mobile fitness equipment (therapy balls, chairs, mats, etc.)
  2. Adjacent to Low Impact Exercise Classroom

## 16. *Fitness Room*

a.	<u>Fitness Room</u>	<u>1,500</u>
	1. Stationary cardio exercise machines	
	2. Smaller free weights	
	3. Multi-station fitness equipment	
	4. Bottle filler	
	5. Mirrored wall surface	
	6. Wall mounted monitor(s)	
	7. Rubber sports flooring	
	8. Coat storage	
	9. Box lockers for personnel items (shoes/keys/valuables), total of fifteen (15), minimum	
	10. CCTV surveillance monitored by Administration	
	11. Adjacent to Gymnasium, Toilet Rooms	

## 17. *Pool*

a.	<u>Pool</u>	<u>8,250</u>
	1. Utilize for swimming lessons, recreational swim times, rental use (parties / events), water therapy / aerobics, competition events, etc.	
	2. Sized for 25 yard competitions: 75'-1-3/16" in length, 6 lanes, 7' wide per lane with additional width outside lanes 1 and 6	
	3. Pool depth: 4' minimum to 13' maximum (diving)	
	4. Diving board, total of one (1)	
	5. Pool water temperature: 81 degrees	
	5. Pool deck area surrounding all sides of pool	
	6. Ramped access for accessibility to shallow end	
	7. Overhead lighting designed for service and maintenance	
	8. Access control to locker / shower area	
	9. Operable windows / openings to the exterior for seasonal use	
	10. Adjacent to Locker Rooms, Pool Viewing Area, Pool Equipment, Aquatic Staff Office	
b.	<u>Pool Viewing Area</u>	<u>3,000</u>
	1. Permanent bleacher style seating area for pool viewing	
	2. Handicap accessible seating areas	
	3. Elevated from Pool Deck to enhance viewing angles to water surface	
c.	<u>Pool Equipment</u>	<u>250</u>
	1. Pool filters and pumps	
	2. Pool supplies and equipment storage area	
	3. Adjacent to exterior, Pool	

## 18. *Aquatic Staff Office*

- |    |   |     |
|----|---|-----|
| a. | <u>Aquatic Staff Office</u>                               | 150 |
|    | 1. Workstation for one (1)                                |     |
|    | 2. File storage   |     |
|    | 3. Lifeguard supplies / equipment storage                 |     |
|    | 4. Refrigerator / freezer                                 |     |
|    | 5. Microwave  |     |
|    | 6. Vision panels to pool water surface and pool deck area |     |
|    | 7. Adjacent to pool deck                                  |     |

## 19. *Locker Rooms*

- |    |  |     |
|----|--|-----|
| a. | <u>Male Toilets / Lockers / Showers</u>  | 600 |
|    | 1. Locker storage (1/2 height) for up to ten (10), padlock use, mesh fronts                                |     |
|    | 2. Locker bench seating  |     |
|    | 3. Toilet / sink area  |     |
|    | 4. Showers, individual stall / changing areas, two (2) total, one (1) accessible along route to Pool Area  |     |
|    | 5. Access control to locker / shower area  |     |
|    | 6. Adjacent to Pool, Gymnasium / Recreational uses   |     |
| b. | <u>Female Toilets / Lockers / Showers</u>  | 600 |
|    | 1. Locker storage (1/2 height) for up to ten (10), padlock use, mesh fronts                                |     |
|    | 2. Locker bench seating  |     |
|    | 3. Toilet / sink area  |     |
|    | 4. Showers, individual stall / changing areas, two (2) total, one (1) accessible along route to Pool Area. |     |
|    | 5. Access control to locker / shower area  |     |
|    | 6. Adjacent to Pool, Gymnasium / Recreational uses   |     |
| c. | <u>Family Toilets / Lockers / Showers</u>  | 300 |
|    | 1. Locker storage (1/2 height) for up to four (4), padlock use, mesh fronts                                |     |
|    | 2. Locker bench seating  |     |
|    | 3. Toilet / sink area  |     |
|    | 4. Showers, individual stall / changing areas, one (1) total, one (1) accessible along route to Pool Area. |     |
|    | 5. Access control to locker / shower area  |     |
|    | 6. Adjacent to Pool, Gymnasium / Recreational uses   |     |

## 20. *Department Seasonal Storage*

- |    |  |     |
|----|--|-----|
| a. | <u>Department Seasonal Storage</u>                                       | 600 |
|    | 1. General storage for seasonal equipment, decorations, and supplies     |     |
|    | 2. General storage for equipment to be distributed to parks / recreation |     |
|    | 3. Adjustable shelving   |     |
|    | 4. Access controlled   |     |



## 21. *Toilets and Custodial Services*

a.	<u>Custodial Office</u>		200
	1.	Workstations for three (3)	
	2.	Manual storage / Bookshelving	
	3.	File storage	
	4.	Adjacent to Custodial Equipment / Supplies Storage Room	
b.	<u>Custodial Equipment / Supplies Storage Room</u>		400
	1.	Industrial adjustable shelving for supplies and equipment	
	2.	Floor drain	
	3.	Equipment storage area	
	4.	Adjacent to Custodial Office	
c.	<u>Custodial Closets</u>		100
	1.	One per floor (minimum)	
	2.	Floor sink	
	3.	Custodial supply storage	
	4.	Cart storage	
d.	<u>Toilet Facilities</u>		
	1.	Public use facilities to be provided per code/occupancy, handicap accessible	
	2.	<u>Public facilities adjacent to Public Lobby</u>	2 @ 300 600
	3.	<u>Public facilities adjacent to Recreational Uses</u>	See Locker Rooms
	4.	<u>Family Toilet Room with changing stations</u>	1 @ 80 80
	5.	<u>Administrative facilities adjacent to Administrative Offices</u>	2 @ 70 140
	6.	<u>Health Restroom with Health Office</u>	See Health Office
	7.	Call-for-aid stations in single use toilet rooms	
	8.	Handicap accessible designs	

## 22. *Circulation*

a.	<u>Corridors / Stairs</u>	w/in net to gross
	1.	Single-story facility preferred (no stairs)
	2.	48" clear width (code min.), 60" minimum clear width preferred
	3.	Circulatory walking path established throughout facility corridor design
	4.	CCTV surveillance of interior corridors, Fitness Room, Points of Entry, Game Room, Central Meeting Room, Pool, Gymnasium

### 23. *Mechanical*

- |    |   |     |
|----|---|-----|
| a. | Boiler Room   | 300 |
|    | <ol style="list-style-type: none"> <li>1. Two boilers (min), preferred</li> <li>2. High efficiency, full condensing boilers preferred</li> <li>3. Condensate filter with PH meter</li> <li>4. Hot water storage</li> <li>5. Floor drains</li> </ol>   |     |
| b. | HVAC Equipment  | 300 |
|    | <ol style="list-style-type: none"> <li>1. Ducted supply and returns</li> <li>2. High efficiency filters, pumps, and motors</li> <li>3. VAV boxes with DDC controls</li> <li>4. Zoned systems throughout facility</li> <li>5. Host computer for monitoring and diagnosis of temperature control systems</li> </ol> |     |
| c. | Electrical Room   | 180 |
|    | <ol style="list-style-type: none"> <li>1. Main switchgear equipment for service entrance</li> <li>2. Panelboards, sub-panels, and circuits</li> </ol>   |     |
| d. | Emergency Electrical Room   | 120 |
|    | <ol style="list-style-type: none"> <li>1. Automatic transfer switch</li> <li>2. Emergency power panels and circuits</li> <li>3. Diesel fired generator on exterior pad mount (see site needs)</li> </ol>  |     |
| e. | Fire Suppression  | 120 |
|    | <ol style="list-style-type: none"> <li>1. Fully sprinkled facility according to NFPA 13 standards</li> <li>2. FM 200 fire suppression within data rooms</li> <li>3. Sprinkler control valve assembly and backflow preventer</li> <li>4. Fire Department Siamese connection at designated location</li> </ol>      |     |

# **SPACE NEEDS SUMMARY**

## Summary Sheet

Square Ft.  
required

<b>Berlin Community / Senior Center</b>	
Public	900
Administrative Offices	2,325
Break Room	250
Central Meeting Room	3,850
Kitchen	750
Congregate Meals Dining Room	1,000
General Purpose Meeting Room - Large	1,200
General Purpose Meeting Rooms - Small	2,160
Game Room	800
Living Room / Reading Room / Library	400
Health Room	220
Medical Supply Storage	125
Gymnasium	9,100
Vending Area	200
Low Impact Exercise Classroom	745
Fitness Room	1,500
Pool	11,500
Locker Rooms	1,500
Department Seasonal Storage	600
Toilets and Custodial Services	1,520
Circulation	w/in net to gross
Mechanical	1,020
<b>Total Net Square Footage</b>	<b>41,065</b>
Net to Gross Factor for Gymnasium / Pool (x +/-1.10)	2,000
Net to Gross Factor for all other spaces (x +/-1.35)	7,150
<b>Total Gross Square Footage Required</b>	<b>50,215</b>

# **EXTERIOR CONSIDERATIONS**

- a. Building Orientation / Sustainability
1. Main Entrance to be South / Southeast facing to take advantage of solar gain / minimize icing conditions in winter
  2. Take advantage of sustainable solutions for rainwater runoff, solar gain, power generation, etc.
  3. Roadway connection to adjacent roadway network
  4. Roof structure(s) to support PV panels (future)
- b. Public Parking 64.000
1. Total number of spaces preferred = Two Hundred (200), minimum, preferred to support building occupancy
  2. Handicap parking spaces = Twelve (12), minimum, and van accessible
  3. Covered vehicle drop off area at Main Entrance for bus loading / unloading (14' clearance)
- c. Staff Parking 4.500
1. Total number of spaces required = Ten (10), minimum
- d. Fleet Vehicle Parking (enclosed) 2.400
1. Designated parking for Fleet buses and vans, four (4) total
  2. Electric charging capabilities
  3. Floor drains to grease / oil separator
  4. Heated and ventilated only
  5. Access controlled
- e. Flagpoles
1. USA
  2. State
  3. Internal halyard
  4. Ground mounted lighting
- f. Signs
1. Building identification at roadway and on building
  2. Illuminated
  3. Conforms to Local Zoning regulations

- g. Lighting
1. Lighting in public areas, roadways, parking areas, and sidewalks
  2. Illuminated entry locations
  3. Lighting coordinated with CCTV locations
  4. Night sky compliant
  5. Energy Star compliant, LED fixtures
- h. Handicap accessibility
1. Entire facility / parking / site amenities to be handicap accessible
  2. Handicap accessibility to all points of public entry
- i. CCTV Cameras
1. Color, multi-sensor cameras preferred to monitor site and points of entry
  2. Weatherproof housings
  3. Pole mounted away from structure to control points of entry
  4. Recording equipment within facility and monitored at Administrative Offices
- j. Plant Material
1. Minimize grass areas and required lawn maintenance
  2. Low ground cover preferred
  3. Decorative trees not to conflict with snow storage locations
  4. Low water usage plantings preferred
- k. Dumpster Enclosure / Trash Collection 500
1. Number of dumpsters required = One (1) general trash, one (1) recycling container, minimum
  2. Fenced enclosure with gate
  3. Concrete pad for rodent control
- l. Snow Storage Lawn Areas
1. Provide snow storage capacity adjacent to paved areas
- m. Exterior Hose Bibb Locations
1. Provide varied locations around building
  2. Exterior locations at Fleet Vehicle Parking
- n. Emergency Generator 250
1. Diesel fueled generator preferred
  2. 72-hour day tank, minimum
  3. Automatic transfer switch in Emergency Electrical Room
  4. Weatherproof enclosure on concrete pad
  5. Sized for 100% load of facility

## **SITE NEEDS SUMMARY**

<b>Site Requirements</b>	<b>Area Estimate (square feet)</b>
Public Parking	64,000
Staff Parking	4,500
Fleet Vehicles Carport Shelter	2,400
Dumpster Enclosure	500
Emergency Generator	250
<b>SUBTOTAL</b>	71,650
Building Footprint (one story assumed)	50,215
Landscaped Setbacks / Zoning Setbacks	50,000
Future Expansion Potential	25,000
<b>TOTAL SITE AREA</b>	196,865

**DIVIDED BY 43,560 = +/- 4.5 ACRES (MINIMUM BUILDABLE AREA, RECOMMENDED)**

JHI  
**JACUNSKI HUMES**  
**ARCHITECTS, LLC**

15 MASSIRIO DRIVE SUITE 101  
BERLIN, CONNECTICUT  
860-828-9221 FAX 860-828-9223

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

Thursday, February 8, 2024  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
MEETING

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee- Chairwoman, Don Dellaquila, Greg Starr, Lucas Van Zandt, Tony Butrimas, Joe Pulcini via Zoom

**Staff Present:**

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

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

Meeting Agenda

4. Community Senior Center Update, Chairwoman Bovee described the commission established to make decisions and suggestions about the proposed new Community Center. It includes different pools, lap sized and water aerobics pool. The Town Council asked the committee to reexamine their statement of need. They have hired a new and local architect who has previously done work in the town. They have been working with Brian Humes, architect, since January. They have been meeting and going through the statement of need to confirm the items if they are needed or wanted. The Community Center and Senior Center have different needs and they are trying to look in the future as to what they may need. They are still concluding that there can be one facility, joined, to help the community. All other towns in our area have an indoor pool, and a community/senior center to offer their residents. They are not looking to enlarge the fitness center, they do not want to compete with local businesses. They have looked into doing a town survey, but it is not possible in their time frame.

The YMCA will be presenting at the next Town Council Meeting, February 20th. Brian Humes will decide square footage and estimated cost depending on their statement of needs. There is an indoor gym currently included which helps with those who want to play Pickleball, etc.

People from Berlin joining the Rocky Hill Community Center. They did not put in a pool because they have one at their High School. Their numbers are extraordinary for their use. People go out of town for services but it is hard to capture that type of data.

The Commissions working on this project want to present to the Park and Recreation Commission and Commission for the Aging to discuss the details of their Statement of Need. They are meeting next March 14th. They will propose dates for a joint commission meeting and hope that everyone will be available to attend.



1. Audience of Citizens

- a. Rob Lemire, Disc Golf Presentation, 27 Briarwood Dr, Old Saybrook, Toby Sznajt, 120 Winesap Rd., Chris Thomas, and Steve Allen, 23 Crater Lane; disc golf is not age discriminatory. He believes that kids should be getting outside and getting active. He is passionate about keeping kids off video games. Disc Golf has offered a great avenue and outlet for kids to do. Second fastest growing sport in the United States. It is a sport you can do individually or as a group. He wants to create programs for all ages, even up to 75 years old. Disc Golf has been introduced to the gym classes and kids are enjoying it. There are things these kids can't physically do so this allows them to participate. He does a ton of fundraising and has set up this program in other towns. He sets it up through the town recreation department. The kids are really thankful for being able to play Disc Golf. There are a lot of opportunities for local businesses to sell the discs. The course itself is an open concept, it has been maintained by Parks and Grounds. There is virtually no extra cost to the town because the space is already being maintained. He chose Pistol Creek because it is relatively flat and parking accessible. It is also centrally located. Safety is a priority and there is a design to prevent the discs from coming in contact with people. Cranberry Park in Chaplin has existed since 2020 and there have been no instances of people getting hit. The design incorporates a 9-hole loop so people can do a shorter course if desired. The cost associated is \$20,000 for an 18-basket course.

Chairwoman Bovee, would like to know how this cost is covered and by which department. Some courses he has established were fully funded by the towns, he has also done fundraising. He also suggested sponsorships. The projects are all coordinated through the town's Park and Recreation department. Once the course is established there is relatively no administration of the course. The course is community driven and majority community run. Commissioner Dellaquila asked if this is a non-profit and if it is not, he is in process of creating a 501c for it. Do you envision tournaments and activities that people would have to pay to participate? If so it would be the town Park and Recreation Commission's decision to make. If someone wanted to run a tournament they would have to fill out the application with the town. He proposed that they build Tee boxes out of lumber, so it is elevated for drainage and put synthetic turf on the top. He does not want the funding and money to be a blockade for the decision to create one.

- b. Roger Moss, 80 Brandagee Lane, has a background in Recreation and municipal government. He is part of the Commission on Aging. He has listed several articles on the benefits of pools with aging. Pools and seniors can benefit through socialization, physical activity, and rehabilitation. A pool component is an important part. We have pools that are aging in town and there are statistics about swimming in children, the rates of drowning and lack of swimming lessons. This is an important component to the Community Center for the town.
- c. Julie Erickson, 85 Hickory Hill Rd., has lived here since 1997, she has a lot of questions about the management of the YMCA and will be attending the Feb 20th meeting. She is curious how the YMCA will manage in connection with the town. Curious if there are other towns that have a similar partnership and things we should consider when looking at the YMCA partnership.
- d. Barbara Gombotz, 24 Sterling Dr., the Senior Center is very much needed and talked about. Some towns do the combination of Senior Center/Community Center. The other towns who have completed this have great facilities. This facility would be a huge benefit to Berlin because they could have swim lessons for all ages, water aerobics, and a place for the swim team. It is a benefit for all ages and the whole town. It is something the town

should have. 7,000 people in town are seniors, this facility will be great for all ages. Feels Seniors are overlooked in town, activities at Senior Center do serve a community of people not just Seniors.

- e. Crystal Vangorter, 28 Glenbrook Rd., She is here to push for our Parks. She is happy with the improvements for Little People's playground. The importance of making our community better, they want better parks, a better education budget, and better Community/Senior Center. Our residents want our community to provide things for us. Children need something to go and do, even in the winter. Retirees need to stay active and engaged as well.
- f. Cindy McKinnon, 46 Deerfield Dr., has been in Berlin for 30 years, and was talking about a Community Center years ago. The one we have now is great but it is time to have this spot for the town. Having a Community Center is perfect, the Senior population is growing and would love the opportunity for them to have a terrific place for them to meet and have activities. Even those who don't swim or use the pool, she thinks if it were more readily available in town then there would be an increase in use. It will enhance our towns and more people will want to live here.
- g. Dan Thurston, 16 Conley Way, has lived in Berlin for almost 38 years. He was a youth growing up here, a teacher in town, and now a parent in town. Berlin has a reputation for their school system and what is in town. Parents want to make sure we're getting what other communities are also getting. The Senior Center currently does not fit the Statement of Need. This will not change as the population continues to grow. Looking 50 years into the future, the pools in town have been open for 50+ years and they will most likely not be sufficient for the town of Berlin. With this project there is a huge opportunity, cost is an important part of the conversation but is not the only part of the conversation. He stressed the commission to think about this project as something that will service the town for the next 50 years. He compared the project to other towns who do have pools but they are not able to really service their population. He wants to stress that we are also looking at the competitive side of developing the pool. A diving board is an easy target for a want versus need, a diving board does open up options to the town for usage.
- h. Sam Lomaglio, 78 Hickory Hill, he has served on the Board of Finance, he has worked closely with the Mayor in the past and now. He wants the Board of Finance and Town Council to give a monetary number for people to work around. He has thought the Community Center and Senior Center is an asset to town. He is asking for a number to be decided on so the commissions can then decide how they want to spend the money.
- i. Tim Thurston, 100 Saw Mill Dr., has been living in Berlin for 40 years. He has worked with Community Centers for years as well. He wants to suggest that when we look at the facility we need to know what we want for cost first. Please look 50 years down the road and the future of our needs as well. In the long run we might end up in the same room, so the Statement of Needs should look towards the future. The architect communicates to the commissions and staff, challenges them and then takes the information for them to make a presentation to the Town Council. We need to focus on money. He wants to ask anyone to discuss with Wallingford town about their pool and recreation center.
- j. Kerin Heemsoth, 30 Watch Hill, has a child in town and is part of the Berlin Moms Facebook page. They are always discussing swimming lessons and where they can go. She feels there are not many programs or services that help strengthen relations and build our community. She would like several different options such as the wants versus needs. She has loved the Library's needs assessment. The library is engaging families and builds

enthusiasm and positivity in town. She thinks we need more constructive voices. She encourages the committee to incorporate residents who are enthusiastic. She loves the idea of Disc Golf in the community, even if she doesn't participate.

- k. Gene Hughes, 34 Chatham Rd., would love to be able to have activities in their own town.
- l. Christine Cugno, 34 Chatham Rd., is part of a swim family and is raising four children here. They have experienced swimming in different ways but they are always out of town. They want their children and their friends and family to be able to enjoy those things in town. She wants people to appreciate the benefits of swimming.
- m. Mark Kaczynski, 240 Kensington Rd., encourages the residents to listen to the facts. There is still a lot of work to do and there will be a plan created. They are trying to look at the benefit of the whole community.
- n. Shohum Patel, 58 Meadow Lane, student and swimmer at Berlin High School. They would love to have their own pool in Berlin. He mentioned travel time and weather issues during practice because they can't get to the YMCA in Meriden. Having a pool in town would reduce these factors. To host meets, they have to use other towns' pools to do so. He has seen their team efforts and wants to encourage them with a home space.
- o. Kyleigh Steifel, 180 South Slope Dr., would love a community center they can utilize. She would like a pool and study space for older children. Would love to do a community survey to help.
- p. Tina Doyle, 103 Fairview Dr., Director of Senior Center but also a resident and Senior Citizen in town. The community is aging and that population is growing fast. We need to honor those in this community. We need to listen to their wants and possibly work together to see this project to fruition. Want's residents to work together because it is perfect for the community.
- q. Wendy Konotogouris, 901 Worthington Rdge. She is a mom from the Moms of Berlin Facebook page. They can assist them with any town's needs. She would love to incorporate someone from that group to the commission working on this project.
- r. Timothy Konotogouris, 901 Worthington Rdge., has been raising his children in Berlin. He has a 7 year old daughter who wants to play Basketball and can't find a program to do so. He has memberships of all different YMCA's because there is a lack of activities in town. Berlin's enrollment for schools has gone down in the last ten years. He has discussed moving out of Berlin because of this. He would like to see changes made.
- s. Dorothy Jablonksi, 15 Condon St. they need a space that does Trunk or Treat, Easter Hunts, and Visits with Santa, they will still need a community center. The library needs more space, possibly a teen room. They still want those offerings, the Recreation Department can move to a different place and hold their events that way.

2. Approval of Minutes

January 11, 2024

Commissioner Starr moved to accept the January 11, 2024 meeting minutes  
Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don  
Dellaquila, Commissioner Pulcini  
Vote Being: 6-0 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Connecticut Sports Management Group for the 2024 Nutmeg Games to have estimated field usage fees, not to exceed an amount of \$3,680 waived for the 2024 Nutmeg Games to be held July 19, 2024 – August 4, 2024 at Scalise Field and Baretta Field.
- b. Request by P&Q Enterprises to charge a registration fee of \$200 for a youth football camp that will take place June 10, 2024 – June 14, 2024 at Scalise Field. The camp will have approximately 85 children.
- c. Request by Berlin Volunteer Fire Department to sell food, beverages and merchandise for their annual Auto Rama and Touch A Truck event at Sage Park on Saturday, May 25, 2024 from 8:00AM – 2:00PM, with a rain date of Sunday, May 26, 2024. All proceeds will be donated to local veterans.
- d. Request by CFC North to charge a registration fee of \$175 for a youth soccer camp that will take place July 22, 2024 – July 26, 2024 from 9:00AM – 12:00PM at Scalise Field. The camp will have approximately 40 attendees.
- e. Request by Berlin High School Athletic Booster Association to sell food, beverages and merchandise at Berlin High School events during the 2024-2025 school year.

Commissioner Starr moved to approve consent agenda item b, c, d, e

Seconded by Commissioner Butrimas

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Lucas Van  
Zandt, Commissioner Joe Pulcini

Vote being: 6-0 (MOTION CARRIED)

Discussion on item a, Steve Wood, Superintendent of Parks & Grounds, had asked other towns that the Nutmeg Games have utilised. They said they would charge the normal fees in the other towns. Commissioner Dellaquila is in favor of the Nutmeg Games but feels they have never returned what has been provided to them. He proposes that we charge them a fee, at least half of a usage fee. He would like to let them know that in the next couple years we may not provide them with free use. Steve Wood, Superintendent of Parks & Grounds, says that they only use Scalise and potentially Baretta. It does leave us without the ability to rent it to other teams or have our home teams use those fields. Jen Ochoa, Director of Community, Recreation and Park Services, when they get the request, she would book that block on the calendar, she will give them first refusal. They originally told us they would support local businesses with it and promote them.

Commissioner Dellaquila moved to approve consent agenda item a

Seconded by Commissioner Butrimas

Those voting against: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Lucas Van  
Zandt, Commissioner Joe Pulcini

Vote being: 0-6 (MOTION DEFEATED)

Commissioner Dellaquila moved to approve consent agenda item a to read “not to exceed an amount of 50% versus \$3,680”

Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 6-0 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report, Commissioner Dellaquila found it was interesting that local towns attend college fairs. They are constantly recruiting for other towns. Commissioner Starr is wondering why the Town Manager hasn't approved the Park and Recreation budget. Jen Ochoa, Director of Community, Recreation and Park Services, attends these meetings. All towns' budgets are increased, there are cuts to be needed. There is a piece of the program budget they are questioning because it is for minimum wage increases and not adding any additional personnel. The Town Manager will be meeting this week and discussing it. Debbie Dennis, Superintendent of Recreation, will not adjust anything until they give her a directive and vote on it. New program, Line Dancing class, was filled in a day. The summer programs do get sold out and people are still wanting a spot.

5. Parks & Grounds

- a. Monthly Report, Steve Wood Superintendent of Parks & Grounds, discussed possible budget cuts and part time increases.
- b. Update on Playgrounds, Steve Wood Superintendent of Parks & Grounds, two companies have looked at the Playground. They have gotten the Moms Group's opinions on these developments. The only problem they are facing is the ADA Compliance and moving the entrance. Commissioner Dellaquila noticed that now that there is a new field, he is hoping there is no trash being left on it. It could be outside people or the students using the field. Steve Wood, Superintendent of Parks & Grounds, will set up a meeting with Berlin High School administration about the trash issue. He is sending four guys to the area, three times a week, and when it comes to Spring time it will affect their ability to prepare the fields for usage. The gate that was suggested became a logistical issue. He is hoping to develop a game plan on how they will combat this issue. Lots of people are partying and drinking, smashing bottles, and leaving it a huge mess. It is a huge waste of resources. Commissioner Starr suggested potentially getting kids involved with cleaning up the parking lot.
- c. Update on Newman's Property, Steve Wood, Superintendent of Parks & Grounds, said the property was donated to the town. It has become an eyesore over the years. They have cleaned up the space in the past few days. There was an agreement with New Britain Transportation to put a bus there due to a shortage of the bus drivers. The Commission can raise the question to the Town Council about the bus and if they still want it there. Commissioner VanZandt, said there are environmental issues in that space. They have removed overgrown shrub, illegal dumping, asphalt, concrete, and pillars.

Commissioner Dellaquila moved to add to agenda, Election of 2024 officers

Seconded by Commissioner Starr

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 6-0 (MOTION CARRIED)

Commissioner Butrimas moved to elect Donna Bovee as Chairwoman to Park and Recreation Commission and Don Dellaquila as Vice Chairman.  
Seconded by Commissioner Starr  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini  
Vote being: 6-0 (MOTION CARRIED)

6. Adjournment

Commissioner Starr moved to adjourn at 8:17 P.M.  
Seconded by Commissioner Van Zandt  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini  
Vote being: 6-0 (MOTION CARRIED)

Submitted by,  
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



2/15/2024, 8:36:05 AM

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

Thursday, February 8, 2024  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/82855502074?pwd=woFQ9gILH5kYYJlFRoV91a8VKLuZyv.1>

Meeting ID: 828 5550 2074

Meeting Passcode: 247335

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

Meeting Agenda

1. Audience of Citizens
  - a. Rob Lemire, Disc Golf Presentation
2. Approval of Minutes
  - a. January 11, 2024
3. Consent Agenda
  - a. Request by Connecticut Sports Management Group for the 2024 Nutmeg Games to have estimated field usage fees, not to exceed an amount of \$3,680 waived for the 2024 Nutmeg Games to be held July 19, 2024 – August 4, 2024 at Scalise Field and Baretta Field.
  - b. Request by P&Q Enterprises to charge a registration fee of \$200 for a youth football camp that will take place June 10, 2024 – June 14, 2024 at Scalise Field. The camp will have approximately 85 children.
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  - d. Request by CFC North to charge a registration fee of \$175 for a youth soccer camp that will take place July 22, 2024 – July 26, 2024 from 9:00AM – 12:00PM at Scalise Field. The camp will have approximately 40 attendees.
  - e. Request by Berlin High School Athletic Booster Association to sell food, beverages and merchandise at Berlin High School events during the 2024-2025 school year.
4. Community Senior Center Update
5. Parks and Recreation
  - a. Monthly Report

6. Parks & Grounds
  - a. Monthly Report
  - b. Update on Playgrounds
  - c. Update on Newman's Property

7. Adjournment



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

Thursday, January 11, 2024  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
MEETING

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee- Chairwoman, Don Delaquilla, Greg Starr, Lucas Van Zandt, Tony Butrimas, Joe Pulcini

**Staff Present:**

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

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

Meeting Agenda

1. Audience of Citizens  
No Audience of Citizens.
  
2. Approval of Minutes December 14, 2023  
Commissioner Delaquilla moved to accept the December 14, 2023 minutes with the following modifications to the minutes; #4, Second sentence, change “they were also there” to “we requested approval”. Add sentence at the end of this paragraph, “They asked for more details on the feasibility study and Steve Wood will provide.”, AND in the last section discussion of Community Senior Center, remove the sentence “The Town Council did discuss bringing in a facility”.  
Seconded by Commissioner Starr  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don Delaquilla  
Those Abstained: Commissioner Joe Pulcini  
Vote Being: 5-0-1 (MOTION CARRIED)
  
3. Consent Agenda
  - a. Request by Berlin Little League to be able to sell food, beverages and merchandise for the 2024 baseball/softball season at the following locations: Petit, Dennehy, and Centurelli.

Commissioner Delaquilla moved to approve consent agenda item a  
Seconded by Commissioner Butrimas  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Delaquilla, Commissioner Tony Butrimas, Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 6-0 (MOTION CARRIED)

4. Election of Chairperson

Commissioner Tony Butrimas moved to nominate Chairwoman as Donna Bovee

Seconded by Commissioner Starr

Those voting in favor: Commissioner Greg Starr, Commissioner Lucas Van Zandt,  
Commissioner Tony Butrimas, Commissioner Don Delaquilla, Commissioner Joe Pulcini

Those Abstained: Commissioner Donna Bovee

Vote Being: 5-0-1 (MOTION CARRIED)

Commissioner Tony Butrimas moved to elect Chairwoman as Donna Bovee

Seconded by Commissioner Starr

Those voting in favor: Commissioner Greg Starr, Commissioner Lucas Van Zandt,  
Commissioner Tony Butrimas, Commissioner Don Delaquilla, Commissioner Joe Pulcini

Those Abstained: Commissioner Donna Bovee

Vote Being: 5-0-1 (MOTION CARRIED)

Commissioner Tony Butrimas moved to nominate Vice-Chair as Don Delaquilla

Seconded by Commissioner Starr

Those voting in favor: Commissioner Greg Starr, Commissioner Lucas Van Zandt,  
Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Donna Bovee

Those Abstained: Commissioner Don Delaquilla

Vote Being: 5-0-1 (MOTION CARRIED)

Commissioner Tony Butrimas moved to elect Vice-Chair as Don Delaquilla

Seconded by Commissioner Starr

Those voting in favor: Commissioner Greg Starr, Commissioner Lucas Van Zandt,  
Commissioner Tony Butrimas, Commissioner Joe Pulcini, Commissioner Donna Bovee

Those Abstained: Commissioner Don Delaquilla

Vote Being: 5-0-1 (MOTION CARRIED)

5. Update on Demore, Dinda, Bittner Jr. Memorial Pool, Jen Ochoa, Director of Community, Recreation and Park Services, stated they are attending the Town Council meeting on the 23rd. Their agenda item will consist of the Parks and Recreation Commission notes and the feasibility study quote.
6. Community Senior Center Update, Chairwoman Donna Bovee discussed updates since the last Park and Recreation Commission Meeting, Donna alongside Tina Doyle, and Barbara Gombatz, had met with the architect that has been hired to do the cost study on the Senior Center. They are going to produce a Statement of Need. They will be meeting again next Wednesday. He brought up the issue of childcare and there being a real need for it in town. He had discussed addressing real needs for the Library and the Berlin Housing Authority. They have scheduled visits to Windham, Newtown and Rocky Hill Centers. They are also setting up a meeting with Cheshire and their Aquatic Center.
7. Parks and Recreation
- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, stated she has started reaching out to summer staff. She was contacted by the Theater Guild and they are hoping to do a Theater Camp program this summer in the Community Center. It would be something different to offer kids. They want to do more productions during the year as well.

8. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, that they are doing Winter maintenance right now to prepare for the spring season. The Petit batting cage did get flooded and they had to replace the flooring. But facilities had taken the lead on that.
- b. Spring Field Usage, Jen Ochoa, Director of Community, Recreation and Park Services, stated they are feeling optimistic going into the spring season this year. She had emailed the American Legion and Berlin Little League to let them know changes about Zipadelli field being used only for games. She hopes they can work collaboratively utilizing one field. Jen Ochoa and Steve Wood met with Berlin High athletic director to iron out their spring practice schedules. She wants to make sure the youth groups can get onto the fields to run their games. They also touched base about Fall and their schedule for Biscoglio. Nutmeg games sent their schedule, she had asked for changes, she will bring it to the Park and Recreation Commission for next meeting. They don't think space will be a problem now that all of the fields are going to be open.

9. Adjournment

Commissioner Starr moved to adjourn at 6:45 P.M.

Seconded by Commissioner Van Zandt

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

Vote being: 6-0 (MOTION CARRIED)

Submitted by,

Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2024 JAN 23 AM 8:46

*Katryn G. Wall*

BERLIN, CT.



## TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: CT Sports Management Group Contact Name: (Noting State Games) Rick Plesky Phone Number: (860) 788-7011	Date: 1-12-24
Event: Noting State Games Baseball, Field Hockey + Girls Lacrosse	Date of Event: July 14th-28 August 2nd-4th
Location of the Event: Sage Park - Seaside Field (Turf) + Baretta Baseball Field	
What fee do you want waived: Facility Rental Fees	
Identify the hardship incurred: LSMG is a non-profit organization that relies on sponsorships, donations/fundraising and partnerships with towns and cities to help meet the cost of running events for amateur youth athletes in the state.	
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: Berlin businesses will benefit from the just visiting the town for our events. Berlin will also receive an ad on our website for events being held in Berlin, the town seal on all athlete shorts, and recognition on all email marketing campaigns for events taking place in Berlin.	

- See attached letter for more details + benefits.

### Town Manager review:

Does it meet the standards set forth in the "Policy on Fees and Charges?"

Yes  No

If so, which criteria:

- Raises funds to supplement Town budgeted services.
- Raises funds for programs normally funded by the Town.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Nationally or State affiliated program which provide programs for local youth.
- Raises funds for scholarships of Berlin students.
- Raises funds for elderly citizens.

January 12, 2024

Berlin Parks & Recreation Department  
230 Kensington Rd  
Berlin, CT 06037

Dear Berlin Parks & Recreation,

Please accept this letter as part of the 2024 Nutmeg State Games facility request application. As in past years, we are requesting that all rental fees for the use of Berlin Parks for the 2024 Nutmeg State Games be waived. The Nutmeg State Games will cover all associated costs of the Berlin Parks staff to prepare fields on the weekends and for overtime (after normal working hours).

Berlin area businesses and restaurants will benefit from the influx of participants from the proposed events. The Nutmeg State Games Administration will work closely with town officials to promote Berlin businesses, hotels and restaurants to the Nutmeg State Games participants, coaches, and family members in attendance. Information will be distributed prior and during the event to all participants attending events in Berlin.

The Town of Berlin will receive name recognition in the following:

- Website Banner Ad – on all associated events webpages taking place in Berlin.
- Town of Berlin seal / logo added to the Nutmeg State Games athlete t-shirt – 5,000+
- Recognition on email marketing campaigns for related events held in Berlin
- Sponsor benefits will also be provided for the value of the rental donation provided to the "Games".

Finally, the Nutmeg State Games has provided opportunities to Berlin teams and individual sport athletes to compete in the "Games". Since 2010, Berlin has had well over 700+ athletes take part in our 20+ different sport offerings.

The Nutmeg State Games is a 501(c)(3) not for profit organization governed by the National Congress of State Games and recognized by the U.S. Olympic Committee as the official state games of Connecticut. The Games are a multi-sport, Olympic style yearly event open to thousands of Connecticut citizens 6 – 18 years of age. In 2024, 5,000 athletes, 1,000

volunteers and 20,000 spectators will participate in the 20+ sport offerings that will take place in the "Games"

We greatly appreciate your consideration of our fee waiver request and look forward to working with you to make the 35<sup>th</sup> Anniversary of the Nutmeg State Games a success.

Genuine Regards,

A handwritten signature in black ink that reads "Rick Plasky". The signature is written in a cursive, slightly slanted style.

Richard Plasky  
Executive Director



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 February

1. We are currently accepting applications for WSI/Lifeguard, Lifeguard and Summer Fun Supervisor. We are waiting to see if the part-time staff budget will be cut before advertising for a Director and Assistant Director to try and reopen the Clover Hill site.

After contacting last year's aquatics staff, we lost two WSI's and are down to only three. Hopefully we get some new applicants with the certification. We also lost one of our Assistant Directors.

We have two openings for a supervisor at the Summer Fun Pistol Creek site.

2. I have begun the process of setting up summer camps through Skyhawks and we should be able to start registering online for Skyhawks the beginning of March.

I have set up all of the field trips for the Summer Fun program and will also have the Ice Cream Emergency truck three times. The Rock & Roll Ice Cream truck worked out well last summer and I will look to book them every week this summer.

3. Fish deliveries are set for April 19 and 26 with derbies on April 20 and 27. Application for permits have been submitted to the DEEP for stocking.

The Easter Candy Hunt will be held on Saturday, March 23 at Sage Auxiliary, weather/field conditions permitting, or in the A gym at BHS.

4. We will be offering yoga and Line Dancing classes this spring, plus our normal kids classes, dog obedience and Personal Euphoria on-line classes.

Debbie

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**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 January report

**News:**

- Pruned wood line
  - Sage AUX
  - Petit
  - Percival
- Cleaned up Newman's

**Daily**

- Slip and fall protection Town properties
- Build and rebuild tables and benches

**Weekly**

- Garbage & litter
- Wash and clean trucks
- Service remote equipment

**Miscellaneous**

- Plow snow
- Litter BHS parking lot
- Installed bog bridges Chotkowskis property
- Take down Christmas Lights
- Pressure washed bleachers
- Branch patrol





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Parks and Recreation Department  
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E-mail [ddennis@berlinct.gov](mailto:ddennis@berlinct.gov)

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

March monthly report

1. I have not received any applications for Summer Fun Director, or Summer Fun Assistant Director. We will continue to take applications until the end of March when a decision will need to be made if we can open the Clover Hill site or not. We have received a few applications for supervisor position.

I have received several lifeguard applications but no WSI applications, we lost two instructors from last summer and only have 3. We will continue to take applications for that position and lifeguards.

Interviews will be conducted middle to end of March.

2. The Easter Candy Hunt is scheduled for Saturday, March 23 starting at 1 p.m. Weather and field conditions will determine if the event will be held at Sage Park auxiliary field or inside the A gym at BHS. In case of a snowstorm, it will be held on Saturday, March 30. We will have the Easter Bunny set up in a side location for pictures, that should speed up the actual hunt and give people a nice opportunity for pictures.
3. Fishing Derbies will be held April 20 and 27 at Sage Park Pond from 8-10 a.m.
4. We are waiting for a decision from the Board of Education/Athletic Director whether or not we can hold basketball and volleyball Skyhawks camps at Berlin High School this summer. We normally start registration in March but everything is on hold waiting for the decision.
5. We are looking to open Percival Pool on June 15. The Summer Fun program will start June 17. We will be closed on June 19 so all programs are cancelled that day but Percival will be open 12-6 p.m.
6. Spring program registration will begin March 11. All information goes on Facebook, the Town website, and the Berlin Public Schools website.

Debbie



## **Town of Berlin**

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

E-mail [swood@berlinct.gov](mailto:swood@berlinct.gov)

Steven T. Wood  
Superintendent Parks and Grounds

Parks and Grounds February report

### **News:**

- Pruned trees Sage Aux, Garrity, BHS roadway, Senior Center
- Added stone dust to Centurelli and Dennehy batting cages
- Mowed trails on open space
- Finished

### **Daily**

- Slip and fall protection Town properties
- Build and rebuild tables and benches

### **Weekly**

- Garbage & litter
- Wash and clean trucks
- Service equipment

### **Miscellaneous**

- Cleaned up several small parks
- Plow snow
- Litter BHS parking lot
- Put out 180 garbage cans
- Branch patrol