

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

Thursday, October 10, 2024  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/81614139851?pwd=aHM6OXcFUfB9N5C7JQJ6hePbFOGDGu.1>

Meeting ID: 816 1413 9851

Meeting Passcode: 629467

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

Meeting Agenda

1. Audience of Citizens
  - a. Faith Asal, Lumibility - KidSteps
  - b. Mark Holmes, 146 Wildermere Road, Berlin, CT
  
2. Approval of Minutes
  - a. July 18, 2024
  - b. August 15, 2024
  - c. September 16, 2024
  
3. Consent Agenda
  - a. Request by Faith Asal of Lumibility – KidSteps to have Berlin Community Center rental fees, the cost of \$30 per meeting waived for their meetings.
  - b. Request approval of donation of a 36” X 48” metal sign, valued at \$195 to be placed on the fence at the Berlin High School Basketball Courts in honor of Tyler Cop by the T Cop Foundation.
  
4. Parks & Grounds
  - a. Monthly Report
  - b. Percival Soccer Field Update
  - c. Feasibility Study Update for Demore, Dinda, Bittner Jr. Memorial Pool Complex
  - d. Hubbard School YMCA Location
  
5. Parks and Recreation
  - a. Monthly Report
  - b. Summer Wrap Up
  
6. Adjournment

**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

**ATTENDANCE:**

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

**Staff Present:**

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

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

1. Audience of Citizens

No Audience of Citizens.

2. Approval of Minutes

June 13, 2024

Commissioner Starr moved to accept June 13, 2024 meeting minutes.  
Seconded by Commissioner Butrimas.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas, Commissioner Christine Vale da Serra  
Vote Being: 4-0 (MOTION CARRIED)

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 the alcohol permit is approved.

Commissioner Butrimas moved to accept Consent Agenda item a.  
Seconded by Commissioner Vale da Serra.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas, Commissioner Christine Vale da Serra  
Vote Being: 4-0 (MOTION CARRIED)

4. Parks & Grounds

- a. Monthly Report, Commissioner Butrimas mentioned that the Friendship Place received maintenance and it looks great. There are still repairs needed but it is coming along. Chairwoman Bovee had discussed with a group in Newington, they have proposed a brand new pool facility to their town. She would like to hear more information on this as they are making their decisions about Demore, Dinda, Bittner Jr. Pool.
- b. Jen Ochoa, Director of Community, Recreation and Park Services mentioned there is no damage from the Pickle Festival Parking at Sage Park. They will be having an internal

meeting about the event. Commissioner Butrimas said that the Lion's Club does not normally rent out the Fairgrounds for the large-scale event that the Pickle Festival became. There was an issue about parking in local neighborhoods and it being posted all over Facebook. They are hoping the person who runs the Festival learned from this event. They are being billed from the Police Department, Traffic Control, Sage Park, etc. and are fine with paying it. The Health Department did end up shutting down some areas of the Festival.

5. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation reported that staff is doing a great job. It has been hot and they have modified activities during Camps because of the heat. She is holding an American Red Cross training, they require 6 to sign up and she is receiving sign ups so far. There is discussion about reimbursement for training when they promise to be employed for the next season but it would have to be submitted to include in the budget and they would still have to apply for the jobs, or if there are individuals from out of town.

Commissioner Butrimas made a motion to approach the Town Council to put money into the budget for next year to reimburse any students who take a lifeguarding course next year that is sustained with the employment as a lifeguard to the Town of Berlin up to 8 individuals, with Berlin residency and up to \$155 per person.

Seconded by Commissioner Starr.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas, Commissioner Christine Vale da Serra

Vote Being: 4-0 (MOTION CARRIED)

There was a recent situation with lightning and they had to clear the pool and pool deck, some people argued with staff over this. The pool numbers are better than last year at this time. There is a special meeting with Town Council on August 6th, there is no audience of citizens but they will decide what the Council wants to do with the Statement of Need for the Community Senior Center.

- b. Pistol Creek Usage Policy, Chairwoman Bovee asked about a private concert at the Pistol Creek property. It was a rental so they treated it as one, they paid for the facility and staff. There are 153 parking spaces and they expected 100 people for the event. There was a post on Facebook about the event and there wasn't anything large like stated. Because they were not selling anything on the site they did not need extra permits.

6. Adjournment

Commissioner Starr moved to adjourn at 6:43 p.m..

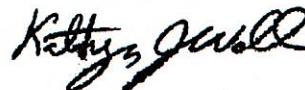
Seconded by Commissioner Butrimas.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas, Commissioner Christine Vale da Serra

Vote Being: 4-0 (MOTION CARRIED)

Submitted by,  
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



7/29/2024, 4:17:08 PM



August meeting

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

Thursday, August 15  
12:30 p.m.  
REMOTE ONLY  
SPECIAL MEETING

**ATTENDANCE:**

**Parks and Recreation Commissions Present:** Donna Bovee – Chairperson, Don Dellaquila – Vice Chairperson, Tony Butrimas, Joe Pulcini, Greg Starr (joined at 12:33PM), Lucas Van Zandt (joined at 12:41PM)

**Staff Present:**

Jennifer Ochoa, Director of Community, Recreation and Parks Services  
Steven Wood, Superintendent of Parks and Grounds

1. Discussion on Percival Soccer Field
  - a. Superintendent Wood presented an overview of the progress of Percival Soccer Field. Construction wrapped up in November and the field was opened for use May 1, 2024. Throughout the summer, it was noticed that certain areas of grass were burnt out. US Pitchcare came back out and resodded those areas taking full responsibility. The Grounds Department ran irrigation twice a day to water those areas and the rest of the field during the heat waves. In August, in a span of 3 to 4 days, 7 inches of rain fell. The field was not draining properly and extremely wet. The Grounds Department has a meeting on Friday, August 16<sup>th</sup> with an expert in the field from UCONN. Then the week of August 19<sup>th</sup>, Superintendent Wood and Director Ochoa are hopeful to get a meeting on site with the contractors and the architect to discuss the problem at hand and how to go about fixing it. The Town of Berlin staff is reviewing contracts and will be reaching out to the Town Attorney if needed. The staff will also reach out to Berlin Youth Soccer to give them an update.
  
2. Adjournment
  - a. Meeting adjourned at 12:43PM.

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



8/22/2024, 8:40:01 AM



September minutes

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

Monday, September 16, 2024  
12:00 p.m.  
SPECIAL REMOTE MEETING

**ATTENDANCE:**

**Park and Recreation Commissioners Present via Zoom:** Donna Bovee- Chairwoman,  
Greg Starr, Tony Butrimas, Christine Vale da Serra, Lucas VanZandt

**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 12:00 p.m.

**1. Consent Agenda**

- a. Request by Berlin Volunteer Fire Department for permission to consume alcoholic beverages (BYOB beer and wine) at Pistol Creek for their annual family picnic on Saturday, September 28, 2024 from 12:00PM – 9:00PM. There will be 80 people in attendance, food will be served sit down style and there will be no entertainment. Insurance will be obtained if permission is granted.
- b. Request acceptance of a donation by Matson Farm of a maximum of 10 straw/hay bales, valued at approximately \$100 to be used for our Scarecrow Contest for the 2024 Scarecrow Festival.
- c. Request by Ron Bosco of Berlin Lions Charities to be able to sell luminaries at Berlin High School home football games on October 25, 2024 and November 1, 2024. Funds raised will go towards local Veterans in need.

Commissioner Starr moved to accept Consent Agenda item a-c.  
Seconded by Commissioner Butrimas.  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt.  
Vote Being: 5-0 (MOTION CARRIED)

Commissioner Starr moved to add to the agenda an update on Percival Field.  
Seconded by Commissioner Vale da Serra.  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Tony Butrimas, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt.  
Vote Being: 5-0 (MOTION CARRIED)

**2. Update on Percival Field**

Steve Wood, Superintendent of Parks & Grounds, stated the Grounds Department has been doing extensive work on the field, they have shock waved it, seeded it, etc. It has handled the rainstorms well. It does stay wet in some areas around 6:00 am but overall the field has been playing well. This morning they added

more fertilizer and seed and are still working with Tom Linden and US Pitchcare to get reports on the field's soil and what they can do to increase playability of the field. Berlin Youth Soccer has been using the field regularly and there are no major wear areas. There is more leg work to do and details to work on with the contractors.

3. Adjournment

Commissioner Starr moved to adjourn at 12:10 p.m..

Seconded by Commissioner Butrimas.

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

Commissioner Tony Butrimas, Commissioner Christine Vale da Serra, Commissioner Lucas VanZandt

Vote Being: 5-0 (MOTION CARRIED)

Submitted by,  
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



9/16/2024, 2:28:11 PM



# TOWN OF BERLIN Request for Fee Waiver

Requesting Organization: <i>Kidsteps - humibility</i>		Date: <i>9/13/24</i>
Contact Name: <i>Faith Asol</i>		
Phone Number: <i>860-205-3512</i>		
Event: <i>Team meetings</i>	Date of Event: <i>every Wed. 12<sup>30</sup> - 2<sup>30</sup> pm</i>	
Location of the Event: <i>community center</i>		
What fee do you want waived: <i>We are a nonprofit organization and need a space for 2 hours/week to collaborate</i>		
Identify the hardship incurred: <i>Ours is a non-profit organization without a budget for meeting space for the state wide teams.</i>		
Identify how your organization benefits the Town of Berlin as outlined in the below criteria. Please be specific: <i>Our team of therapists provide Early Intervention services to families and children in the Berlin community as well as New Britain and Newington.</i>		

### 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.



**TOWN OF BERLIN**  
**Request for Fee Waiver**

Name of Non-Profit or Political Organization: Lumibility, Inc. - KIDSTEPS Birth to Three Program

Comments:

  
Signature

9/16/2024  
Date

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date

Organizations requesting a waiver of fees **must** complete the Request for Fee Waiver **prior** to the event. The request should be filled out in accordance with Section J, Policy on Fees & Charges, restated below.

1. Fee Waiver Policy

1. Fee waivers will be granted on an ad-hoc basis giving due consideration to the financial needs of the Town and the fiscal impact of the waiver upon the Town.
2. Preference for fee waivers will be given to those private, non-profit organizations that serve Berlin that are proposing events which will raise funds that are intended to supplement Town funds for budgeted items or programs, raise funds for programs that would normally be funded by the Town, raise funds for programs by non-profit groups that have contributed substantially to the community, raise funds for programs for local senior or youth groups with a state or national affiliation or raise funds for scholarships for Berlin students.
3. The Town of Berlin will grant fee waivers sparingly with due consideration given to the costs and benefits derived from the fee waiver.
4. Golf Course charity fees will be set at the 18 hole resident rate.
5. The Town Council will consider waiving fees only when the Town Manager receives in writing a request stating that an undue hardship exists and the overall benefit the community will receive as a result of the program. Such waivers must be submitted at least one month in advance of the event for which the waiver is sought.
6. Any and all fee waivers are at the sole discretion of the Town Council.

**TYLER COP**

**MEMORIAL**

**BASKETBALL**

**COURT**







102 Pane Road  
 Newington, CT 06111  
 860-665-9792  
 Fax 860-665-9794  
 visit us on:







# ESTIMATE

Number **E#6263**

Date 9/3/24

Purchase Order #

T-Cop Basketball Court Sign

QTY	DESCRIPTION	AMOUNT
1	36"x48 full color on max metal with laminated face	195.00
<i>Ship Via:</i>		
    <p><b>We Accept All Major Credit Cards</b></p> <p>Credit Card _____</p> <p>Credit Card# _____</p> <p>Expiration Date _____ CVR# _____</p>		<p><b>*TERMS: DUE UPON RECEIPT.</b></p> <p><b>A FINANCE CHARGE</b> of 2.5% per month will be assessed on all past due balances.</p> <p><i>This is your invoice, no other will be sent.</i></p> <p><i>Thank You for Your Order!</i></p>
		<b>SUB-TOTAL</b> 195.00
		<b>TAX</b>
		<b>SHIPPING</b>
		<b>TOTAL</b> 195.00

## YEAH...WE DO THAT!

blueprints • brochures • business cards • catalogs • carbonless forms • color copies  
 design • envelopes • flyers • full color printing • hi-speed copying • invitations  
 invoices • labels • laminating • letterheads • menus • newsletters • pads  
 postcards • posters • programs • team books • proposals  
 banners • full color prints • vehicle signs • lawn signs

**Giving back to the community for over 25 years!**

**✓ Shop Small ✓ Shop Local**

**Offset Printing:** Even though this is a common term, people often have a vague idea of what it actually means. It refers to a very common lithographic printing process that relies on fundamental properties of oil and water and also how ink is applied to paper using an aluminum printing plate. In printing, the lipophilic or "oil-friendly" image and text areas on a plate absorb the oil-based ink. The blank hydrophilic areas of the plate repel the ink. During the offset process, images are pressed onto a blanket which in turn presses the image and text onto paper. Both sheetfed and web offset presses operate in this way.





## **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 July report

### **News:**

- Borrowed large area mower from Rocky Hill
- Painting of parking lots crosswalks and stencils
- Mulch and apply safety surfacing at schools

### **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**

- Cleanup fronts of schools and fence lines
- Cleanup and mulch the Dog Pound
- Mow passive recreation trails
- Took down windscreens



**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 August report

**News:**

- Basketball and tennis courts refurbished
- Overseeded and aerated all athletic fields
- Playground repairs Friendship Place

**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**

- Painted crosswalks, parking lots and stencils
- Breakdown summer camps
- Tree's McGee, Willard, and Girl Scout Camp
- Clean and wash down EB Pool
- Remove weeds from ballfields for Fall ball



## **Town of Berlin**

Parks and Grounds

15 Town Farm Lane - Berlin CT

Office 860-828-7025

Fax 860-828-7124

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

Steven T. Wood  
Superintendent Parks and Grounds

### Parks and Grounds September Report

#### **News:**

- Demolition and preparation for Little Peoples Playground
- Assist with the Berlin Fair
- New Grounds employee
- Decorated fronts of buildings with mums, cornstalks, and pumpkins
- Resurfacing of BHS courts complete and opened

#### **Daily**

- 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
- Service mowers and equipment

#### **Miscellaneous**

- Remove and weed all baseball and softball fields
- Cleanup back of swings Hubbard
- Setup 10 light towers





**QUOTATION #092024**

To: Berlin Parks & Recreation  
 15 Town Farm Lane  
 Berlin, CT 06037  
 Attn: Steve Wood

Date: 9/20/24  
 Project: Hubbard ES Swing  
 Phone: 860-828-7025  
 Email: [swood@town.berlin.ct.us](mailto:swood@town.berlin.ct.us)

We propose to furnish and install the following described materials:

Qty	Item #	HUBBARD ES SWING	Price Total
1	718	Miracle 3 Bay Swing Set	7,897.00
1	Site	Regrade site using existing woodfiber	2,800.00
1	Demo	Remove & legally dispose of existing swing	1,050.00
1	Install	Factory Authorized Installation	3,200.00
1	DAS	CT DAS State Discount 23PSX0149	-1,580.00
1	Frt	Material Freight	1,400.00
1	<b>Total</b>	<b>Total</b>	<b>\$14,767.00</b>

**PAYMENT TERMS: PURCHASE AND INSTALLATION OF EQUIPMENT\***

Government Agencies:

- Net 30 from original invoice with approved credit

All others: (three installments)

- All payments will be made to Creative Recreation LLC.
- Payment of 1/3 down on total invoice enters the order (irrevocable letter of credit required for new customer, established customer must be in good standing).
- Payment of 1/3 original invoice due at time of receipt of goods
- **Balance due upon completion of installation with company check**
- Tax exempt certificate required with order, if applicable; otherwise taxes are the customer's responsibility.
- Creative Recreation reserves the right to require 50% down on custom orders
- Cancellations are ONLY accepted with the approval of Creative Recreation. All cancellations will carry a minimum of 25% restocking charge.

\*UNLESS OTHERWISE NOTED, quote does not include installation, supervision, prevailing wages, freight, freight surcharges, permits, state or local approvals, performance bond, engineering seals, testing, site preparation, removal of excess dirt, dumpster fee, borders, safety surfacing, unloading, storage, security, fencing, plumbing and landscaping. Payment due Creative Recreation for any additional items is customer's responsibility and must be included with final payment.

**IF QUOTING INSTALLATION, PRICE ASSUMES:**

- Normal soil conditions (must meet or exceed 2000PSF). Abnormal conditions include, but are not limited to stump dumps, ledge and underground springs.
- Easy ACCESS to site with trucks (Any re-seeding or repair required if trucks cross landscaping, sidewalks or grass areas are the responsibility of the customer unless otherwise noted.) Access to power and water.
- NO allowance for moving or repairing any underground utility lines such as electrical, telephone, gas, water or sprinkler lines that may be encountered during installation operations
- NO rock excavation. Any additional cost incurred as a result of hard rock conditions requiring extra equipment, or for utility removal or repair resulting in delay is the responsibility of the customer, unless these conditions are detailed on as built site drawings and initialed by all parties or are marked on the ground prior to quotation, fabrication and installation.

**OWNER SITE PREPARATION AND MAINTENANCE ISSUES**

Owner must provide safety fencing to be used by installer around the site. Desired small grade includes sod removal and flat/level surface with drainage. DO NOT INSTALL DRAIN ROCK OR SPREAD SAFETY SURFACE PRIOR TO INSTALLATION. Owner MUST call underground utilities prior to excavation and obtain all approvals/permits. Owner is responsible for keeping children off the playground for 72 hours to allow cement to set. It is the responsibility of the owner to maintain safety surfacing. It is suggested that the owner schedule regular safety and maintenance inspections of the equipment. Please note that this document is not intended to cover all owner responsibilities.

\_\_\_\_\_ Please Initial Here

9/20/2024

**DELIVERY INFORMATION**

Whenever possible, the customer will be given a 24 hour notice of delivery on a Miracle truck. Allow four to six weeks for delivery (or less) after receipt of order and deposit. Assistance is needed to unload (3 to 4 capable adults to assist the driver). Delivery point should be in close proximity to the construction site in a secured area. Equipment should be inventoried carefully after unloading. Any discrepancies should be noted on both copies of the freight bill and immediately brought to the attention of Creative Recreation. Visible damage to any piece of equipment should also be detailed on the freight bill. When inspecting, care should be given to minimize tearing of packaging. Packaging for any damaged product should NOT be discarded. If possible, damaged product should be returned in its original packaging. If concealed damage is found, contact Creative Recreation within one week of delivery to ensure that reporting procedures can be followed in a timely manner.

**Quote good for 30 days, subject to review thereafter**

This quotation, after acceptance by the buyer and when thereafter approved in writing by an authorized official of the seller, will become a contract. Until so approved, it is not a contract and is not binding on the seller in any way. If buyer does not give acceptance within 30 days, this quotation is subject to possible price revision. Signature will not substitute for a Purchase Order if a Purchase Order is required by customer.

Creative Recreation LLC

*John W. Hollerbach*

Accepted By:

Printed Name of Buyer

Approved by:

John W. Hollerbach

Authorized Signature

Authorized Signature

Date:

Title: President

Date: 9/20/2024

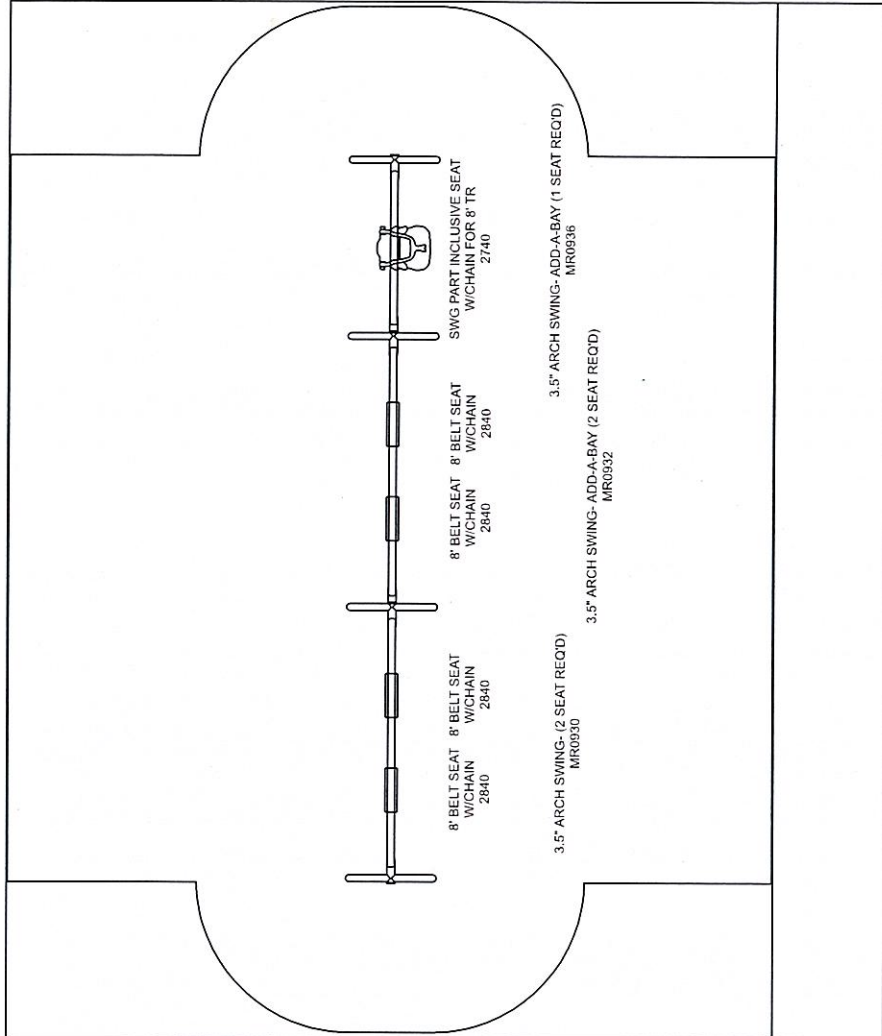
Unless otherwise provided as a special term, all shipments are F.O.B. seller's plant, Monett, MO.  
Allow at least four weeks for delivery upon receipt of order and any applicable deposit.



P.O. Box 330235 · West Hartford, Connecticut 06133  
Tel 860.953.5336 · Fax 860.953.5337 · [www.creativerec.com](http://www.creativerec.com)

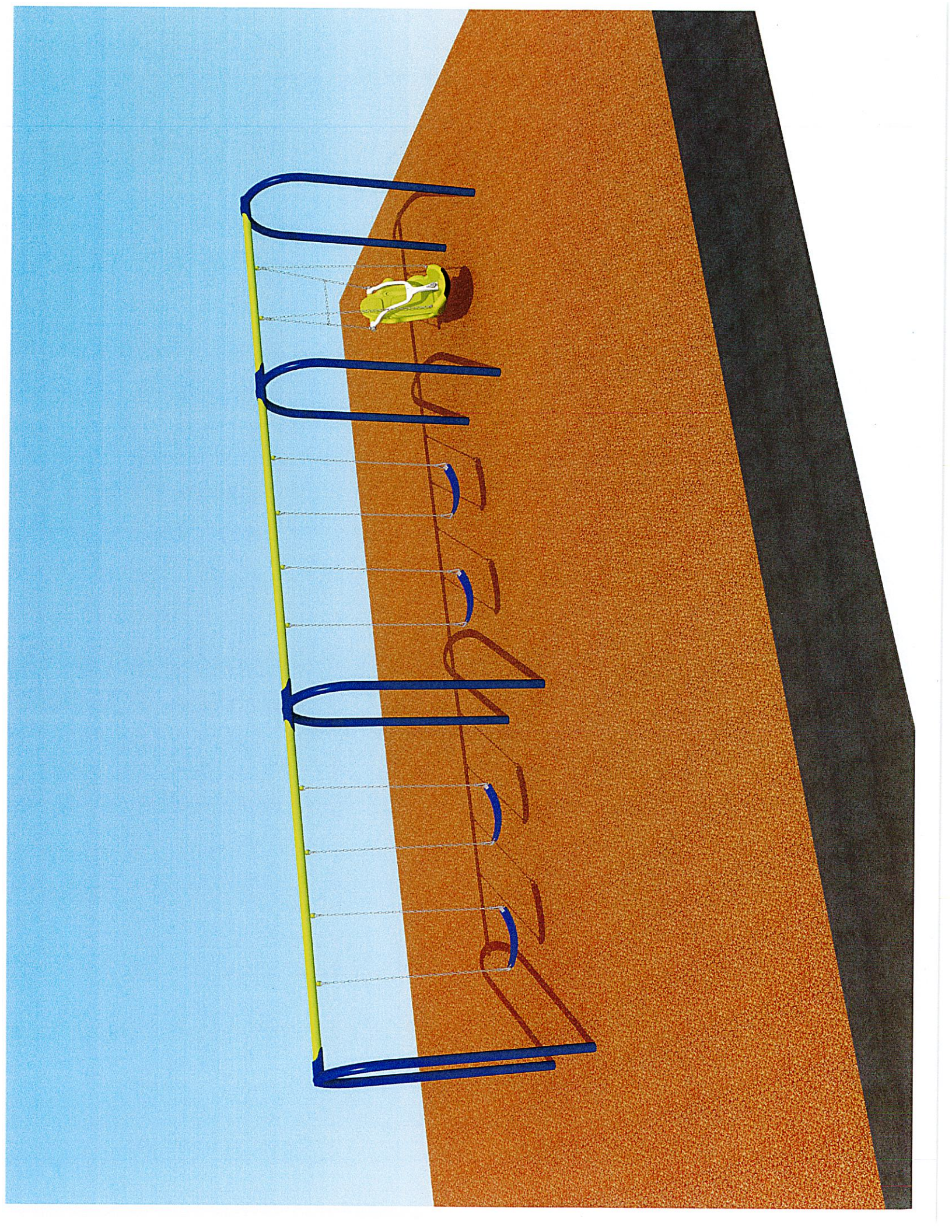


FOR GROUPS 2-12  
 ELEVATED PLAY ACTIVITIES - TOTAL 0  
 ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER 0  
 ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP 0  
 GROUND LEVEL ACTIVITIES 5  
 GROUND LEVEL QUANTITY 5  
 RECD 0  
 RECD 0  
 RECD 5  
 RECD 0



<b>CREATIVE RECREATION</b> 135 Day Street Newington, CT PHONE NO: (860) 953-5336 FAX NO: (860) 953-5337	HUBBARD ELEMENTARY SCHOOL SWING		To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.	THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.
	<input checked="" type="checkbox"/>	COMPLIES TO ASTM/CPSC		
GROUND SPACE: 30'-6" x 4'-0" PROTECTIVE AREA: 43'-6" x 32'-6" DRAWN BY: John Ciccarello	DATE: 9/10/2024	<input checked="" type="checkbox"/>	COMPLIES TO ADA	









PROPOSED  
CHILLER  
PAD &  
ENCLOSURE  
LOCATION

PROPOSED  
LOCATION FOR  
YMCA

1500 sq ft.





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 August/September

1. Percival Pool closed on Saturday, August 10. Overall it was a good season. We offered the Lifeguarding class but only had 2 people register so we had to cancel it, Red Cross requires 5 students to run the class.
2. We offered four sessions of swim lessons. Each session was one week and the classes were 40 minutes long. We filled 93 out of 146 spots.
3. The Summer Fun program went well. The Creek was full almost the entire summer.
4. Skyhawks had good numbers this summer tennis was not as full as in the past. Our dance instructor ran several camps and all were well attended. Our painting instructor ran three weeks of painting classes and three of my part time staff ran a program Around the World Adventures. Attached is the breakdown of all summer programs/activities.
5. I have started to look at programming for the fall. We will be offering yoga, line dancing, several virtual classes from Personal Euphoria, painting classes for kids, a variety of dance and movement classes and dog obedience classes.
6. We will again be holding the Scarecrow contest on the front grass area of the Arthur B. Powers Municipal complex and hope we get additional entries this year. The Trunk or Treat event will be held in the parking lot of the Community Center on Saturday, October 26.

We are working again with the Theatre Guild of Berlin as they prepare for Disney's Frozen Jr., to be performed at Berlin High School in December. They will be using space at the Community Center for rehearsals.

6. Have submitted paperwork to the Board of Education for winter.
7. Winter basketball information will be out and registration will begin, the end of September.

We will advertise for referees once I reach out to last year's staff to see who is and who is not returning.



# Berlin Parks and Recreation Department

## Summer 2024 program registration information

Program name				
	Total registered (2023)	ave. registered per week	Jr. Counselors registered	before/after care
<b>Summer Program</b>				
The Creek	557 (560)	79.5 (80)	22 (27)	91 (99)
	<b>Total revenue - \$53,555 (\$49,777)</b>			
	<b>Total is general fund revenue</b>			
<b>Pool passes</b>	Total			
Primary Household	190 (170)			
Individual	5 (5)			
			<b>Total revenue for passes - \$16,820 (\$15,451)</b>	
Senior - 60+	15 (24)			
Caregiver/babysitter pass	0 (2)			
<b>Pool attendance</b>	EB - 0 (0)	P - 4,367 (4,434)		<b>Total Daily fees \$3,410 (\$2,956)</b>
<b>Swimming lessons</b>	4-1 week sessions			
Percival Pool	93 (123)	only had 2 instructors		
Berlin Dolphin Swim Team	Juniors - 29 (24)	Seniors - 11 (20)	<b>Total revenue - \$5,000 (\$5,101)</b>	

# Berlin Parks and Recreation Department

## Summer 2024 program registration information

<b>All other programs - these are run out of the special revenue acct and are self-sustaining</b>	number of classes/sessions	total registered		
Painting w/Peggy	3 weeks	13		
Around the World Adventures	1 week	8		
Dog classes	1 (1)	6 (6)		
Skyhawks Camps	10 different camps offered, 8 were held	97 (91)		
The following camps were run by Elizabeth Cook-Asal, our dance instructor				
Mini Arts Discovery Camp	5	14		
Ice Journey	5	8		
Adventure Camp	5	12		
Movie Star Party	5	15		
ACTion Mini Camp Act I	3	8		
Tennis Lessons	2-4 week sessions	28 (43)		
Parks and Recreation Team Tennis	7 weeks	5 (9)		
Personal Euphoria classes *classes held virtually	3	1		
Line Dancing	2 sessions	12, 12		
Yoga	1 session	2		
Lake Compounce discount tickets		sold 2		



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 October

1. Fall programs are ongoing; we have several dance and movement classes for a variety of ages, dog obedience class, line dancing – beginner and intermediate, virtual classes through Personal Euphoria and painting classes.
2. Winter basketball registration started September 24. Registration is good with 107 registered as of Monday, October 7.
3. I contacted basketball staff from last year, to see who is not returning to determine number of new staff to hire. I am anticipating a few staff will need to be hired. I have posted on the Town website, Facebook page and announcements will be made at BHS. Kaitlin Starr will be the boys 5-8 coordinator and Mike Buchholz will be the girls coordinator and oversee the boys 3&4 grade games.
4. The Scarecrow Contest this year will have the scarecrows on display as you drive into the Arthur B. Powers Municipal complex, starting October 12. People can vote for the Berlin's Best Scarecrow, starting October 15 through October 25. Voting slips will be available at Town Hall, Berlin Peck Memorial Library, the Berlin Senior Center and the Parks and Recreation Department/Community Center. Winner will be announced on October 31. This year we will have solar lights so the scarecrows will be visible at night.

We are doing a Trunk or Treat event at the Berlin Community Center on Saturday, October 26, from 6-7 p.m. People must register ahead of time and we will have people handing out candy/goodies at their "trunk". We currently have 13 people decorating trunks.

5. Started to work on the Tinsel Fun Run and registration has started. Race will be held at Berlin High School on Saturday, December 7.
6. A parent had asked if we would consider reimbursement for the lifeguarding class, if their child took and passed the class this winter at another facility. They had signed up for our class this summer but we were unable to run it due to lack of registrations. We could put the same stipulation that they would only be reimbursed if they worked the entire summer. I would suggest limiting the reimbursement amount to the amount we charge as other Towns fees are much higher than ours, example Newington is offering a class in December for \$300 for residents and \$325 for non-residents, ours \$160 residents, \$170 non-residents.

Debbie



**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

Contact

YOY Change

**Changes highlighted**

249	Dobbie Dennis	<b>Parks &amp; Recreation</b>								
250		Halloween Event, per child	5.00			5.00				
251										
252		<b>Youth Athletic Leagues and Teams</b>								
253		Basketball – Winter 3 <sup>rd</sup> -8 <sup>th</sup> Grade Basketball, Boys & Girls	95.00			95.00			100.00	
254		Including \$10 Late Fee after deadline if spots are available in 3 <sup>rd</sup> -8 <sup>th</sup> grade winter basketball.	105.00			105.00			110.00	
255		Including additional \$10 fee for any registrations accepted after evaluations if space is available.	110.00			110.00			120.00	
256		<b>Adult Recreational Sport Activities</b>								
257		Winter – Resident Men's 31 yrs. Plus Basketball - season	85.00			85.00			90.00	
258		Winter – Non-Resident Men's 31 yrs. Plus Basketball - season	105.00			105.00			110.00	
259		Winter – Resident Women's 30 plus Recreation Volleyball - season	60.00			60.00			65.00	
260		Winter – Non-Resident Women's 30 plus Recreation Volleyball - season	80.00			80.00			85.00	
261		<b>Recreation Programs Special Revenue Fund</b>								
262		*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs. 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.								
263		<b>Summer Program</b>								
264		Summer Program - any 4 day week	95.00 per week			95.00 per week			100.00 per week	
265		Summer Program - any 3 day week	80.00 per week			80.00 per week			85.00 per week	
266		Junior Counselors Fee for Summer Program	65.00 per week			65.00 per week			70.00 per week	
267		<b>Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)</b>								
268		Multi-Purp. Room- Whole Day- in Town Profit or Non-Profit	80.00			80.00				
269		Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00			50.00				
270		Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00			100.00				
271		Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00			60.00				
272		Meeting Room In Town Whole Day Profit or Non-Profit	30.00			30.00				
273		Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00			25.00				
274		Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00			40.00				
275		Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00			30.00				
276		<b>Berlin Community Center</b>								
277		Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.								
278		Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.								
279		Supervision/custodial costs will be added for all after hours use. All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.								



**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

Contact

YOY Change

Changes highlighted

280	<b>OUTDOOR POOLS</b>						
281	Season Pass - Household	85.00					
282	Season Pass - Individual	55.00					
283	Replacement Tag	1.00				2.00	
284	Senior (60+) Season Pass - Individual	30.00					
285	Daily Passes						
286	Adult Resident	10.00					
287	Child/Senior (60+), Resident	5.00					
288	Adult Non-Resident	20.00					
289	Child/Senior (60+), Non-Resident	10.00					
290							
291	Swim Team - each participant is given a swim pass (residents only). Resident first/second child	130/110				1.17	
292	Swim Team Non-Resident per child	140.00				145.00	
293	Lifeguard Training Course	155.00 Res 165.00 non-res				160 170	
294							
295	Pavilions Timberlin/Sage						
296	Pavilions Local	90.00				100.00	
297	Pavilions Non-Local	140.00				150.00	
298	Deposit for Pavilion - Refundable	90.00				90.00	
299	Equipment if requested/Retainer and refundable	55.00				55.00	
300							
301	<b>Field Light Fees (New Fee Structure effective in 2021)</b>						
302	All fields, per hour local	50.00				50.00	
303	All fields, per hour, non-local/for-profit	65.00				65.00	
304							
305	Scalise Football Field/Biscoglio Field, Sage Park Field/Biscoglio Field Rates						
306	Non local/for-profit groups renting Scalise Field or Biscoglio Field are required to pay all Supervision/Grounds out-of-pocket costs. Scalise Field must be rented at least 3 hour minimum.						
307	<b>Grounds Rates (minimum of 3 hours)</b>	\$65/hour				\$70/hour	
308	<b>Facilities Rates (minimum of 3 hours) (wording change, custodial to facilities)</b>	\$65/hour				\$70/hour	
309	Local	\$35/hour				\$40/hour	
310	Non local/For Profit	\$80/hour				\$80/hour	
311	Local/Full Day (8 hours+)	210.00				210.00	
312	Non local/For Profit/Full Day(8 hours+)	480.00				480.00	
313							
314	<b>Usage Deposit</b>						
315	Concession Local	105.00				105.00	
316	Concession Non-Local/For Profit	210.00				210.00	
317	Facility/Stadium Local	105.00				105.00	
318	Facility/Stadium Non-Local/For Profit	210.00				210.00	
319							
320	<b>FIELD RENTALS (Grass Fields)</b>						
321	Non local/for profit groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs. Per the Field/Facility Use Policy, Group 1 & Group 2 are exempt from field fees. To be billed as a Local Team, the team/league must have 75% of their roster(s) made up of Berlin residents, verified by Field/Facility Use Policy, Section 1B.						
322	Local	\$20/hour				\$25/hour	
323	Non-local/For Profit	\$75/hour				\$75/hour	
324							
325	Local/Full Day (8 hours+)	120.00				150.00	
326	Non-local/For Profit/Full Day(8 hours+)	450.00				450.00	
327	All fields deposits:						
328	Local	105.00				105.00	
329	Non Local/For Profit	120.00				120.00	
330	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00				50.00	

2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
 NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

Contact

YOY Change

Changes highlighted

331	BHS & McCree Basketball and Tennis Courts - Local	25.00	25.00			
332	BHS & McCree Basketball & Tennis Courts Non-Local	35.00	35.00			
333	BHS & McCree Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)					
334	Lights Per Hour, Local	60.00	60.00			
335	Lights Per Hour, Non-Local/For Profit	75.00	75.00			
336						
337	<b>PISTOL CREEK</b>					
338	<b>Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).</b>					
339	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00	100.00			
340	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00	75.00			
341	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00	200.00			
342	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00	150.00			
343	Outside Deck - Hourly Rate	30.00/hr	30.00/hr			
344	Damage Deposit Required of All Groups	90.00	90.00			
345	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00					
346	Field/Facility use key deposit	50.00	50.00			
347	All Supervision and Custodial costs will be paid out-of-pocket.					
348	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.					
349						



**2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL  
NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME**

Contact

YOY Change

Changes highlighted

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

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

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

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

**ADOPTED BY THE BERLIN TOWN COUNCIL February X, 2025**

**FIELD FEES COMPARISON**

TOWN	GRASS FIELD		TURF FIELD		LIGHTS
	LOCAL	NON-LOCAL	LOCAL	NON-LOCAL	
<b>Cromwell</b>	\$25/hour	\$50/hour	NO TURF FIELD	NO TURF FIELD	
Local Fee is determined if 67% residents					
<b>Newington</b>	\$90/game or practice	\$180/game or practice	\$365/game or practice	\$730/game or practice	\$35/hour
Local Fee is determined if 90% residents					
<b>Rocky Hill</b>	\$25/hour	\$100/hour	\$50/hour	\$100/hour	
Local Fee is determined if 67% residents					
<b>New Britain</b>	\$25/hour	\$50/hour	\$75/hour	\$150/hour	
Local Fee is determined if 75% residents					
<b>Wethersfield</b>	\$25/use	\$150/use	\$100/hour	\$200/hour	
Local fee is determined by 67% residents					
<b>BERLIN</b>	\$25/hour	\$75/hour	\$40/hour	\$80/hour	\$50/hour local \$65/hour non-local
Local Fee is determined if 75% residents					