

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

Thursday, July 13, 2023  
6:00 p.m.  
MEETING

**ATTENDANCE:**

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

**Commissioners Absent:** Don Dellaquila

**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.

1. Audience of Citizens

2. Approval of Minutes

June 8, 2023

Commissioner Starr moved to approve the June 8, 2023 meeting minutes.

Seconded by Commissioner Butrimas

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

Vote being: 4-0 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Berlin Little League to hang presented banners at named locations for the 2023 Fall and 2024 Spring Season.

Commissioner Butrimas moved to accept consent agenda a.

Seconded by Commissioner Starr

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

Vote being: 4-0 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report , Debbie Dennis, Superintendent of Recreation, stated that the attendance at Percival Pool is dependent on the weather. If there is any overflow from

East Berlin Pool being closed it hasn't affected coverage at Percival. Most people have understood the reasoning for the East Berlin Pool being closed. Chairwoman Bovee did note she hasn't seen many postings recently about East Berlin Pool being closed. Debbie Dennis, Superintendent of Recreation stated the camp has been going great. Every week has been filled at Pistol Creek.

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks and Grounds, stated they have installed the bench at Pistol Creek and the plaque looks great.
- b. Connectivity Grant, Jen Ochoa, Director of Community, Recreation and Park Services, noted the letter from Jim Mahoney in the agenda package and is requesting if the Commission wants to write a letter then it is due for next week. Commissioner Butrimas asked about the grant and if a letter from them would ensure the grant's success. The Commission is willing to write a letter and support the Connectivity Grant sidewalks project.
- c. Vandalism, Steve Wood, Superintendent of Parks and Grounds, stated someone tried to throw a firecracker in a port-a-potty at Zipadelli. They are receiving phone calls about the glass smashed at the High School. It took 6 staff members an hour to pick up all of the trash at the High School. Someone was climbing and jumping on the Basketball Courts and caused damage. They have someone coming in to fix the fence. He has spoken to the Director of Security at the High School and they are contemplating putting a gate to the entrance of the parking lot. It would be unlocked prior to students and teachers coming onto grounds and then locked with the last custodian. They also might try to change the hours of the lights to earlier at 9 pm and see if that prevents the incidents happening. On weekends, whatever group that will be there to use the fields would unlock the gate and lock it when leaving. Commissioner Pulcini asked if they would run the risk of the issue moving from the High School parking lot to a different parking lot. Most likely they won't be able to do anything until September but can adjust the light's timing easily. The Police Department is aware of the issue and is doing their best to assist. The Commission's general consensus is support of these adjustments.

Jen Ochoa, Director of Community, Recreation and Park Services stated that she received an email from the High School Boosters soccer group wanting to book Scalise Field for practice. She reached out asking for more information on the request. Then she received an email explaining that it is for kids on the High School team and students who want to try out for the team are wishing to use the field for conditioning and practice over the summer. Ultimately, they used the field without a reservation and Jen Ochoa reached out about it. There were questions about how they got onto the field to begin with. Chairwoman Bovee spoke to the person on the phone and discussed the concern about their access to the field. She requested him to get the keys back from the individual coaches. It was determined it was a coach from Newington that's associated with this group that has access to the gate, the building, and code. Then the person who had the original field request emailed stating, they did not want to use the field anymore and now know the process for next summer. Steve Wood, Superintendent of Parks and Grounds, will be working on ways to change access to these areas. Being told that for each door to have a keyless entry is expensive. Master Lock is not a unique key so they are trying to get individual

padlocks so each key is specially made for the lock. The access codes are specific for each organization, each group using the area has their own codes. When the Commission has a group meeting in the Fall they will discuss access to the fields as a reminder.

- d. Discussion on Fields, Playgrounds Tours, no discussion at this time.
- e. State of CT Grant Update, Jen Ochoa, Director of Community, Recreation and Park Services stated they have broken ground at Biscoglio and it is going well. Commissioner Butrimas stated we should highlight the success of Parks and Recreation to citizens more.

Jen Ochoa, Director of Community, Recreation and Park Services asked the Commission if they want to take off August Commission Meeting and all agreed.

6. Adjournment

Commissioner Starr motioned to adjourn at 6:44 pm.

Seconded by Commissioner Butrimas

Those voting in favor: Chairwoman Donna Bovee, Commissioner Tony Butrimas, Commissioner Greg Starr, Commissioner Joe Pulcini, Commissioner Lucas Van Zandt  
Vote being: 5-0 (MOTION CARRIED)

Submitted by,  
Tiffany Trowbridge-Bernard  
Recording Secretary

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2023 JUL 18 PM 4:10

*Katlyn Wall*

BERLIN, CT.

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

Thursday, July 13, 2023  
6:00 p.m.  
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/83024941730?pwd=WWlXeXBvNUVSNzA3eHhmL3kvNlNXUT09>

Meeting ID: 830 2494 1730

Meeting Passcode: 545358

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
  - a. June 8, 2023
3. Consent Agenda
  - a. Request by Berlin Little League to hang presented banners at named locations for the 2023 Fall and 2024 Spring Season.
4. Parks and Recreation
  - a. Monthly Report
5. Parks & Grounds
  - a. Monthly Report
  - b. Connectivity Grant
  - c. Vandalism
  - d. Discussion on Fields, Playgrounds Tours
  - e. State of CT Grant Update
6. Adjournment

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

Thursday, June 8, 2023

6:00 p.m.

MEETING

**ATTENDANCE:**

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

**Staff Present:**

Jen Ochoa, Director of Community, Recreation and Park Services

Steve Wood, Superintendent of Parks & Grounds

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

Welcome to Lucas Van Zandt, a new commissioner. As well as a special recognition of Debbie Dennis for being with the town for 25 years, Steve Wood for being with the town for 20 years, and Jen Ochoa for 5 years..

1. Audience of Citizens

- a. Carrie Fowler, 296 Sprucebrook Rd, and Jen Rudis, 147 Ledge Dr., want to request a memorial bench be placed at the High School in memory of Chase Anderson who passed away August 20, 2022. It is a donation being made with a plaque and the Berlin High School Principal Eileen Eustis and Security John Schmaltz have already approved this.
- b. Lisa Deseno, 212 Beckley Rd, would like to do an ALS Association fundraiser at Pistol Creek. They won't be using the clubhouse and will be parking across the street and using the trails. They are aware that Pistol Creek will still be open to others and that there is a leash-free area so there might be dogs. They expect the event to be 45-minutes to 1-hour. Hoping for 50 people. If it's 100 people in attendance then they are going to let the Police Department know.
- c. Cheryl Brown, 99 Whispering Brook Dr, Family Forward Advocacy CT, Inc., is requesting a fee waiver. They help parents and children who have special needs, behavioral needs and developmental. They hold parent resilience workshops, funded by community foundations. There are many benefits to their program for the community, children, and parents. They are a non-profit and a 501c.
- d. Adrian Cruz, 280 Middletown Rd, is inquiring about the town's community events. He wants to play music or movies on the town green. He wanted to know the process of doing so.

2. Approval of Minutes

May 11, 2023

Commissioner Delaquilla moved to approve the May 11, 2023 meeting minutes.

Seconded by Commissioner Butrimas

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

Those abstained: Commissioner Lucas Van Zandt

Vote being: 4-0-1 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Carrie Fowler, Jen Rudis and Cyndi Goode for approval of donation of a 6 foot mahogany bench valued at \$400 and a plaque (10" by 12") to be installed on the bench valued at \$620.10 in honor of Chase Anderson. The bench will be placed on the grounds at Berlin High School.
- b. Request by Cheryl Brown, representing Family Forward Advocacy Group, for approval to have the \$25 fee waived for a Parent Workshop at the Berlin Community Center on Saturday, June 3, 2023.
- c. Request by Berlin High School Boosters Association to hang presented banners for the 2023 – 2024 school year at Sage Park.

Commissioner Butrimas moved to accept Consent agenda items a

Seconded by Commissioner Van Zandt

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

Vote being: 0-5

Item a discussion, Chairwoman Bovee wanted to stipulate it must be approved in writing by the Board of Education

Commissioner Butrimas moved to accept Consent agenda items a with above stipulation

Seconded by Commissioner Van Zandt

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

Vote being: 5-0 (MOTION CARRIED)

Commissioner Dellaquilla moved to accept Consent agenda items b

Seconded by Commissioner Starr

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

Vote being: 5-0

Item b discussion, Chairwoman Dellaquilla mentioned they are approving based on it being a non-profit and they're providing substantial support to the community. The educational aspect for all people with special needs.

Commissioner Van Zandt moved to accept Consent agenda items c

Seconded by Commissioner Dellaquilla



Those voting in favor: Chairwoman Donna Bovee, Commissioner Don Dellaquila,  
Commissioner Lucas Van Zandt, Commissioner Greg Starr  
Those Abstained: Commissioner Butrimas  
Vote being: 4-0-1

4. Parks and Recreation

- a. Monthly Report, Debbie Dennis Superintendent of Recreation sent a monthly report stating, June 3rd was aquatic staff training and it went well. Equipment has been brought to Percival for inspection and it is set to open June 17th. Staff training will be held June 12th. They have coordinated various training and ordered supplies. Alli will be returning back in June to the office and in lieu of her maternity leave they have been covering the office.

5. Parks & Grounds

- a. Monthly Report, Steve Wood Superintendent of Parks and Grounds stated that they are caught up on mowing and field preparation for Spring Sports. We had a group ask about beautifying Little People's playground. They would like to add some plants, flowers, shrubbery, etc. He is nervous about pollinators being planted because of bees and potential children's allergies to bees. There is signage about general playground rules including no food but there is a table and garbage at the playground implying they can have a picnic. Steve Wood has placed in the budget to replace equipment at playgrounds, but it has been denied to this point. He attended Town Council and they have afforded 25k for water and wetlands. They will be doing applications at Railroad Pond, Papergoods, and Veterans Park. It will be posted on Social Media prior to application. He has to put a leaflet in surrounding household mailboxes to let them know the chemical application will occur. The application is to kill invasive species, specifically targetting the Waterchestnut. It will probably take several years to get everything under control in each area. The Police Association is looking to do a Police versus Fireman softball game at Sage 1 on July 29th. The grounds staff will support the event by making the field ready prior.
- b. Discussion on Fields, Playgrounds Tours, Steve Wood Superintendent of Parks and Grounds stated they have only found vandalism of fire damage on fields so far. Jen Ochoa Director of Community, Recreation and Park Services did reach out to individuals she knows who play Cricket in town and neither knew of anyone playing Cricket. She has heard that an Adult Soccer League sometimes plays on fields. Steve Wood, Superintendent of Parks and Grounds also stated the reservations of Fields and the lack of their usage for when reserved. They have been reaching out to the Youth Groups for a more accurate reservation and times, in order to get the reservations under control. Chairwoman Bovee requested a copy of the reservations schedules for Commissioners each week. Playground Tours will begin October, they will be doing a meeting at Hubbard Cafeteria in order to discuss the East Berlin Pool. A full inspection costs 3k to do, just to get all of the issues outlined. The field is still being damaged at Sage Auxiliary, where they use one goal instead of the other and it's causing wear and tear on the field.
- c. State of CT Grant Update, Jen Ochoa Director of Community, Recreation and Park Services updated that they are mobilizing at Biscoglio field and upgrading it to a synthetic turf surface. It will be closed to the public during this process. They are converting the field to turf, and had a meeting Tuesday about two main fields being

unavailable this Fall. Everyone walked away with good communication to aid the scheduling of Fall sports.

6. Adjournment

Commissioner Dellaquila motioned to adjourn at 7:55 pm.

Seconded by Commissioner Starr

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

Vote being: 5-0 (MOTION CARRIED)

Submitted by,  
Tiffany Trowbridge-Bernard  
Recording Secretary

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2023 JUN 22 AM 8:35

*Kathryn Wall*

BERLIN, CT.



Berlin Little League requested banners

i. General description of the banners and signs (colors, size, content, etc.);

- Sponsored banners. Vinyl, green, 4'x6'. Contains company logos
- Championship banners. White, metal sheet with wood backing. Shape of a pennant, roughly 2'x3'. Name of the award and year

ii. General area banners or signs will be posted;

- Sponsored banners. Outfield fences at Centurelli Field, fields 1 and 2 at the Petit Field Complex, and Baretta Field. Baseline fences at Dennehy field.
- Championship banners. Hung on the upper half of the backstop fence facing out at Centurelli Field, fields 1 and 2 at the Petit Field Complex, and Baretta Field

iii. Material to be used to hang or post the banner or sign (rope, zip ties, nails, etc.);

- Sponsored banners. Zip ties
- Championship banners. Bolted through the fence with a small piece of metal on the other side.

iv. Contact information of person responsible if issues or questions;

- George Satalino, [george.satalino@gmail.com](mailto:george.satalino@gmail.com), 860-508-6446

v. Confirmation that coordination with the other requesting groups, teams or sports organizations using the field during the same season have agreed to the location of the banner or sign.

- n/a. BLL is the only organization on the 3 fields stated.



Town of Berlin  
Parks and Recreation Department  
230 Kensington Road • Berlin, CT 06037  
Office (860) 828-7056 • Fax (860) 828-1627  
E-mail [ddennis@berlinct.gov](mailto:ddennis@berlinct.gov)

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

### Parks and Recreation monthly report for July

1. Daily/weekly coordination of programs with staff and businesses. Picking up supplies, time cards, daily fees from the pool, confirming paperwork, etc.
2. Summer is in full swing. Programs are going well.
3. Swim lesson registration is going well.
4. Programs that have already completed include 2 Painting w/Peggy classes, Japanese Origami, 2 Skyhawks Camps – Mini-Hawk and Multi-Sport, ACTION Camp I and II. First session of tennis is almost complete and Team Tennis has started. We still have more tennis, Painting w/Peggy, Personal Euphoria classes, Royalty Camp, Adventure Camp I and II, Arts Discovery Camp, Summer of Dance! Camp, and Skyhawk's Camps – Volleyball, Basketball, Mini and Tiny Hawks at night, in the upcoming weeks. Our numbers are good considering the wide variety of programs we are offering.

Swim Team started in June and the numbers are good, higher than last year.

5. Staff is doing a good job. Pools started slow due to weather but now that things are warming up, they are getting busier.

We will be offering a Lifeguarding class in August.

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

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 May Report**

#### **News:**

- Decompaction of all fields at Sage
- Mowed hiking trails and open space
- Hosted state playoff baseball game at Zipadelli
- Installed free library at BHS
- Installed memorial bench and concrete pad at Pistol Creek
- BHS & McGee graduation setup

#### **Daily**

- Groom and line ballfields
- Pool Maintenance
- Mow grass including Pistol Creek

#### **Weekly**

- Garbage & litter
- Wash and clean trucks
- Paint athletic lines

#### **Miscellaneous**

- Cut down and removed shrubs on the corner of Farmington Ave and Seymour
- Repair and replace broken irrigation lines and heads
- Take down windscreens at Zipadelli & BHS
- Pushed up and add safety surfacing to playgrounds





**From:** James Mahoney <[jmahoney@berlinct.gov](mailto:jmahoney@berlinct.gov)>

**Sent:** Thursday, June 22, 2023 8:25 AM

**To:** Jennifer Ochoa <[jochoa@berlinct.gov](mailto:jochoa@berlinct.gov)>

**Cc:** Chris Edge <[cedge@berlinct.gov](mailto:cedge@berlinct.gov)>

**Subject:** Letter of Support Connectivity Grant?

Hi Jen

Would the P&R Commission be willing to provide a letter of support for the Connectivity Grant sidewalks project? If yes, I can provide a draft letter. See map of sidewalk locations attached. Part of my pitch is that the sidewalk improvements will provide a better, safer connection to Percival Field and also that the Four Rod and Kensington Road segments will provide safer continuous sidewalks to connect more neighborhoods to parks, facilities and schools

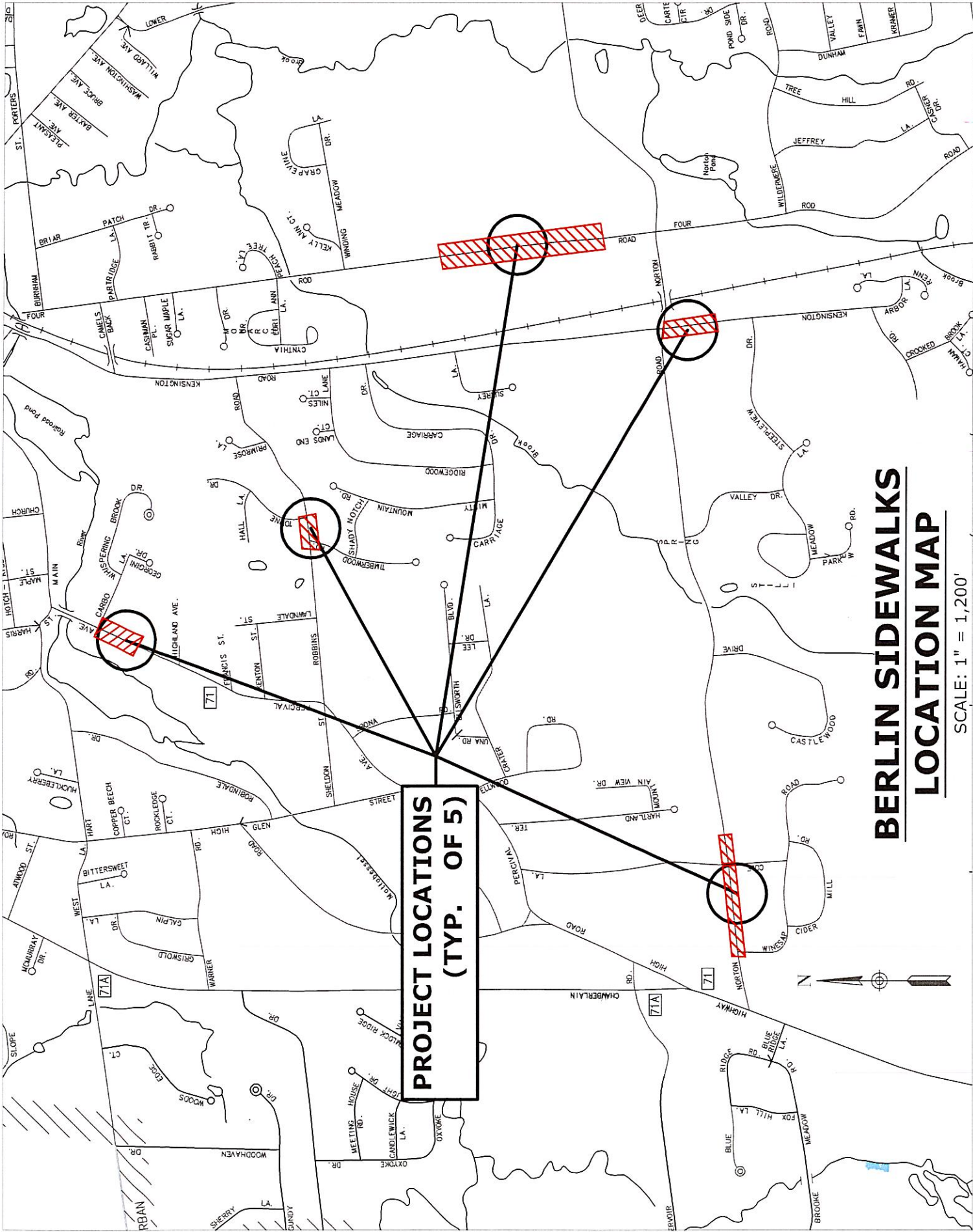
Parks & schools (Four Rod Road & Kensington Road), Town Hall, Community Center, Library (Robbins Road), Town parks (Percival Avenue), and Town open space (Norton Road).

Proposed new sidewalks on Four Rod Road & Kensington Road are near McGee Middle School, Willard Elementary School, Dennehy Field, Smith Field, Friendship Place etc will provide better pedestrian access to these schools& facilities including from connecting neighborhoods such as Winding Meadow off Four Rod Road and Steepleview Drive off Kensington Road

Jim

-----  
Jim Mahoney  
Town of Berlin  
860-250-0317  
[jmahoney@berlinct.gov](mailto:jmahoney@berlinct.gov)





**PROJECT LOCATIONS  
(TYP. OF 5)**

# **BERLIN SIDEWALKS LOCATION MAP**

SCALE: 1" = 1,200'