

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

Thursday, October 12, 2023  
6:00 p.m.  
139 Grove Street, East Berlin, CT 06023  
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/89194491241?pwd=Dozs2QZuzHZEE5842UknXqPWF8WbG9.1>

Meeting ID: 891 9449 1241

Meeting Passcode: 904990

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

**Meeting Agenda**

1. Audience of Citizens
2. Approval of Minutes
  - a. September 14, 2023
3. Consent Agenda
4. Parks and Recreation
  - a. Monthly Report
5. Parks & Grounds
  - a. Monthly Report
  - b. State of CT Grant Update
6. Adjournment

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

Thursday, September 14, 2023  
6:00 p.m.  
238 Kensington Road  
MEETING

**ATTENDANCE:**

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

**Commissioners Absent:** Don Dellaquila, Tony Butrimas

**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

2. Approval of Minutes July 13, 2023

Commissioner Starr moved to approve the July 13, 2023 meeting minutes.

Seconded by Commissioner Van Zandt

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

Vote being: 4-0 (MOTION CARRIED)

3. 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, October 7, 2023 from 2:00PM - 9:00PM. There will be 70 people in attendance, food will be served sit down style and there will be no entertainment. TULIP insurance will be obtained if permission is granted.

- b. Request acceptance of a donation of a maximum of 10 straw/hay bales, valued at approximately \$90 to be used for our Scarecrow Contest for the 2023 Scarecrow Feestival.
- c. Request by Ron Bosco of Berlin Lions Charities to be able to sell luminaries at Berlin High School home football games on October 20, 2023 and November 10, 2023. Funds raised will go towards local Veterans in need.

Commissioner Starr moved to accept consent agenda a - c.

Seconded by Commissioner Van Zandt

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

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

Discussion on item c, Commissioner Van Zandt wanted clarification on what type of luminaries they are selling. They are battery operated and not with fire.

- d. Request by CCC (Central CT Conference) to charge a fee of \$5 for adults, \$3 for students/seniors for a tournament to take place at Scalise Field, Sage Park on November 1, 2023 and November 3, 2023 from 3:30PM - 8:30PM.

Commissioner Starr moved to accept consent agenda d.

Seconded by Commissioner Van Zandt

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

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

- e. Request by CCC (Central CT Conference) to have field usage fees and light fees, not to exceed an amount of \$1,090 waived for the CCC Tournament taking place at Scalise Field, Sage Park on November 1, 2023 and November 3, 2023.

Commissioner Starr moved to accept consent agenda d.

Seconded by Commissioner Van Zandt

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

Commissioner Lucas Van Zandt, Commissioner Joe Pulcini

Vote being: 4-0 (MOTION CARRIED)

Discussion on item e, Commissioner Starr was curious if concessions will still be opened and they will. The groups working the concessions will still keep the funds earned.

#### 4. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, stated that they had increased the maximum registered at The Creek Summer Program in 2022 but decided it was too many so they went back to the previous maximum. The money is higher because of this difference. There was a great response in 2023 with the added senior and caregiver passes for Percival.

- b. Summer Wrap Up, In regard to the swim team, the numbers were good. Swim lessons were successful, despite the rain they were able to hold lessons. She is still looking for a Director for the other Summer Program site. Prefers they are a teacher or have teaching experience because they will have the ability to run the camp. Chairwoman Bovee suggested programming with UpBeat. There was discussion on the lifeguard training and that other towns offer it full year. They encourage people to attend meetings and town council meetings if they want to advocate for anything in town.
- c. October Commission Meeting, will be at Hubbard School in the media center. We only have 25-30 spots for the audience of citizens. It is important to still maintain decorum during the meeting and allow citizens to reflect their ideas during the audience of citizens.

#### 5. Parks & Grounds

- a. Monthly Report, no discussion on monthly report.
- b. Field/Facility Use Policy Discussion of Update, Jen Ochoa, Director of Community, Recreation and Park Services, mentioned the pieces highlighted are always highlighted because of their importance but they are looking to make changes to the highlighted portion regarding St. Paul's school. Chairwoman Bovee explained that each year their groups are exempt from paying fees, while St. Paul's school was previously not included. She would like them included for the future because it is a school organization in town. It is a non-public school and we historically waive the fee every year anyways.

Commissioner Starr motioned to accept the Field of Use policy as presented in section 1A.b that exempts St. Paul School from field rental fees.

Seconded by Commissioner Van Zandt

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

Vote being: 4-0 (MOTION CARRIED)

- c. CCC event at Sage Park, no discussion.
- d. Discussion on Fields, Playground Tours, Chairwoman Bovee stated that there is an adult soccer league playing on the fields at Sage. Steve Wood, Superintendent of Parks and Grounds has added signage at Sage concerning parking areas. Commissioner Tony Butrimas saw them using the field. Chairwoman Bovee mentioned to the group there are fees and insurance required. She was unsure how many are from Berlin or outside towns, she did not recognise anyone. She was requesting them to come to a meeting and speak about the policy if they have questions. Discussion on playground updates, Little People's is in the budget for 200k and Steve Wood, Superintendent of Parks & Grounds, presented a conceptual plan to the Town Council. Chairwoman Bovee described what he presented to the Council. The Mayor did want to investigate putting in a Splash Pad and asked Steve Wood to present about that as well.
- e. State of CT Grant Update, Jen Ochoa, Director of Community, Recreation and Park Services, said Biscoglio is running behind because of the rain we have gotten.

Percival is on time and on budget, looking great. CIAC reached out to Jen Ochoa and Steve Wood asking to use the fields for hosting soccer playoff games, November 14-16th. They would pay the fees. But Berlin Youth Football Championship will be on the 19th and would like them to have first right in the schedule and usage. Chairwoman Bovee wanted to ask about the Scoreboard and mention that people do not know how to use the Scoreboard. They are trained and allowed to use it only with Nick Smith. Jen Ochoa, reached out to youth groups that they cannot use it for ads, highlight videos, etc. this year. Only High School athletics can use it while everyone is getting acclimated to using it. It is only being run by Board of Education personnel. The Plan of Conservation and Development had asked the Commission for things they would want included into the plan. They have decided to create a committee, including a Park and Recreation representative, to develop and implement the Plan of Conservation.

6. Adjournment

Commissioner Starr motioned to adjourn at 7:20 pm.

Seconded by Commissioner Van Zandt

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

Vote being: 4-0 (MOTION CARRIED)

Submitted by,  
Tiffany Trowbridge-Bernard  
Recording Secretary

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



9/21/2023, 4:27:48 PM



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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, a class for 0-6 month olds and their parent, dog obedience class, in-person yoga class for adults, tennis lessons, virtual classes through Personal Euphoria and painting classes.
2. Winter basketball registration started September 25. Registration is good with 108 registered as of Tuesday, October 10.
3. I will be 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 will post 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, a former coach, 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 13. People can vote for the Berlin's Best Scarecrow, starting October 17 through October 27. 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.

We are doing a traditional Trunk or Treat event at the Berlin Community Center on Saturday, October 28, 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 15 people decorating trunks. New this year we will also have people vote for their favorite trunk and give the winner a \$20 gift card.

5. Started to work on the Tinsel Fun Run and registration will start soon. Race will be held at Berlin High School on Saturday, December 2.

Debbie



**Town of Berlin**  
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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:**

- Paint parking lots, no parking and handicap spots
- Setup light towers for BYS & BYF
- Decorated front of buildings for fall at the Art Powers Complex
- Scarify ballfields

##### **Daily**

- Water and deadhead flower
- Groom and line ballfields
- Mow grass including Pistol Creek

##### **Weekly**

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

##### **Miscellaneous**

- Service equipment
- Repair tables and benches
- Cleanup flower beds
- Cleaned and organized our green building at Sage