

**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

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/83065747217?pwd=YkuVxBzk6bXgMiyH7pPxYpVvPwD5Jl.1>

Meeting ID: 830 6574 7217

Meeting Passcode: 352853

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
  - a. December 14, 2023
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.
4. Election of Chairperson
5. Update on Demore, Dinda, Bittner Jr. Memorial Pool
6. Community Senior Center Update
7. Parks and Recreation
  - a. Monthly Report
8. Parks & Grounds
  - a. Monthly Report
  - b. Spring Field Usage
9. Adjournment

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Thursday, December 14, 2023  
6:00 p.m.  
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MEETING

**ATTENDANCE:**

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

**Commissioners Absent:** Joe Pulcini

**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 6:04 p.m.

Meeting Agenda

1. Audience of Citizens

Lisa Deseno, 212 Beckley Road, would like to request having a race in Berlin for ALS Alliance at Pistol Creek. She will be charging \$20 to register. Last year she had 70 people registered. No police came to the event last year. Looking to do it Saturday, May 18th. They did not have any issues with the park being still open to the public. Because she is charging a fee, the Commission would have to approve it, then the Town Council will have to vote too. Last year, Jen Ochoa, Director of Community, Recreation and Park Services, gave the Police Department a heads up and she would do the same again this year. The Police Department may or may not decide to have police presence. She is requesting permission for the ALS Alliance to charge \$20 for their 5k registration.

Commissioner Don Delaquilla is motioning to add the following to the agenda under the consent agenda.

To request permission by ALS Alliance to charge a fee of \$20 for their 5k run/walk Event that will take place at Pistol Creek on May 18, 2024.

Commissioner Greg Starr seconded.

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

Vote being: 5-0 (MOTIONED CARRIED)

2. Approval of Minutes

November 9, 2023

Commissioner Starr moved to approve the November 9, 2023 meeting minutes.

Seconded by Commissioner Van Zandt

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

Those Abstained: Commissioner Don Delaquilla  
Vote Being: 4-0-1 (MOTION CARRIED)

3. Consent Agenda

- a. Request acceptance of highlighted changes in Field/Facility Use Policy in the following sections:
  - i. Section II, A, b.
  - ii. Section II, A, g.

Commissioner Butrimas motioned to approve Section II, A, b. and Section II, A, g.  
Seconded by Commissioner Starr  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,  
Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don  
Delaquilla  
Vote Being: 5-0 (MOTION CARRIED)

4. Update on Demore, Dinda, Bittner Jr. Memorial Pool. Chairwoman Bovee attended the Town Council meeting and they did not vote to close the pool yet. They were also there to support a feasibility study to be led by Steve Wood, Superintendent of Parks & Grounds. Chairwoman Bovee requested their approval so by the end of the year they will be in a better position to give a report on the status of the pool.

5. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, stated the Tinsel Run was great. 141 people finished the run out of 145 registered. The Holiday House Decorating contest is going great. Basketball started last week and the games went pretty well. The Theater Guild held their Nutcracker performance and she discussed doing future things with them. She expects that she will be okay with returning staff but is aiming to hire more staff than we need so we do not end up short life guards.

6. Parks & Grounds

- a. Monthly Report, Jen Ochoa, Director of Community, Recreation and Park Services wanted to note that the bench has been installed at the High School, it is the Chase Anderson Memorial Bench.
- b. State of CT Grant Update, Jen Ochoa, Director of Community, Recreation and Park Services, stated the field is open. We will do a big opening in the Spring. Percival Field is finished and the field was a bit wet but will be ready in Spring. We also paved the walkway to Percival Field as part of the project. The Berlin Little League has a new President. Steve Wood and Jen Ochoa had a meeting with him and he would like to have better communication with Steve Wood and the department about their needs for the field. Jen Ochoa suggested that we start meeting with specific teams and their field usage. Her and Steve Wood will look into the issue. Berlin Youth Soccer will have Percival field back which will be helpful with the scheduling. They will touch base with the American Legion President and Berlin Little League President to work together to use the fields just as they did in the Fall. The new signage went up this week at Biscoglio with the new rules because it is turf now.

Commissioner Don Delaquilla made a motion to add a new item to the agenda discussing the Community Senior Center.  
Seconded by Commissioner Butrimas.  
Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don Delaquilla  
Vote Being: 5-0 (MOTION CARRIED)

Chairwoman Bovee discussed that the Town Council would like to request our Parks and Recreation Commission to adjust the statement of need submitted that is from 2021. The general thought was that the statement of need was too expensive. The Town Council did discuss bringing in a facility. The revisions would be a town funded community senior center but focussed on reducing the size of it. The Town will be hiring a new architect for this project, to ultimately bring both options to referendum. There will be a combined statement of need from the Parks and Recreation Commission and the Commission for the Aging. Chairwoman Bovee did ask the Town Council to tell us how much they were willing to spend but they declined to. Chairwoman Bovee has reached out to the High School for any updates/changes they have for it. She asked the Town Council for a timeline and they estimated April. The architect the town typically uses is Jacunski Humes Architects..

7. Adjournment

Commissioner Starr motioned to adjourn at 7:03 pm.

Seconded by Commissioner Delaquilla.

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

Vote being: 5-0 (MOTION CARRIED)

Submitted by,  
Tiffany Trowbridge-Bernard  
Recording Secretary

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



12/18/2023, 9:13:22 AM



Town of Berlin  
Parks and Recreation Department

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Office (860) 828-7056 • Fax (860) 828-1627  
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*Debra S. Dennis, CPRP*  
*Superintendent of Recreation*

### Parks and Recreation monthly report for January

1. Winter classes are running. Classes include dog obedience, dance, movement, toddlers, Painting w/Peggy, women's volleyball and classes through Personal Euphoria.
2. Contacted last year's aquatic staff and Summer Fun staff to see who is returning and will begin advertising for summer positions soon. Hopefully we get some qualified applicants to be Director and Assistant Director at the Summer Fun site at the Community Center so we can re-open that site.
3. Will soon start to work on summer programs. Looking to offer most of the same programs again this year.
4. Sent back request for fish from fish hatchery and booked dates for fish deliveries in April. Looking at April 19 and 26 for deliveries with derbies on April 20 and 27.

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 December report

#### **News:**

- Cleaned up storm damage
- Installed guardrail Community Garden
- Assisted maintenance in schools changing filters
- Rebuilt Dog Pound sign
- Built bog bridges for open space

#### **Daily**

- Ice Check on Town properties
- Build and rebuild tables and benches
- Fall cleanups

#### **Weekly**

- Garbage & litter
- Wash and clean trucks

#### **Miscellaneous**

- Cleaned shop drains
- Trimmed tree line at Petit Field
- Rebuilt parking lot stencils