

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

Thursday, March 13, 2025
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinc-t-gov.zoom.us/j/83854362372?pwd=6xptTTpSRaAFZhL270kULKNOpFeWTv.1>

Meeting ID: 838 5436 2372

Meeting Passcode: 750423

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
 - a. February 13, 2025
3. Consent Agenda
 - a. Request by Berlin High School Boosters to sell food, beverages and merchandise at sporting events for their 2025/2026 school year.
 - b. Request acceptance of the following donations to go towards the Berlin Parks and Recreation Fishing Derbies held on April 12 and 26, 2025 at Sage Park Pond:
 - i. Berlin Lions Club - \$1,000
 - ii. Cambridge Specialty - \$1,000
 - iii. Kiwanis Club of Berlin - \$200
 - iv. Berlin Polish Political Club, Inc. - \$100
 - v. Mattabassett Rifle & Pistol Club - \$100
 - vi. Kensington Garden Club - \$50
 - c. Request acceptance of a donation from Berlin Lions Club of 2 benches with memorial plaques to be placed at Sage Park Pond in honor of Howie Larson Jr. The value of the benches are about \$500 each and the value of the plaques are about \$43 each for a total donation value of \$1086.
 - d. Request acceptance of the following donations from Friends of Berlin Baseball (BHS baseball booster group) for Zipadelli Field and Baretta Field for a total valued donation of \$2,229.94.
 - i. All Star Nylon Tunnel (net for batting cage) - \$1,499.99
 - ii. Rubber Home Plate (2) - \$59.98
 - iii. Pro Tunnel (net for batting cage) - \$549.99
 - iv. Collegiate Pitch Prot Replacement Net (for L screen) (2) – \$119.98
4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds
 - a. Monthly Report
 - b. Percival Field

c. Demore, Dinda, Bittner Jr. Memorial Pool Complex

6. Adjournment

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Thursday, February 13, 2025
6:00 p.m.
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MEETING

ATTENDANCE:

Commissioners Present: Donna Bovee- Chairwoman, Tony Butrimas, Christine Vale da Serra, Greg Starr, Kerin Heemsoth, Jason Pelletier

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

- a. Ted Johnson and Elaine Erwin Matulis, Kensington Garden Club, Ted Johnson discussed the original design and the adjustments they have redone. The only flowers that are considered pollinators are very early to bloom in the year and due to that time of the year there is very little bee activity. They wanted to encourage usage of plants that minimise maintenance. The grasses proposed are from a supplier from North Carolina, they are planted with a trowel. This will minimize labor costs but will cost about \$1000. The rest of the plants can be simply maintained. Elaine Erwin Matulis confirmed the Kensington Garden Club would install and maintain. The number of plants may have changed from the original proposal. There is an indepth description about the involved plants they will include. Elaine Wrwin Matulis emphasised how this has been on the Kensington Garden Club list. The plants will be organised densely so that weeds would not grow in the area lowering the maintenance. Also a big thank you to Steve Wood for edging the area and helping. Pruning that would need to be done is with the shrubs, but most of the ones in the proposal are under 3 feet and they only are pruned if the shrubs are starting to overgrow into the other shrubs. Bees are a major concern of the Commissioners. There are misconceptions around the native bees that would populate these plants, and if they would sting which is highly unlikely. Ted Johnson recommends putting up signs and using it as an educational opportunity about bees. He has done proposals for other towns and they haven't complained about bees since installment.

2. Approval of Minutes

January 9, 2025

Commissioner Vale da Serra moved to accept the January 9, 2025 meeting minutes

Seconded by Commissioner Starr

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

Those abstained: Commissioner Kerin Heemsoth, Commissioner Jason Pelletier

Vote Being: 4-0-2 (MOTION CARRIED)

3. Election of Chairperson

Commissioner Bovee moved to nominate Lucas VanZandt as Chairperson.

Seconded by Commissioner Starr.

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

6-0 (MOTION CARRIED)

Commissioner Bovee moved to nominate Tony Butrimas as Vice Chairperson.

Seconded by Commissioner Starr.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier

Those abstained: Commissioner Tony Butrimas

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

4. Consent Agenda

- a. 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 24, 2025 from 8:00AM – 2:00PM, with a rain date of Sunday, May 25, 2024. All proceeds will be donated to local veterans.
- b. Request by Berlin Little League to hang presented banners at named locations for the 2025 Spring and Fall Season.
- c. Request by Berlin High School Boosters Association to hang presented banners at named locations for the 2025 – 2026 school year.
- d. Request acceptance of a donation from the Kensington Garden Club of 130 plants valued at approximately \$1,000 and shipping/delivery for \$250 to be planted alongside Little People's Playground.

Commissioner Starr motioned to accept consent agenda items a, b, c

Seconded by Commissioner Butrimas.

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

Vote Being: 6-0 (MOTION CARRIED)

Discussion on when the banners would need to be taken down was answered by Jen Ochoa, Director of Community, Recreation and Park Services. Who said the Associations will be informed of certain dates they would need to be taken down by.

Commissioner Butrimas motioned to accept consent agenda item d with the adjustment to the original plant's value from approximately \$1000 to approximately \$1500.

Seconded by Commissioner Heemsoth.

Those voting against: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier, Commissioner Tony Butrimas
Vote Being: 0-6 (MOTION FAILED)

Steve Wood, Superintendent of Parks & Grounds, wanted to emphasize that their department would need to field complaints and calls. He would like to minimize these pollinator plants. The Commission will need to be cognizant on how we handle the complaints and potentially might have to remove some plants if so. Commissioner Butrimas discussed the berries of the plants would attract birds, mess and rodents. There should be signage with their information, Kensington Garden Club, on it near the planted area. Steve Wood, Superintendent of Parks & Grounds, is in favor of the Grounds Department giving it a shot with the understanding that some things might need to be removed if there are issues. Commissioner Starr stressed that the inkberry plant is dangerous and he feels that plant should be reconsidered. There could be potentially other plants they could replace those with.

Commissioner Butrimas motioned to accept a donation from the Kensington Garden Club of 130 plants valued at approximately \$1,500 and shipping/delivery for \$250 to be planted alongside Little People's Playground, with the stipulations that no plants are planted within 5 feet of the entrance gate and removal of the inkberry plant.

Seconded by Commissioner Vale da Serra.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier, Commissioner Tony Butrimas
Vote Being: 6-0 (MOTION CARRIED)

Commissioner Bovee motioned to add to consent agenda item c, Berlin Little League to be able to sell food, beverages and merchandise for the 2025 baseball/softball season at the following locations: Petit, Dennehy, and Centurelli.

Seconded by Commissioner Butrimas.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier, Commissioner Tony Butrimas
Vote Being: 6-0 (MOTION CARRIED)

5. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, there was a \$1000 donation from the Lions Club for the fishing derby. The cost of fish this year from last year did not increase. She will put more funds into the town budget to try and offset that increase in the future. There needs to be an increase in donations. The enrollment in dance classes has been consistently full. The Line Dancing classes are full and it is a lot of people who might have never done a program with Parks and Recreation before. When they attempted to have a Red Cross Certification program in August, there were only a few sign ups. A lot of staff are returning this summer.

There is a reimbursement for them to take this Certification in a different town. There is also further training provided once employed.

6. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, put together a welcome letter for the new Commissioners. This explained what their departments purview is and the expanse of their departments focus and differentiation between the Parks and Recreation Department. There has been discussion on Social Media about plowing the ice for ice skating. There is currently no policy on ice measurements and skating so they will be creating one. They will utilise the DEEP regulations which outlines they will check the ice, daily, for skating and once skating is opened up, they will not recheck the ice until there is a weather reason to check. They want standardization regarding their ice policy. Willard School had asked their department to build eight new picnic tables and they wanted them in their school colors. They are extremely happy. There are alot of complaints about the sightlines near the entrance to Pistol Creek, they have since opened these sightlines up and there has been positive feedback. It was brought to their attention that diving platforms needed repairs. Those were brought in and repaired.
- b. Soccer West and Sage Auxiliary, Steve Wood, Superintendent of Parks & Grounds, has purchased two growing mats. These are 50x50 quares that look like plastic, it's a breathable material, it helps the grass grow and germinate. These were \$900 a piece and they think that growing mats might be the best way to invest in their longevity. Currently the fields are closed until April 1st, unless authorised by Steve Wood or Jen Ochoa. If anyones on the field prior to that they would be able to pick it up on cameras and are usually able to identify the group. The grow mats have been only tried at Sage Auxiliary. Currently we are the only town in the surrounding area that allows public skating, at Papergoods, Willard, Hubbard and Sage. There are areas they rope off to deter people from venturing into depending on the ice. Commissioner Starr asked about the monument signage for the Demore, Dinda, Bittner Jr. Memorial Pool. Doro construction is going to pour a pad of concrete and will be moved. They have approved the \$207,000 to rebuild the playground.
- c. Percival Field, Steve Wood, Superintendent of Parks & Grounds, has an As-Built survey. There are a few wet spots and the US pitchcare has to return but they can't while there is snow.
- d. Feasibility Study Update, Jen Ochoa, Director of Community, Recreation and Park Services, was presented to the Town Council and it was referred to the Public Building Commission. They were able to get onto that evening's agenda. Steve Wood will go to that meeting.

Commissioner Bovee wanted to give a special thanks to the Commissioners and the Staff, Steve Wood, Debbie Dennis, and Jen Ochoa.

7. Adjournment

Commissioner Starr moved to adjourn at 7:19 PM
Seconded by Commissioner Bovee

Those voting in favor: Those voting in favor: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier, Commissioner Tony Butrimas
Vote Being: 6-0 (MOTION CARRIED)

SUBMITTED BY,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK

A handwritten signature in black ink, appearing to read "Kelly Gould", is written over the printed text of the stamp.

2/25/2025, 11:40:44 AM

Berlin Lions Club, Inc.



Chartered: October 27, 1941

Berlin Lions Agricultural Fair, Inc.

Berlin Lions Charities, Inc.

Town of Berlin

Parks & Recreation Commission

230 Kensington Road

Berlin, CT 06037

February 26, 2025

Dear Director Ochoa,

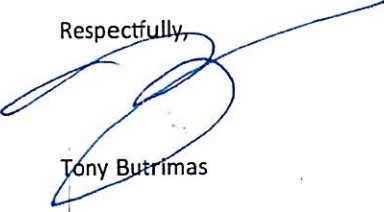
The Berlin Lions Club, Inc. would like to donate two (2) benches with memorial plaques to be placed at the pond at Sage Park in honor of recently deceased Lion Club Member, Howie Larson, Jr.

The benches have a value of \$500.00 each and the plaques have a value of \$43.00 each, for a total donation of \$1,086.00. The benches are made and ready to be placed upon approval of the Town.

Additionally, The Berlin Lions Club extends an invitation to the Parks & Recreation Commission members and the Town Council Members to attend a dedication ceremony to be held on Sunday, April 27, 2025 during the Jr. VIP (visually impaired person) fishing day at the pond at Sage Park.

Please feel free to contact me with any questions.

Respectfully,



Tony Butrimas

VP, Berlin Lions Club

(860) 778-5159

butrimas@comcast.net





**Howard "Howie" Larson Jr.
Dedicated April 27, 2025
Berlin Lions Club Member**

**Howard "Howie" Larson Jr.
Dedicated April 27, 2025
Berlin Lions Club Member**



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

Debra S. Dennis, CPRP
Superintendent of Recreation

March monthly report

1. We received a couple applications for Pool Attendant, several applications for Lifeguard and one for WSI/Lifeguard. We only received a few for Summer Fun Supervisor so we have extended the deadline for WSI/Lifeguard and Summer Fun Supervisor until the middle of March.

Interviews will be conducted middle to end of March into April.

2. The Easter Candy Hunt is scheduled for Saturday, April 12 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.

Fishing Derbies will be held April 12 and 26 at Sage Park Pond from 8-10 a.m.

3. There are several projects going on at the schools this summer so that has drastically limited availability to run Skyhawks camps. We will be able to run the evening camps at Hubbard and basketball and volleyball camp at Berlin High School but will have to wait until next year to offer the six other camps we normally run.
4. We are looking to open Percival Pool on June 14, swim team will start the week of June 16. The Summer Fun program will start June 23. We will be closed on June 19 so swim team will be cancelled but Percival will be open 12-6 p.m.
5. Spring program registration will begin March 10. 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

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds February report

News:

- Built six new tables for Scalise
- Prep greenhouse for flowers
- Plow snow
- Drivers training

Daily

- Slip and fall protection town properties

Weekly

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

Miscellaneous

- Repair brick entrance to Community Center and Library
- Ballfield inventory
- Pickup broken curb from plow damage
-

***DEMORE, DINDA, BITTNER JR. MEMORIAL
POOL COMPLEX
NEEDS STATEMENT***

March 11, 2025



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1. INTRODUCTION

The Town of Berlin is seeking to enhance its recreational offerings by redeveloping Demore, Dinda, Bittner Jr. Memorial Pool Complex into a multi-functional park that meets the growing needs of residents. This proposed redevelopment will include a splash pad, new pool house, pickleball courts, additional parking, and a playground, providing a diverse range of amenities for individuals and families of all ages. With an increasing demand for accessible and engaging outdoor spaces, this project aims to foster community well-being, encourage physical activity, and create a vibrant gathering place for recreation and social interaction. This Statement of Needs outlines the necessity, benefits, and anticipated impact of these amenities, emphasizing their role in improving the quality of life for our residents.

2. PROJECT DESCRIPTION

2.1 NEED

Originally constructed in the 1970's, the Demore, Dinda, Bittner Jr. Memorial Pool Complex consists of a 4,500+/- s.f. main pool, a 575+/- s.f. wading pool, a 1,550+/- s.f. pool house, tennis courts, and a parking lot.

The main pool and wading pool have been closed since 2024 due to their current conditions and a decline in attendance. When it last opened, the pool was losing 5 to 7 inches of water a day. The pool has received some minor repairs, with the only major repair to the pool taking place in 2013 when it was re-plastered. To bring the pool and surrounding deck to a satisfactory condition to re-open it is recommended, but not limited to, that the following improvements are made:

- Replacement of the pool liner and coping.
- Concrete pool deck repairs or replacement for ADA compliance.
- Repairs to the wading pool pumps and circulation system.
- Replacement of the diving board, stair rails, and other accessibility features.
- Improvements for ADA compliance for entering and existing the main pool and wading pool.

The pool house needs renovations or replacement to bring the building to the current building and ADA code compliance. The building roof is at the end of its life-span, there are signs of building settling and structural repairs are necessary, the M/E/P systems need updating and replacement, and other improvements are needed for compliance with the Connecticut State Building Code for life safety and accessibility.

Prior to closing in 2023 the pool was also closed for COVID in 2020 and a steady decrease in attendance has been witnessed since.

<u>YEAR</u>	<u>ATTENDANCE</u>
2017	3,059
2018	2,497
2019	2,307
2020	CLOSED
2021	1,043
2022	931
2023	CLOSED
2024	CLOSED

The DDB Memorial Pool Complex also includes a battery of two (2) asphalt tennis courts. The courts have reached the end of their life cycle and have cracking, settling, and delamination throughout the playing surface. The surrounding chain-link fence has posts that have heaved and are leaning, as well as significant warping to the mesh fabric. Additionally, the courts do not currently have an accessible means of access from the adjacent parking lot.

2.2 PROJECT SCOPE

After reviewing the current conditions and various options for improvements, and with the understanding that attendance has been declining, the recommendation for renovations to DDB Memorial Pool Complex in phases as follows:

PHASE 1

- Replacement of the existing main pool, wading pool, and concrete deck with a new 1,500 – 2,000 s.f. splash pad (including all mechanical and pump system components).
- Demolish and construct a new 1,250+/- s.f. pool house building.
- Remove and replace perimeter chain-link fencing.
- Construct 20+/- additional parking spaces.
- Remove and replace perimeter chain-link fencing.

PHASE 2

- Demolish the existing tennis courts and construct new post-tensioned concrete pickleball courts in their place (including perimeter fencing).
- Construct a new park and playground between the splash pad constructed during phase 1 and the new pickleball courts.
- New accessible access pathway from the parking lot to the pickleball courts and playground.

2.3 **OPINION OF PROBABLE PROJECT COST ESTIMATES**

The opinion of probable project cost estimate is based on the information available at the time of preparation for an anticipated project construction in 2026. It is not a binding contract, quote, or guarantee of final costs. Actual costs may vary due to factors such as market fluctuations, material availability, labor rates, unforeseen conditions, or project scope changes. Any changes to the scope, materials, unforeseen conditions, or timing may impact the final cost.

PHASE 1

<u>SCOPE</u>	<u>ESTIMATED COST RANGE</u>
Pool House Replacement	\$1,150,000 - \$1,250,000
New Splash Pad	\$1,750,000 - \$1,925,000
New/ Expanded Parking Lot	\$350,000 - \$400,000

PHASE 2

<u>SCOPE</u>	<u>ESTIMATED COST RANGE</u>
Tennis Courts to Pickleball Courts Conversion	\$625,000 - \$700,000*
New Playground and Park Improvements	\$400,000 - \$550,000*
Accessibility and Site Improvements	\$150,000 - \$200,000*

**Estimated cost ranges do not include escalation beyond 2026.*

Appendix A: REFERENCES

Demore, Dinda, Bittner Jr. Memorial Pool Complex Presentations

The following table summarizes the documents referenced in this document.

Meeting	Date
<i>Town Council Meeting</i>	<i>October 15, 2024</i>
<i>Town Council Meeting</i>	<i>November 12, 2024</i>
<i>Parks Commission</i>	<i>December 12, 2024</i>
<i>Town Council Meeting</i>	<i>January 21, 2025</i>
<i>Public building Commission</i>	<i>February 13, 2025</i>