

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

Thursday, June 12, 2025
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlingov.zoom.us/j/88022817146?pwd=WEylc2LZ4sKlvbwIEkFkWZcsE2QbWW.1>

Meeting ID: 880 2281 7146

Meeting Passcode: 794337

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
 - a. May 8, 2025
3. Consent Agenda
 - a. Request approval for the Class of 2026 to sell food and beverages at Berlin High School events during the fall of 2026.
4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds
 - a. Monthly Report
 - b. Disc Golf Update
 - c. Demore, Dinda, Bittner Jr. Memorial Pool Complex Update
6. Adjournment

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Thursday, May 8, 2025
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

ATTENDANCE:

Commissioners Present: Lucas VanZandt- Chairman (on Zoom), Donna Bovee, 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

Chairman Lucas VanZandt called the meeting to order at 6:00 p.m.

Meeting Agenda

1. Audience of Citizens

- a. Adam Napotnik, 37 Circular Street, North Attleboro, MA 02760, Napalm Kicking wants to run a camp on August 10th. They are utilising track bands, these bands track the kids data and the participants can then submit these for recruitment. The camp will be a full day on August 10th. They are also prepared

2. Approval of Minutes

April 10, 2025

Commissioner Starr moved to approved minutes for April 10, 2025

Seconded by Commissioner Pelletier

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

Vote Being: 7-0 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Alex Josyln Soccer, LLC to charge a registration fee of \$125 for a youth soccer camp that will take place July 7, 2025 – July 10, 2025 from 5:30PM - 7:30PM at Sage Auxiliary Field. The camp will have approximately 25 children.
- b. Request by Dinesh Patel of Ektamandal for permission to consume alcoholic beverages (BYOB) beer and wine and charge a fee of \$10 at Sage Park Pavilion for a family picnic on Friday, July 4, 2025 from 11:00AM – 8:00PM. There will be about 80 guests of all ages. Food will be served buffet style with no entertainment except for organized games on the field. Insurance will be obtained.
- c. Request by Adam Napotnik of Napalm Kicking to charge a registration fee of \$200 - \$300 for a Specialist Training Camp that will take place Sunday, August 10, 2025 at Scalise Field from 9AM – 5PM. The camp will have approximately 30 participants.

Commissioner Vale da Serra moved to accept agenda item a-c

Seconded by Commissioner Starr

Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Tony Butrimas, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier
Vote Being: 7-0 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, has newer policy requirements for summer staffing so there have been adjustments to this. They are still interviewing for positions as of the past week. They plan to open June 14th for the pool. They might look into holding only one Fishing Derby day next year.

5. Parks & Grounds

- a. Monthly Report, Commissioner Butrimas wanted to thank Steve Wood for the Ground's Departments work on the Fishing Derby area. He felt Sage Park looked awesome and something to be proud of.
- b. Connectivity Grant Support Letter, Jen Ochoa, Director of Community, Recreation and Park Services, discussed a support letter drafted by the Planning and Zoning Department. They are requesting the Commission's blessing on it. This would allow for better access to parks and fields in town.
- c. Disc Golf Update, Steve Wood had walked the course for Disc Golf with the Town Manager and Mayor and discussed how they are progressing with the project.
- d. Arts and Culture Committee Request, Jen Ochoa, Director of Community, Recreation and Park Services, discussed the grant that the Town of Berlin has received for arts and community development and Chris Edge has requested a member of the Commission to participate in the community planning insight meeting. Commissioner VanZandt offered his service in this capacity.

Discussion on the Petit Ceremony and discussion on how great the fields were looking. Percival Field is in great condition. It is handling the rain better but it is still a developing process. There was a great clean up project on Ragged Mountain and there were multiple bags of trash cleaned up. Thank you to Commissioner Bovee for discussing with the Public Building Commission about their East Berlin pool project.

6. Adjournment

Commissioner Starr motion to adjourn at 6:46 pm

Seconded by Commissioner Vale da Serra.

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

Vote Being: 7-0 (MOTION CARRIED)

SUBMITTED BY,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



5/14/2025, 9:05:18 AM

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

Thursday, May 8, 2025
6:00 p.m.
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MEETING

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Meeting ID: 893 0381 5803

Meeting Passcode: 731532

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

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 - c. Disc Golf Update
 - d. Arts and Culture Committee Request
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230 Kensington Road • Berlin, CT 06037

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6:00 p.m.
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MEETING

ATTENDANCE:

Commissioners Present: Lucas VanZandt- Chairman (on Zoom), Donna Bovee, 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

Vice Chairman Tony Butrimas called the meeting to order at 6:01 p.m.

Meeting Agenda

1. Audience of Citizens

No Audience of Citizens

2. Approval of Minutes

March 13, 2025

Commissioner Starr moved to approved minutes for March 13, 2025

Seconded by Commissioner Pelletier

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

Vote Being: 7-0 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Vincent Carbonell of the Spanish American Cultural Club for permission to consume alcoholic beverages (BYOB) for a summer picnic at Timberlin Park Pavilion on Saturday, June 7, 2025 from 9:00AM – 6:00PM. There will be approximately 50 people in attendance ranging from ages 40 to 70. Food will be served buffet style. Insurance will be obtained if the alcohol permit is approved.
- b. Request approval for Metro Swim Team to sell swimsuits, caps, goggles, bungee cords, etc. on June 23, 2025 at Percival Pool to participants on the Berlin Dolphin Swim Team, and to waive the vendor fee of \$200.
- c. Request approval for Berlin Dolphins Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2025.
- d. Request by Debra Tubbs of Rock & Roll Ice Cream for permission to sell ice cream, snacks and beverages from her ice cream truck at Pistol Creek, Percival Pool, Berlin Community Center, town playgrounds and Sage Park when concession is not in use for 2025.
- e. 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 VFW Post 10732 - \$100

- f. Request approval for Berlin Youth Football to sell food at their home games for the 2025 season.

Commissioner Vale da Serra moved to accept agenda item a-f

Seconded by Commissioner Pelletier

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

Vote Being: 7-0 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report, Debbie Dennis Superintendent of Recreation, is still accepting applications for Summer Fun and the Pool; with preference for WFSI Certification. Wants to hire more staff than needed to help with the gap for succeeding years. The funding for part-time opening is still available. There was a building evacuation due to an air conditioning malfunction. The air conditioner was on the list to be replaced by Facilities and the Board of Finance has mentioned they will replace it. It is estimated to be repaired around August.

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds wanted to recognise the photos will be included to highlight the things the Department has gotten done each month. They have purchased an autonomous paint sheet which is operated by GPS. This machine cuts down the time significantly as well as it being incredibly helpful with the field maintenance. There was a phone call from a concerned resident about the bleachers at Hubbard. They have a company who inspect the bleachers and have contacted the Berlin Little League and Board of Education that they will be replaced.
- b. Greenhouse Update, Steve Wood, Superintendent of Parks & Grounds, all of the flowers have come in around 5500 plants. The weather has not been conducive to the greenhouse but the Kensington Garden Club will select plants for their project then they will install the rest throughout town.
- c. Demore, Dinda, Bittner Jr. Memorial Pool Monument, Steve Wood, Superintendent of Parks & Grounds, will be recreating stone, ripping out the boxwoods, and putting together mock ups for the signage.
- d. Hubbard Field lights, Steve Wood, Superintendent of Parks & Grounds, two companies had to come in and secure the lights. They are having someone inspect it to see if the same base can be used and looking at a 2-3 month timeline for it to be operational.
- e. Pollinator Bees, Steve Wood, Superintendent of Parks & Grounds, stated the pollinator bees came out at the Little People's Playground. They had Advanced Pest Control send out an informational statement to discuss their recommendation about not killing the bees and now they will be back next year around the same time but leave in the interim.
- f. Percival Field, Jen Ochoa, Director of Community, Recreation and Park Services, US PitchCare has rumored to have closed its business and closed its doors. They will be utilising the Town's lawyer to pursue next steps. The good news is that the field is playable and currently usable for the season.

In regard to the vandalism, Steve Wood, Superintendent of Parks & Grounds, stated they have trail cameras now set up to hopefully help. Barricades have been added to help deter the driving of vehicles on the grass. As of this meeting no one has been found responsible in regard to the incident. The locks have also been welded to the chain so there is no ability to remove it from the gate anymore. The cameras have become in handy because the Grounds Department can see even if the gates are left open.

6. Adjournment

Commissioner Van Zandt motion to adjourn at 6:26 pm

Seconded by Commissioner Starr.

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

Vote Being: 7-0 (MOTION CARRIED)

SUBMITTED BY,

Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



4/21/2025, 11:07:15 AM



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

May monthly report

1. Sent out paperwork for summer staff, new and returning.
2. Working on entering new staff and have emailed all staff about blood borne pathogens program through Travelers/iTrainStation. Also sent out Mandated Reporter training to the Summer Fun staff and WSI's. Coordinating first aid/CPR training for Summer Fun staff with Hunter's.
3. Will begin opening and closing p.o.'s for the end of the fiscal year.
4. The Easter Candy Hunt was held on Saturday, April 12 at Berlin High School. Numbers were pretty good, over 200 kids participated. Everyone seemed happy and kids left with many goodies!

For the first time in 30 years, other than during Covid, I had to cancel the 3-7 year old fishing derby. Cold mist/rain and predicted windchills in the 20's were a little too cold to have the young kids, parents, grandparents and my staff sit out in the elements. We combined all age groups for the April 26 derby. We had over 100 kids register but only roughly 50 kids showed on April 26, with overcast skies and some mist/rain.

5. We started to register for household, senior and individual swim passes and will begin registration for swim lessons, the end of May/beginning of June. Registration for other programs has also begun.
6. We had registration for the Summer Fun program at The Creek, and as of now filled all but 1 spot plus most waiting list spots.
7. Started ordering supplies for Summer Fun program and Aquatics.
8. Started working on updating staff manuals for Aquatics and Summer Fun program.

Debbie



Town of Berlin
Parks and Grounds
15 Town Farm Lane - Berlin CT
Office 860-828-7025
Fax 860-828-7124
E-mail swood@berlincat.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds April report

News:

- Stocked Sage Park assisted out with the LIONS VIP fishing derby
- Installed new benches in honor of Howie Larson
- Cleared the bank and hill Centurelli for new pedestrian path
- Fertilized all athletic fields
- Demore, Dinda, Bitner Jr monument moved to Veterans Park
- Installed new sign for the library
- Put up windcreens Zipadelli, Sage 1 and McGee

Daily

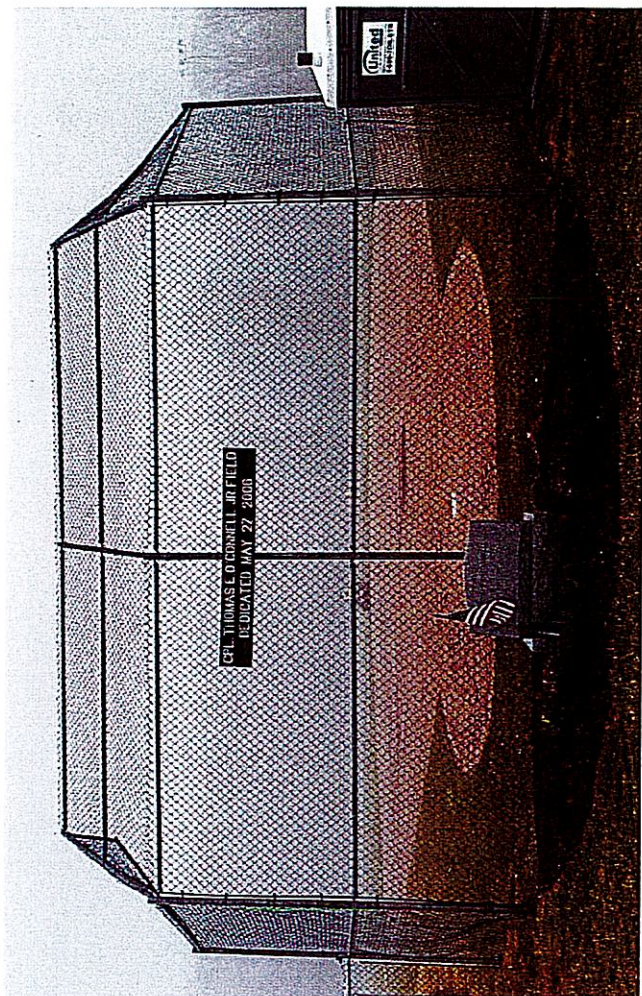
- Mow
- Groom and line ballfields
- Water and deadhead flowers

Weekly

- Garbage & litter
- Wash and clean trucks
- Service mowers and equipment
- Paint athletic lines

Miscellaneous

- Demore, Dinda, Bitner Jr monument moved to Veterans Park
- Removal and installation of new swing Hubbard School
- Assist with trash collection Grassroots' Ragged Mountain
- Started up irrigation
- Thatched athletic fields and small parks



CORPORAL THOMAS E. O'CONNELL JR. FIELD

Dedicated May 27, 2006

April 2, 2025

Ryan Curley
Town Manager
240 Kensington Road
Berlin, CT 06037

Re: Berlin 2025 Community Connectivity Grant Program Application

Dear Mr. Curley:

On behalf of the Berlin Parks and Recreation Commission, I am writing to express support for the Town of Berlin's 2025 Community Connectivity Grant Program (CCGP) application for sidewalk improvements. The Parks and Recreation Commission is interested in providing students and families with sidewalk routes that are safe and healthy alternatives to access school facilities, nearby parks, and recreational areas.

The proposed sidewalk segments will provide better access to Clark's Grove Park, Thomas O'Connell Jr. Field, Demore, Dinda, Bittner Jr. Memorial Pool and tennis courts, Pulcini Field, Garrity Field, Griswold elementary school, and a proposed future splash pad. The proposed new sidewalk segments on Berlin Street to Grove Street are near Hubbard School, and those from Alling Street to Heather Lane are near Griswold School. These new segments will provide pedestrian access between these schools and recreational areas.

Thank you for prioritizing investments in sidewalk improvements that enhance the well-being and safety of all members of our community.

Sincerely,

Lucas Van Zandt

Chairperson Parks and Recreation Commission

Berlin Arts, Culture & History Walk

The Town of Berlin, in coordination with the State of Connecticut Office of the Arts and the National Endowment for the Arts (NEA) is working on a walk along Farmington Avenue which will pass by the Berlin Train Station and a good portion of our commercial corridor. There has been a growth of businesses in that area including new restaurants, a brewery, apartments and more. We are looking to get Berlin residents and those who work here to be more active and walk along Farmington Avenue. Our vision includes 4 to 6 benches along this walk (trail), which will not only provide a spot to sit for those of all ages, but will also be decorated with public art, likely art with historic Berlin themes.

The walk would begin and end at interesting locations that seem to be perfect for a walk of this type. On one end is Deming Park and the Lucille Miccaci Memorial, at the corner of Main Street and Kensington Road. This park was transformed through a generous donation from Tony Miccaci and his family. Lucille, Tony's wife of 50+ years passed away and in honor of her, the park was renewed with the center point being a gazebo with a statute of Lucille reading to her grandchildren. The other end of the proposed Art, Culture, and History walk would be at Veterans Park, is located between Massirio Drive and Farmington Avenue and is adjacent to Stop N Shop. Over a 15+ year period, Veterans Park has transitioned from a materials storage yard to a Town park that celebrates veterans in all branches of the military and has a walking path that describes and highlights veteran's contributions in each war that the United States has been part of. The walk is incredibly educational for students and adults alike. I have attached some photos from their website to this narrative.

As part of the effort to get residents of Berlin moving, we believe this walk will be beneficial for a number of reasons including helping to spread art, culture and history as part of the walk. The benches themselves will be from BARCO, who is a firm that we have ordered benches from many times in the past. The benches are very sturdy and are great in the 4 seasons of New England weather.



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E-mail ddennis@berlinct.gov

Debra S. Dennis, CPRP
Superintendent of Recreation

June monthly report

1. Had aquatic staff training on June 7, everything went well.
2. Equipment was brought out to Percival for inspection, CCHD inspected the pool on June 5 and passed it to open for the season. Worked on aquatic staff manual. Percival set to open June 14.
3. Worked on Summer Fun staff manual. Staff training to be held June 20. Camp starts June 23. I had two staff quit right after Memorial Day so I had to scramble to hire two new staff.
4. Coordinated various training requirements for the staff including Sexual Harassment, first aid and CPR and Mandated Reporter. Gathered necessary paperwork for new and returning staff.
5. Ordered supplies, bathing suits for guards and staff t-shirts for all staff.
6. Opening and closing p.o.'s for the end of the fiscal year and going through supplies to order what is necessary to start the pool and summer programs.
7. I have staff going through Epi Pen and Medication Administration training to be prepared in case any campers need assistance.
8. Coordinated with vendors/staff running our camps this summer, to keep them updated on numbers.
9. Started booking groups at the Community Center for the fall/winter/spring.

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 May report

News:

- Cleared and prepped the area at Centurelli Field for new walking path
- Washed cleaned and painted Percival Pool with Facilities
- Planted all flower beds around Town of Berlin
- Assisted with setting up and breaking down the UPBEAT Picnic
- Added catch basin and gutter drains to P&G storage building at Sage Park
- Cleanup and get all war memorials ready for Memorial Day
- Removed dead trees and milled area at Dennehy Field

Daily

- Mow
- Groom and line ballfields
- Water and deadhead flowers

Weekly

- Services and repair irrigation around Town of Berlin
- Garbage & litter
- Wash and clean trucks
- Service mowers and equipment
- Paint athletic lines

Miscellaneous

- Put flags up on Farmington Avenue
- Berlin Fire Department Car Show
- Mulched small parks
- Barrowed Rocky Hills large area mower
- Put up and took down referendum signs
- Delivered woodchips community garden
- Fix mommy and me swing at Little Peoples Playground