

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

Thursday, December 11, 2025
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/82418927701?pwd=hW1GuwpTLiHCLn7JKLiyXgoqSl2Wpa.1>

Meeting ID **824 1892 7701**

Meeting Passcode: **547542**

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
 - a. November 13, 2025
3. Consent Agenda
4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds
 - a. Monthly Report
6. Adjournment

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

ATTENDANCE:

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

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. Linda Kozlenko, 17 Streamside Lane, part of a group of quilters in town and out of town residents that meet regularly to quilt together. They are hoping to rent a space in the Community Center to quilt together. The group would pay the non-resident fee.
- b. Carol Thompson, 421 Savage Hill Road, is also part of the quilter group. They would like the space to quilt together.
- c. Mark Cichocki, 400 Percival Avenue, believes the town would benefit from a community spot where kids can skateboard and bicycle. He described the benefits to having an area dedicated to these activities such as creating resilience, stress release, positive skills, etc. The emphasis is having a facility that has half pipes, ramps, etc. that are built safely and are regulated. There are a few companies that build these but would be around 1 million dollars for the project.
- d. Colin Asklar, 156 Overhill Drive, wanted to ask about potential locations a Skate Park could go within the Town.
- e. Emilie Jensen, 16 Edgerly Street, wanted to ask about splitting portions of the project for a Skate Park in the future with crowdsourcing.
- f. Noah Cichocki, 400 Percival Avenue, wanted to express that they would be interested in gathering data from their classmates to gauge interest.
- g. Tai Cichocki, 400 Percival Avenue, believes it's a common issue that parents leave Berlin to access facilities in other towns and urges the town to think about adding a Skate Park as another amenity parents are seeking.

Discussion pertaining to location that the Skate Park could potentially be were discussed due to the logistics of it wanting to be a 24/7 available location. It was suggested that the citizens interested in this project to keep building momentum in town about it and discussing it with other

townsmembers. It was also suggested that they coordinate and do research on the project they are proposing.

2. Approval of Minutes October 9, 2025
Commissioner Bovee moved to approved minutes for October 9, 2025
Seconded by Commissioner Starr.
Those voting in favor: None
Those opposesd: Chairman Lucas VanZandt, Commissioner Christine Vale da Serra,
Commissioner Jason Pelletier, Commissioner Tony Butrimas, Commissioner Kerin Heemsoth,
Commissioner Donna Bovee, Commissioner Greg Starr
Vote Being: 0-7 (MOTION DENIED)

Commissioner Bovee moved to approved minutes for October 9, 2025 with a change of
"Biscoglio Turf"
Seconded by Commissioner Pelletier.
Those voting in favor: Chairman Lucas VanZandt, Commissioner Christine Vale da Serra,
Commissioner Jason Pelletier, Commissioner Tony Butrimas, Commissioner Kerin Heemsoth,
Commissioner Donna Bovee, Commissioner Greg Starr
Vote Being: 7-0 (MOTION CARRIED)

3. Consent Agenda
 - a. Request approval and acceptance of changes made to Fee Schedule to go into effect in 2026.
 - b. Request acceptance of the 2026 and January 2027 meeting dates of the Parks and Recreation Commission as presented.

Commissioner Butrimas moved to approve consent agenda item a and b
Seconded by Commissioner Starr.
Those voting in favor: Those voting in favor: Chairman Lucas VanZandt, Commissioner
Christine Vale da Serra, Commissioner Jason Pelletier, Commissioner Tony Butrimas,
Commissioner Kerin Heemsoth, Commissioner Donna Bovee, Commissioner Greg Starr
Vote Being: 7-0 (MOTION CARRIED)

4. Parks and Recreation
 - a. Monthly Report, Debbie Dennis, Superintendent of Recreation, discussed the Tinsel Run and excitement towards it around town. Trunk or Treat was a success as well. Commissioner Bovee wanted to ask about their budget and the timeline for our Capital budget meetings. Steve Wood, Superintendent of Parks & Grounds, listed items on the Capital Budget list such as redoing the bridge at Veterans Park, irrigation pump at Sage should be replaced, they need a new pickup truck and a large area mower, redoing the Community Playground geared for teenagers/more athletic tasks, redoing sidewalks at McGee.
 - b. Group Rental at Community Center, Debbie Dennis, Superintendent of Recreation, wanted the Commission to approve their usage because of its unique request. The Commission supports the group renting a room.
5. Parks & Grounds
 - a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, the food pantry delivery to Pistol Creek and the event was a success and thank you to Social Services for doing that project. The lip on the backside of Centurelli was fixed and updated with sod. The Town celebrated 250th at Meeting House, the event was great and coordinated the rental of the

chairs. Signage was hung in time for Senior Night's for Soccer and Football. The Luminaries also looked great in town.

- b. Demore, Dinda, Bittner Jr. Memorial Pool Complex Project Update, Chairman VanZandt updated on the Commission meeting. There were a few options sent to them about this project and they unanimously chose a contractor; Weston and Samson. Commissioner Bovee also expressed the process was easy to navigate so far and their commission will then vote on the project the contractor proposes. This is on the Town Council agenda for November 25th. The project's proposed cost is \$365,400.

Discussion by the Commissioners about the investment in Cameras for Sage Park because of the motorized bikes and incidents damaging the fields.

Commissioner Bovee motioned to approve their choice of Weston and Samson as a contractor. Seconded by Commissioner Starr.

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

6. Adjournment

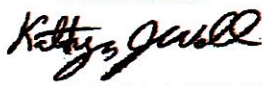
Commissioner Bovee motion to adjourn at 7:05 pm.

Seconded by Commissioner Starr.

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

SUBMITTED BY,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



11/18/2025, 2:55:52 PM



Town of Berlin
Parks and Recreation Department
230 Kensington Road • Berlin, CT 06037
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Debra S. Dennis, CPRP
Superintendent of Recreation

Parks and Recreation monthly report for December

1. Winter class registration is going on now.
2. Numbers for December special events – Santa's Parlor 38 kids, down from last year. We cancelled Tuesday, due to the weather, and held it Wednesday.

Tinsel Run 123 people finished, 133 registered. Tinsel Run numbers were great this year, we were very pleased with the turnout.

We will judge the houses for the Holiday House Decorating contest the week of December 15.

3. Basketball teams started practicing after Thanksgiving and will start games December 13. We currently have 172 total participants, down slightly from last year. I hired several new staff. I have been working on practice schedules for January.
4. Submitted budget for fiscal year 2026-27. Increases for staff based on minimum wage increase by the State for January 2026 and anticipated increase January 2027. I submitted again for a full time Recreation Supervisor position.
5. Around the holidays, I will be contacting last year's summer staff to see who will be returning and at the end of the month I will begin advertising for open positions.

Debbie



Town of Berlin

Parks and Grounds

15 Town Farm Lane - Berlin CT

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E-mail swood@berlinct.gov

Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds November Report

News:

- Resod south goal Sage Aux
- Put up Christmas tree Micacci Park
- Grow covers Sage Aux
- Sitework care takers home mobile home park

Daily

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

Weekly

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

Miscellaneous

- Decorate Town properties with lights
- Assist with Veterans Day Ceremony
- Shockwave Percival Soccer
- Wash and clean EB Pool
- Cutout lips and redid pitchers Zipadelli,
- Laser grade fields

**November 2025
With The Parks &
Grounds Department**

Resod south goal Sage Aux



Put up new Christmas tree at Micacci Park

