

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

Thursday, September 8, 2022  
6:00 p.m.  
SPECIAL MEETING  
Board of Education Conference Room

Join Zoom meeting

<https://berlinct->

[gov.zoom.us/j/85904185708?pwd=bkY1WTYweGR5THBINVZXeHVBTWlhodz09](https://berlinct-gov.zoom.us/j/85904185708?pwd=bkY1WTYweGR5THBINVZXeHVBTWlhodz09)

Meeting ID: 859 0418 5708

Meeting Passcode: 188016

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
  - a. August 11, 2022
3. Consent Agenda
  - a. Request acceptance of a donation of a maximum of 20 straw/hay bales, valued at approximately \$180 to be used for our Scarecrow building workshop for the 2022 Scarecrow Festival.
4. Parks and Recreation
  - a. Monthly Report
  - b. Summer 2022 Program Statistics
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, August 11, 2022  
6:00 p.m.

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee - Chairwoman, Don Dellaquila, Tony Butrimas, Greg Starr

**Commissioners Present via Zoom:** Joe Pulcini

**Commissioners Absent:** Andrew Legnani

**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 6:01 p.m.

**Audience of Citizens**

- a. Dinesh Patel, 66 Deerfield Drive- Mr. Patel is requesting approval to use the Sage Park Pavilion on September 5th for a family picnic and permission to consume alcoholic beverages (BYOB). He will also be charging a fee for the food, which is served buffet style. He is aware of the Soccer Jamboree occurring at the field and asked guests to carpool. He expects 30 cars and states he will start setting up at 11 a.m. and about 85 people are expected to come. He understands that he is in charge and being held accountable. TULIP insurance will be obtained and he is charging \$10 per adult to cover food costs.
- b. John Rozario, 50 Veza Street- Mr. Rozario from Alicia Ice Cream is requesting to sell soft serve ice cream at Sage Park from their ice cream truck, when concession is not in use, for the remainder of 2022. He already has permission to sell in town but wants access to the Sage Park area. In the past, multiple trucks have had permission to use the same area but Chairwoman Bovee wanted to make sure he was aware there is other competition.
- c. Paul Boutin, 86 Bannan Lane- Mr. Boutin is requesting permission to consume alcoholic beverages (BYOB) at Timberlin Park Pavilion for a Retirement/Anniversary Picnic on September 10th from 1:00-6:00 p.m. There will be about 25 people and food will be served buffet style. TULIP insurance will be obtained.

**Approval of Minutes**

**June 9, 2022**

Commissioner Don Dellaquila moved to approve the June 9, 2022 meeting minutes with the following amendment Item 1c "from 250k to 60k" to 2500

Seconded by Commissioner Greg Starr

Those voting in favor: Commissioner Dellaquila, Commissioner Pulcini, Commissioner Starr, Chairwoman Bovee

Those Abstained: Commissioner Butrimas

Vote being: 4-0-1 (MOTION CARRIED)

**July 1, 2022**

Vice Chairman Don Dellaquila moved to approve the July 1, 2022 meeting minutes

Seconded by Commissioner Tony Butrimas

Those voting in favor: Commissioner Dellaquila, Commissioner Butrimas, Chairwoman Bovee

Those Abstained: Commissioner Starr, Commissioner Pulcini

Vote being: 3-0-2 (MOTION CARRIED)

**Consent Agenda items a through c**

**a. Consent A**

Commissioner Pulcini asked about other events happening at the field and it was reiterated that there was a Soccer Jamboree happening that will have about 7 or 8 other high schools in attendance. There are outside buses, schools, parents, etc. attending and it is an event ending about 4:00. Commissioner Butrimas raised concerns about having enough parking for parents of soccer players. Mr. Patel's event would not interfere and he will be instructing people where to go and where to park. Commissioner Dellaquila stated that Mr. Patel will be responsible for the usage and it is on record if anything were to happen. Commissioner Dellaquila also let the Commission know that he spoke with the Berlin High School girls' soccer coach and he was not concerned about the two events at the same time in regards to parking.

Commissioner Starr moved to approve Consent Agenda item a

Seconded by Commissioner Dellaquila

Those voting in favor: Chairwoman Bovee, Commissioner Dellaquila, and Commissioner Starr

Those voting against: Commissioner Butrimas

Vote being: 3-1-0 (MOTION CARRIED)

**b. Consent B**

Commissioner Dellaquila asked if someone should let another truck (Rock N Roll) know because he wanted to know if she is under impression as being the only vendor in the area. Decided it would be common courtesy to do so.

Commissioner Dellaquila moved to approve Consent Agenda item b

Seconded by Commissioner Butrimas

Those voting in favor: Commissioner Dellaquila, Commissioner Starr, Commissioner Pulcini, Commissioner Butrimas

Those voting against: Chairwoman Bovee  
Vote Being: 4-1-0 (MOTION CARRIED)

**c. Consent C**

Commissioner Dellaquila moved to approve Consent Agenda item c  
Seconded by Commissioner Butrimas

Those voting in favor: Commissioner Dellaquila, Commissioner Starr,  
Commissioner Pulcini, Commissioner Butrimas, Chairwoman Bovee  
Vote Being: 5-0 (MOTION CARRIED)

**Parks and Recreation**

**a. Monthly Report**

Superintendent Dennis stated that an incident occurred at Percival Pool where the pool attendants enforced policies, there was an email sent from mother in town to Superintendent Dennis and other town officials. Superintendent Dennis responds stating it is something we would allow. In the future, there will be a pass created for "caregivers" and it should be discussed in future as part of a fee package. Summer programming went well and kudos to Superintendent Debbie. She has started recruiting for pool supervisors for next summer and wants to have Fall programming.

**b. Community/Senior Center Update**

The Board of Finance reported back to the Town Council that at this time, they cannot support a \$35-40 million Community Senior Center. It was asked at the Town Council meeting if it was downsized would they support it and they would have to look at those plans and evaluate as a group. The Town Council will continue to discuss the project.

**Parks & Grounds**

**a. Monthly Report**

Superintendent Wood reports that McGee and Hubbard fields are fixed and good to go. The Parks Department cut back and trimmed the open space fields, it was quite labor intensive. There has been major pushback on social media about the invasive species treatment, however they went door to door and every neighbor they spoke with was in favor of it. The park on Worthington Ridge has been cleaned up, no updates on who did the vandalism, but it is evident upgrades are needed to the park. Dog park updates are there is signage being made and the area has been cleaned to begin fencing. Chairwoman Bovee stated she spoke at town meetings requesting a crosswalk to be made near the area and that has been done. The unleashed area will open when the fence is installed and signs have been completed. Once opened, Bicentennial will no longer be a leash-free area.

**b. Cricket on Fields**

Director Ochoa reported to the Commission that a request has come in for a Sage Park pavilion rental to include rental of two fields adjacent to play cricket. Cricket

has not been played on the fields for a number of years due to damage it had caused the fields in the past. The Commission advised Director Ochoa to go back to the person requesting and let them know that cricket is not allowed to be played on the playing fields.

**c. Discussion on Signage at BHS Courts**

Superintendent Wood stated that an incident occurred with children playing on the basketball courts with loud music and smoking marijuana. He and school officials discussed signage with schools rules of use and prohibited activities. It was suggested that there is one large sign with everything on it that needs to be enforced. All schools will be able to have a similar sign.

**d. Percival Soccer Field Update**

After meeting with Linden Landscaping and looking at the schedule and supplies needed it was considered best to postpone this project until next Summer/Fall. On top of that, it was deemed the soil at Percival Soccer Field is not usable, but the Town can use the soil from the Biscoglio Field Project which will essentially save the town around \$45,000. This option was discussed with the Town Manager, Finance Director and President of Berlin Youth Soccer and deemed the best option.

**e. State of CT Grant Update**

Superintendent Wood stated that they chose a company for design services, it is the same one for the Biscoglio they had used before. They will be meeting to see preliminary designs and meet with the BHS athletic director and principal. They are unsure of the money that will be leftover after fixing turf and will then reassess their list of needs. The scoreboard and fiber optic project at Sage Park is moving along. Chairwoman Bovee requested that Director Ochoa ask Doug Solek to join the September meeting to discuss those in detail.

**Adjournment**

Commissioner Dellaquila leaves at 7:10 p.m.

Commissioner Starr moved to adjourn at 7:50 p.m.

Seconded by Commissioner Butrimas

Those voting in favor: Commissioner Butrimas, Commissioner Starr, Chairwoman Bovee

Vote being: 3-0 (MOTION CARRIED)

Received on 8/18/2022  
at 1:32:24 PM by Town Clerk  
Kathryn J Wall



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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 September

1. Allison Laroche has officially been hired and will start full-time on Friday, September 2. She has already been doing a great job adjusting to the office and picking up quickly on our registration software. She has also done a great job with the fall program flyers.
2. Fall program registration is now under way. Most programs will start mid-September. Inputted information into RecTrac/WebTrac and on the Town website. Currently offering dog obedience classes, virtual classes through Personal Euphoria, Tiny Time (for Toddlers), Dance classes, yoga classes and Painting w/Peggy classes.
3. I have submitted all paperwork for gym use this winter and have begun working on the youth basketball flyer. Registration for that will start the end of September.
4. Working on October special events, Scarecrow event and Halloween. We will hold a "regular" Trunk or Treat event this year on Saturday, October 22. We are going to change the Scarecrow Festival slightly. Peggy Loehr, painter and art teacher and Parks and Recreation employee will run a Scarecrow workshop on Saturday, October 15 where people can sign up for a small fee and we will provide some basic supplies, burlap sacks and straw/hay. She will assist people in building their scarecrow. Then we have decided to have all scarecrows on display on the lower grass area at the entrance of the Arthur B Powers Municipal complex. People can then vote on-line or at the Town Hall, Community Center or Library for their favorite.
5. We continue to book rooms for groups at the Community Center for the fall and winter.

Debbie

# Berlin Parks and Recreation Department

## Summer 2022 program registration information

Program name					
	Total registered (2021 #'s)	ave. registered per week	Jr. Counselors registered	before/after care	
<b>Summer Program</b>					
Clover Hill	0 (168)	0 (24)	0 (17)	0 (21)	
The Creek	615 (271)	88 (39)	32 (25)	112 (47)	
For 2021, we cut our enrollment in half, to accommodate COVID guidelines	2022 we increased our maximum due to only one site being open			<b>Total revenue - \$55,355 (\$33,677)</b>	
				<b>Total is general fund revenue</b>	
<b>Pool passes</b>	Total				
Primary	207 (211)				
Secondary	646 (685)				
Individual	18 (13)			<b>Total revenue for passes - \$18,589 (\$18,652)</b>	
<b>Pool attendance</b>	EB - 931* (1,043)	P - 4,161 (2,853)	Total - 5,092 (3,896)	<b>Total Daily fees \$3,410 (\$3,007)</b>	
	Demore, Dinda, Bittner Jr. Memorial Pool was only open Monday through Friday				
<b>Swimming lessons</b>	a.m. lessons - 4-1 week sessions	p.m. lessons - 2 sessions			
Demore, Dinda, Bittner Jr. Memorial Pool	0 (0)	0 (0)			
Percival Pool	115 (81)	N/A	added one additional time slot in 2022, 8 classes		
Berlin Dolphin Swim Team	Juniors - 15 (44)	Seniors - 23 (32)	(#) from 2019	<b>Total revenue - \$4,700 (\$8,642)</b>	

# Berlin Parks and Recreation Department

## Summer 2022 program registration information

<b>All other programs - these are run out of the special revenue acct and are self-sustaining</b>	number of classes/sessions	total registered			
Crafts/Painting w/Peggy	1 session	4			
Dog classes	2 (3)	15 (27)			
Modeling & Fashion Camp	cancelled	0			
Skyhawks Camps	10 different camps offered, 7 were held	80			
The following camps were run by Elizabeth Cook-Asal, our dance instructor					
Summer Dance Party	5	4			
Mini-Arts Discovery	3	5			
Arts Discovery	5	5			
An Adventure Every Day	5	7			
Tennis Lessons	2-4 week sessions	42 (63)			
we offered adult tennis lessons this year, during the morning and at night, but did not have enough interest to run them					
Personal Euphoria classes *classes held virtually	3	0			
CT Science Center discount tickets		sold 4			
Lake Compounce discount tickets		sold 17			



**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 August report

##### **News:**

- Filled holes and capped drainage pipes along cart path Pistol Creek
- Repaved and replaced stairs Hubbard School
- Dressed up playgrounds and fronts of schools
- Installed new basketball hoops Hubbard
- Completed fence and opened off leash area Pistol Creek

##### **Daily**

- Pool maintenance
- Ballfield maintenance
- Mowing
- Watering and deadheading of flowers

##### **Weekly**

- Painting athletic fields
- Garbage

##### **Miscellaneous**

- Overseeding and aerating all athletic fields
- Tree removal cemeteries
- Dressed up playgrounds and fronts of schools
- Painted athletic lines for fall sports

## Jennifer Ochoa

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**From:** Doug Solek  
**Sent:** Thursday, September 1, 2022 12:41 PM  
**To:** Jennifer Ochoa  
**Cc:** Steve Wood  
**Subject:** RE: Parks & Recreation Commission meeting

Hi,

Scoreboard Update

No further updates then what we last discussed. We will continue to provide updates as they are received.

- Scoreboard Proof ( With Scalise Field) approved and sent back to Daktronics.
- Tentative/ Preliminary delivery date of scoreboard after Thanksgiving/ Beginning of December.
- Fiber Sitework tentative to begin in September.
- Prep work for new scoreboard install September- November.

Thanks,

*Douglas Solek  
Facilities Director  
Town of Berlin  
#11 Town Farm Lane  
Berlin, CT 06037  
860-828-7029  
dsolek@berlinct.gov*

**From:** Jennifer Ochoa <jochoa@berlinct.gov>  
**Sent:** Wednesday, August 31, 2022 1:48 PM  
**To:** Doug Solek <dsolek@berlinct.gov>  
**Cc:** Steve Wood <swood@berlinct.gov>  
**Subject:** RE: Parks & Recreation Commission meeting

Hi Doug –

I am finalizing the Parks and Recreation Commission agenda first thing Tuesday morning to send out. Can you please provide me the update you mention below that I can share with Commission at next week's meeting?

Thank you!

Jen

**From:** Doug Solek <dsolek@berlinct.gov>  
**Sent:** Friday, August 12, 2022 10:52 AM  
**To:** Jennifer Ochoa <jochoa@berlinct.gov>