

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

Thursday, September 12, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/88599366329?pwd=pp1vuKhPoX1lbfKhjhcS2F1XvNnsj9.1>

Meeting ID: 885 9936 6329

Meeting Passcode: 693109

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

Meeting Agenda

1. Audience of Citizens
 - a. Mark Holmes, 146 Wildermere Road, Berlin, CT
2. Approval of Minutes
 - a. July 11, 2024
 - b. August 15, 2024
3. Consent Agenda
 - a. Request by Berlin Volunteer Fire Department for permission to consume alcoholic beverages (BYOB beer and wine) at Pistol Creek for their annual family picnic on Saturday, September 28, 2024 from 12:00PM – 9:00PM. There will be 80 people in attendance, food will be served sit down style and there will be no entertainment. Insurance will be obtained if permission is granted.
 - b. Request acceptance of a donation by Matson Farm of a maximum of 10 straw/hay bales, valued at approximately \$100 to be used for our Scarecrow Contest for the 2024 Scarecrow Festival.
 - c. Request by Ron Bosco of Berlin Lions Charities to be able to sell luminaries at Berlin High School home football games on October 25, 2024 and November 1, 2024. Funds raised will go towards local Veterans in need.
 - d. Request approval of donation of a 36" X 48" metal sign, valued at \$195 to be placed on the fence at the Berlin High School Basketball Courts in honor of Tyler Cop by the T Cop Foundation.
4. Parks & Grounds
 - a. Monthly Report
 - b. Percival Soccer Field Update
 - c. Feasibility Study Update for Demore, Dinda, Bittner Jr. Memorial Pool Complex
5. Parks and Recreation
 - a. Monthly Report
 - b. Summer Wrap Up
6. Adjournment

TYLER COP

MEMORIAL



BASKETBALL

COURT

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

Thursday, July 18, 2024
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

ATTENDANCE:

Park and Recreation Commissioners Present: Donna Bovee- Chairwoman,
Greg Starr, Tony Butrimas, Christine Vale da Serra

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 6:00 p.m.

1. Audience of Citizens

No Audience of Citizens.

2. Approval of Minutes

June 13, 2024

Commissioner Starr moved to accept June 13, 2024 meeting minutes.

Seconded by Commissioner Butrimas.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Tony Butrimas, Commissioner Christine Vale da Serra

Vote Being: 4-0 (MOTION CARRIED)

3. Consent Agenda

- a. Request by Greg and Stephanie Fortunato for permission to consume alcoholic beverages (BYOB) for a 1st birthday party at Timberlin Park Pavilion on Saturday, October 12, 2024 from 10:00AM – 6:00PM. There will be approximately 70 people in attendance ranging from all ages. Food will be served buffet style. Insurance will be obtained if the alcohol permit is approved.

Commissioner Butrimas moved to accept Consent Agenda item a.

Seconded by Commissioner Vale da Serra.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr,

Commissioner Tony Butrimas, Commissioner Christine Vale da Serra

Vote Being: 4-0 (MOTION CARRIED)

4. Parks & Grounds

- a. Monthly Report, Commissioner Butrimas mentioned that the Friendship Place received maintenance and it looks great. There are still repairs needed but it is coming along. Chairwoman Bovee had discussed with a group in Newington, they have proposed a brand new pool facility to their town. She would like to hear more information on this as they are making their decisions about Demore, Dinda, Bittner Jr. Pool.
- b. Jen Ochoa, Director of Community, Recreation and Park Services mentioned there is no damage from the Pickle Festival Parking at Sage Park. They will be having an internal

meeting about the event. Commissioner Butrimas said that the Lion's Club does not normally rent out the Fairgrounds for the large-scale event that the Pickle Festival became. There was an issue about parking in local neighborhoods and it being posted all over Facebook. They are hoping the person who runs the Festival learned from this event. They are being billed from the Police Department, Traffic Control, Sage Park, etc. and are fine with paying it. The Health Department did end up shutting down some areas of the Festival.

5. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation reported that staff is doing a great job. It has been hot and they have modified activities during Camps because of the heat. She is holding an American Red Cross training, they require 6 to sign up and she is receiving sign ups so far. There is discussion about reimbursement for training when they promise to be employed for the next season but it would have to be submitted to include in the budget and they would still have to apply for the jobs, or if there are individuals from out of town.

Commissioner Butrimas made a motion to approach the Town Council to put money into the budget for next year to reimburse any students who take a lifeguarding course next year that is sustained with the employment as a lifeguard to the Town of Berlin up to 8 individuals, with Berlin residency and up to \$155 per person.

Seconded by Commissioner Starr.

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

Vote Being: 4-0 (MOTION CARRIED)

There was a recent situation with lightning and they had to clear the pool and pool deck, some people argued with staff over this. The pool numbers are better than last year at this time. There is a special meeting with Town Council on August 6th, there is no audience of citizens but they will decide what the Council wants to do with the Statement of Need for the Community Senior Center.

- b. Pistol Creek Usage Policy, Chairwoman Bovee asked about a private concert at the Pistol Creek property. It was a rental so they treated it as one, they paid for the facility and staff. There are 153 parking spaces and they expected 100 people for the event. There was a post on Facebook about the event and there wasn't anything large like stated. Because they were not selling anything on the site they did not need extra permits.

6. Adjournment

Commissioner Starr moved to adjourn at 6:43 p.m..

Seconded by Commissioner Butrimas.

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

Vote Being: 4-0 (MOTION CARRIED)

Submitted by,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



7/29/2024, 4:17:08 PM

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

Thursday, August 15
12:30 p.m.
REMOTE ONLY
SPECIAL MEETING

ATTENDANCE:

Parks and Recreation Commissions Present: Donna Bovee – Chairperson, Don Dellaquila – Vice Chairperson, Tony Butrimas, Joe Pulcini, Greg Starr (joined at 12:33PM), Lucas Van Zandt (joined at 12:41 PM)

Staff Present:

Jennifer Ochoa, Director of Community, Recreation and Parks Services
Steven Wood, Superintendent of Parks and Grounds

1. Discussion on Percival Soccer Field
 - a. Superintendent Wood presented an overview of the progress of Percival Soccer Field. Construction wrapped up in November and the field was opened for use May 1, 2024. Throughout the summer, it was noticed that certain areas of grass were burnt out. US Pitchcare came back out and resodded those areas taking full responsibility. The Grounds Department ran irrigation twice a day to water those areas and the rest of the field during the heat waves. In August, in a span of 3 to 4 days, 7 inches of rain fell. The field was not draining properly and extremely wet. The Grounds Department has a meeting on Friday, August 16th with an expert in the field from UCONN. Then the week of August 19th, Superintendent Wood and Director Ochoa are hopeful to get a meeting on site with the contractors and the architect to discuss the problem at hand and how to go about fixing it. The Town of Berlin staff is reviewing contracts and will be reaching out to the Town Attorney if needed. The staff will also reach out to Berlin Youth Soccer to give them an update.

2. Adjournment
 - a. Meeting adjourned at 12:43PM.

RECEIVED FOR RECORD
BERLIN TOWN CLERK



8/22/2024, 8:40:01 AM



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 July report

News:

- Borrowed large area mower from Rocky Hill
- Painting of parking lots crosswalks and stencils
- Mulch and apply safety surfacing at schools

Daily

- Pool maintenance
- Mow all town properties
- Groom and line fields
- Water and deadhead flowers

Weekly

- Paint athletic lines
- Garbage & litter
- Wash and clean trucks
- Inspected and serviced irrigation

Miscellaneous

- Cleanup fronts of schools and fence lines
- Cleanup and mulch the Dog Pound
- Mow passive recreation trails
- Took down windscreens



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 August report

News:

- Basketball and tennis courts refurbished
- Overseeded and aerated all athletic fields
- Playground repairs Friendship Place

Daily

- Pool maintenance
- Mow all Town properties
- Groom and line fields
- Water and deadhead flowers

Weekly

- Paint athletic lines
- Garbage & litter
- Wash and clean trucks
- Inspected and serviced irrigation

Miscellaneous

- Painted crosswalks, parking lots and stencils
- Breakdown summer camps
- Tree's McGee, Willard, and Girl Scout Camp
- Clean and wash down EB Pool
- Remove weeds from ballfields for Fall ball



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

Parks and Recreation monthly report for August/September

1. Percival Pool closed on Saturday, August 10. Overall it was a good season. We offered the Lifeguarding class but only had 2 people register so we had to cancel it, Red Cross requires 5 students to run the class.
2. We offered four sessions of swim lessons. Each session was one week and the classes were 40 minutes long. We filled 93 out of 146 spots.
3. The Summer Fun program went well. The Creek was full almost the entire summer.
4. Skyhawks had good numbers this summer tennis was not as full as in the past. Our dance instructor ran several camps and all were well attended. Our painting instructor ran three weeks of painting classes and three of my part time staff ran a program Around the World Adventures. Attached is the breakdown of all summer programs/activities.
5. I have started to look at programming for the fall. We will be offering yoga, line dancing, several virtual classes from Personal Euphoria, painting classes for kids, a variety of dance and movement classes and dog obedience classes.
6. We will again be holding the Scarecrow contest on the front grass area of the Arthur B. Powers Municipal complex and hope we get additional entries this year. The Trunk or Treat event will be held in the parking lot of the Community Center on Saturday, October 26.

We are working again with the Theatre Guild of Berlin as they prepare for Disney's Frozen Jr., to be performed at Berlin High School in December. They will be using space at the Community Center for rehearsals.

6. Have submitted paperwork to the Board of Education for winter.
7. Winter basketball information will be out and registration will begin, the end of September.

We will advertise for referees once I reach out to last year's staff to see who is and who is not returning.

Berlin Parks and Recreation Department

Summer 2024 program registration information

Program name				
	Total registered (2023)	ave. registered per week	Jr. Counselors registered	before/after care
Summer Program				
The Creek	557 (560)	79.5 (80)	22 (27)	91 (99)
	Total revenue - \$53,555 (\$49,777)			
	Total is general fund revenue			
Pool passes	Total			
Primary Household	190 (170)			
Individual	5 (5)			
			Total revenue for passes - \$16,820 (\$15,451)	
Senior - 60+	15 (24)			
Caregiver/babysitter pass	0 (2)			
Pool attendance	EB - 0 (0)	P - 4,367 (4,434)		Total Daily fees \$3,410 (\$2,956)
Swimming lessons	4-1 week sessions			
Percival Pool	93 (123)	only had 2 instructors		
Berlin Dolphin Swim Team	Juniors - 29 (24)	Seniors - 11 (20)	Total revenue - \$5,000 (\$5,101)	

Berlin Parks and Recreation Department

Summer 2024 program registration information

All other programs - these are run out of the special revenue acct and are self-sustaining	number of classes/sessions	total registered		
Painting w/Peggy	3 weeks	13		
Around the World Adventures	1 week	8		
Dog classes	1 (1)	6 (6)		
Skyhawks Camps	10 different camps offered, 8 were held	97 (91)		
The following camps were run by Elizabeth Cook-Asal, our dance instructor				
Mini Arts Discovery Camp	5	14		
Ice Journey	5	8		
Adventure Camp	5	12		
Movie Star Party	5	15		
ACTion Mini Camp Act I	3	8		
Tennis Lessons	2-4 week sessions	28 (43)		
Parks and Recreation Team Tennis	7 weeks	5 (9)		
Personal Euphoria classes *classes held virtually	3	1		
Line Dancing	2 sessions	12, 12		
Yoga	1 session	2		
Lake Compounce discount tickets		sold 2		