

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

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

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/85640367161?pwd=DTXdvRiEADbZwLnOaKsfQXhkYMtwF.1>

Meeting ID: 856 4036 7161

Meeting Passcode: 496585

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

Meeting Agenda

1. Audience of Citizens
 - a. Lisa Deseno
 - b. Luke McCoy, KBA
2. Approval of Minutes
 - a. November 14, 2024
3. Consent Agenda
 - a. Move to approve Lisa DeSeno and ALS Alliance to charge a registration fee of \$30 for their Dan the Man 5K Run/Walk for ALS that will take place on Saturday, May 17, 2024 at the Pistol Creek trails.
4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds
 - a. Monthly Report
 - b. Percival Field
 - c. Feasibility Study Update
6. Adjournment

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Thursday, November 14, 2024
6:00 p.m.
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MEETING

ATTENDANCE:

Commissioners Present: Donna Bovee- Chairwoman, Don Dellaquila, Tony Butrimas, Christine Vale da Serra, Lucas VanZandt, Greg Starr

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
No Audience of Citizens.

2. Approval of Minutes October 10, 2024
Commissioner Dellaquila moved to accept the October 10, 2024 meeting minutes
Seconded by Commissioner Van Zandt
Those voting in favor: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don Dellaquila
Those Abstained: Commissioner Greg Starr
Vote Being: 5-0-1(MOTION CARRIED)

3. Consent Agenda
 - a. Request approval and acceptance of changes made to Fee Schedule to go into effect in 2025.
Commissioner Starr moved to accept consent agenda item a
Seconded by Commissioner Van Zandt
Those voting in favor: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don Dellaquila, Commissioner Greg Starr
Vote Being: 6-0 (MOTION CARRIED)

 - b. Request acceptance of the 2025 and January 2026 meeting dates of the Parks and Recreation Commission as presented.
Commissioner Starr moved to accept consent agenda item b
Seconded by Commissioner Val da Serra

Those voting in favor: Chairwoman Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Lucas Van Zandt, Commissioner Tony Butrimas, Commissioner Don Dellaquila, Commissioner Greg Starr
Vote Being: 6-0 (MOTION CARRIED)

4. Feasibility Update

Chairwoman Bovee discussed the Feasibility Study document, all of the costs listed are inclusive. There is more information requested from the Parks & Grounds Department. Steve Wood, Superintendent of Parks & Grounds, discussed that there will be more funds needed for what they would like accomplished with the Town Council's guidance. They are doing the projects in increments. The first set of projects is around 4 million in cost. They are narrowing down what they really want to be developed. There is a need for more parking which is not established in the study yet. Jen Ochoa, Director of Community, Recreation and Park Services, there are further questions for the Feasibility Study about options for the splash pad and how large it can be, the options for the existing building to renovate versus rebuild, and further expansion of the parking area. They will be comparing other town's similar amenities.

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds would love to extend a huge thank you to the Grounds Department. With the Hawthorne Fire they were assisting and nonstop help they provided. Chris Edge procured an Art's Grant and this allowed the Department to install eight pads along Farmington Avenue. As individuals donate the benches they will be installed. They are buying another bench at the base of Veteran's Park and when you see these pads they are for future benches. There is a Stantek Road Parking area that has been cleaned up for the parking sight lines. Mark Kaczynski and Donna Veach on the Town Council were wonderful with giving resources for this project.
- b. Little People's Playground, Steve Wood, Superintendent of Parks & Grounds, had received a request to install a Sandbox. He wanted to open discussion with Commissioner's regarding adding a SandBox and Commissioner's raised issues about installing them.. The contractor was delayed but the Grounds Department was able to sod the entire front area of the playground.. There were parking spots created as well. There needs to be active engagement from the Townsmembers to have projects like this completed.
- c. Percival Field, Steve Wood, Superintendent of Parks & Grounds and Jen Ochoa, Director of Community, Recreation and Park Services, had met with the Contractor, Architect, and Corporation Counsel last week and discussed things that can be remediated. There are evaluations being redone on the drains, sod and thatch. They are hoping that the field will still perform well as it did throughout the season. There is germination on the field and they are just hoping it will continue to grow.
- d. Willard Playground, Steve Wood, Superintendent of Parks & Grounds, was tasked to come up with a design for this playground. Funding was pulled for this project and he received a call about the Golf Course having LoCIP. They had received funds to do the bridges, etc. of the Golf Course and reallocated part of those funds to the Willard Playground. Now that there are two new playgrounds going in, they wish to have feedback from the Community about what they like and don't like with the two recently updated. This will cost around 187k, there are brand new Basketball Hoops and drainage system in the Parking Lot.
- e. Steele Center @ Farmington Avenue, Steve Wood, Superintendent of Parks & Grounds said the Grounds Department has inherited a small piece of the area where they are creating a new park. There will be a park behind Hop Haus with a pavilion and tables. Steel Boulevard is using their own Grant funds and the bordering local businesses to develop this area.
- f. Sage Park Property Transfer, Steve Wood, Superintendent of Parks & Grounds, behind the Batting Cage there is a cut through near the area. This cut through brings you to Wilks Pond Rd. There is a driveway and area that is owned by the Town. The Contractor building a development on the street would like to trade the properties to align the driveway side of the

area better. He would need the corner of Wilks Pond Rd. which is owned by the town. There is paperwork to be filled out with commentary from the Parks and Recreation Commission. They would like to ensure the trail access is still available during the construction of this area. The Town Council reached out to DEEP to come and approve the property transfer before they can start developing.

6. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation, was asked about the Basketball teams, there are two for 7th and 8th grade boys. They are starting to see an increase in enrollment. The only hiring needed is for more referees, which she is still interviewing for. There is a new program starting on Saturday's in January so she is also looking for people for this as well. The Recreation Department works in conjunction with the Y for the Tinsel Run. The Scarecrow Contest was won by the Berlin Peck Memorial Library this year.

7. Adjournment

Commissioner Starr moved to adjourn at 6:50 P.M.

Seconded by Commissioner Van Zandt.

Those voting in favor: Chairwoman Donna Bovee, Commissioner Greg Starr, Commissioner Don Dellaquila, Commissioner Tony Butrimas, Commissioner Lucas Van Zandt, Commissioner Christine Val Da Serra

Vote being: 6-0 (MOTION CARRIED)

SUBMITTED BY,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



11/18/2024, 10:54:09 AM



Town of Berlin
Parks and Recreation Department
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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. We have added K-2nd grade basketball and both sessions filled quickly.

2. Numbers for December special events – Santa’s Parlor 65 kids, up slightly from last year.

Tinsel Run 146 people finished, 150 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 16.

3. Basketball teams started practicing after Thanksgiving and will start games December 14. We are up to 187 total participants, more than last year. I hired 3 new staff and would still hire at least one more. I have been working on practice schedules for January/February.

4. Submitted budget for fiscal year 2025-26. Increases for staff based on minimum wage increase by the State for January 2025 and anticipated increase January 2026. I did submit for a full time Recreation Supervisor position. If the Department wants to grow, the Town needs to hire additional full time staff.

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

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Steven T. Wood
Superintendent Parks and Grounds

Parks and Grounds November report

News:

- Finished sodding, seeding, and installing edging at Little Peoples Playground
- Put up lights and decorations around the Town of Berlin
- Remove the fountain from Veterans Park

Daily

- Leaves
- Mow all town properties

Weekly

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

Miscellaneous

- Plow and salt town properties
- Organize and clean the shop and complex
- Assisted with Holiday distribution Pistol Creek
- Break down all athletic fields for the year