

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

Thursday, January 9, 2025  
6:00 p.m.  
238 Kensington Road, Berlin, CT 06037  
MEETING

Join Zoom meeting

<https://berlingov.zoom.us/j/84903155609?pwd=IVgIx5L4kWGsbH4rhfYGrEAvlBVTAe.1>

Meeting ID: 849 0315 5609

Meeting Passcode: 782316

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
  - a. December 12, 2024
3. Consent Agenda
4. Parks and Recreation
  - a. Monthly Report
5. Parks & Grounds
  - a. Monthly Report
  - b. Discussion on moving Demore, Dinda, Bittner Jr. Monument
  - c. Percival Field
  - d. Feasibility Study Update
6. Adjournment

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

**ATTENDANCE:**

**Commissioners Present:** Donna Bovee- Chairwoman, Don Dellaquila, Tony Butrimas, Christine Vale da Serra, Lucas VanZandt, Joe Pulcini, Greg Starr at 6:07 pm

**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

- a. Lisa Deseno, 212 Beckley Road, is a representative for the ALS Alliance and they are requesting to do their road race again. Last year, there were at least 120 people and raised \$10,000. They had no issues with parking or any issues with people during the event last year. They are not selling any food on site, only give away snacks that are donated.
- b. Luke McCoy, KBA, discussed Demore, Dinda, Bittner Jr. Memorial Pool Complex. He recapped his presentation to the Town Council and updates made since that meeting. They discussed conversion of Tennis courts to Pickleball courts. They discussed a new playscape and park improvements. He was asked to accommodate the sizing of the Pool House Renovation and to compare building a new replacement for their needs. They discussed two structures for the playscape; one for ages 5-12 and the other for ages 2-5. They looked at modifications to the Pool House for pump requirements, bathrooms, and needed storage. This was going to be around 1.1 to 1.2 million which could increase potentially once renovations would begin. They were asked to see if it is more cost effective to construct a new Pool House. This would have bathrooms, storage, ADA accessibility, mechanical room for 1.1 to 1.2 million. The difference with this is with new construction there will be less potential for cost increase once the project starts. They looked at both pools, wading pool and main pool, demolishing to replace with a splash pad. This will be around 2.5 to 3 million. Will also need to refine parking when deciding on how many spaces wanted.

2. Approval of Minutes

November 14, 2024

Commissioner Starr moved to accept the November 14, 2024 meeting minutes

Seconded by Commissioner Dellaquila

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

Those abstained: Commissioner Joe Pulcini

Vote Being: 6-0-1 (MOTION CARRIED)

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.

Commissioner Dellaquila moved to accept consent agenda item a with a date change from May 17, 2024 to May 17, 2025.

Seconded by Commissioner Butrimas

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, Commissioner Joe Pulcini

Vote Being: 7-0 (MOTION CARRIED)

4. Parks and Recreation

- a. Monthly Report, Debbie Dennis, Superintendent of Recreation submitted the budget for fiscal year 2025-2026. There was discussion on the increased staffing requested. The girls basketball teams increased this year and the boys basketball teams decreased and are up to 187 total participants. This number does not include the K-2nd basketball teams. These teams filled quickly. Chairwoman Bovee acknowledged a shout out that Debbie Dennis received recently during a program. Commissioner Val Da Serra attended the Tinsel Run and thought it was great with a big turnout.

5. Parks & Grounds

- a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, has been assisting Social Services with food distribution at Pistol Creek.
- b. Percival Field, Steve Wood, Superintendent of Parks & Grounds, this is still a work in progress because they are waiting for some reports from the surveyor.
- c. Feasibility Study Update, discussed during Audience of Citizens.

6. Adjournment

Commissioner VanZandt moved to adjourn at 6:46 PM

Seconded by Commissioner Starr

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, Commissioner Joe Pulcini

Vote being: 7-0 (MOTION CARRIED)

SUBMITTED BY,  
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD  
BERLIN TOWN CLERK



12/18/2024, 8:48:52 AM



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E-mail [ddennis@berlinct.gov](mailto:ddennis@berlinct.gov)

*Debra S. Dennis, CPRP*  
*Superintendent of Recreation*

### Parks and Recreation monthly report for January

1. Winter classes are starting over the next few weeks. Classes include dog obedience, dance, a variety of classes for ages 0-5, Early Dismissal day activities, Painting w/Peggy, Line Dancing, women's volleyball and classes through Personal Euphoria.
2. Contacted last year's aquatic staff and Summer Fun staff to see who is returning and will begin advertising for summer positions soon.
3. Will soon start to work on summer programs. Looking to offer most of the same programs again this year. Will look to offer some specialty camps at the Community Center.
4. Sent back request for fish from fish hatchery and booked dates for fish deliveries in April. Looking at April 11 and 25 for deliveries with derbies on April 12 and 26. There is a skip in weekends due to Easter being so late. The Easter Candy Hunt will also be held April 11.

Debbie



**Town of Berlin**  
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Steven T. Wood  
Superintendent Parks and Grounds

Parks and Grounds December report

**News:**

- Added hoop-house and redesigned shop area
- Switchover from fall to winter

**Daily**

- Leaves
- Mow all Town properties

**Weekly**

- 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
- Repair and build benches and tables
- Brake down Community Garden

