

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

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

Join Zoom meeting

<https://berlingov.zoom.us/j/81620767300?pwd=Qobia2ULooaWDFWASknEY3ACa8jC7w.1>

Meeting ID: 816 2076 7300

Meeting Passcode: 369061

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

Meeting Agenda

1. Audience of Citizens
 - a. Ted Johnson and Elaine Erwin Matulis, Kensington Garden Club
2. Approval of Minutes
 - a. January 9, 2025
3. Election of Chairperson
4. Consent Agenda
 - a. Request by Berlin Volunteer Fire Department to sell food, beverages and merchandise for their annual Auto Rama and Touch A Truck event at Sage Park on Saturday, May 24, 2025 from 8:00AM – 2:00PM, with a rain date of Sunday, May 25, 2024. All proceeds will be donated to local veterans.
 - b. Request by Berlin Little League to hang presented banners at named locations for the 2025 Spring and Fall Season.
 - c. Request by Berlin High School Boosters Association to hang presented banners at named locations for the 2025 – 2026 school year.
 - d. Request acceptance of a donation from the Kensington Garden Club of 130 plants valued at approximately \$1,000 and shipping/delivery for \$250 to be planted alongside Little People's Playground.
5. Parks and Recreation
 - a. Monthly Report
6. Parks & Grounds
 - a. Monthly Report
 - b. Soccer West and Sage Auxiliary
 - c. Percival Field
 - d. Feasibility Study Update
7. Adjournment

Planting Proposal

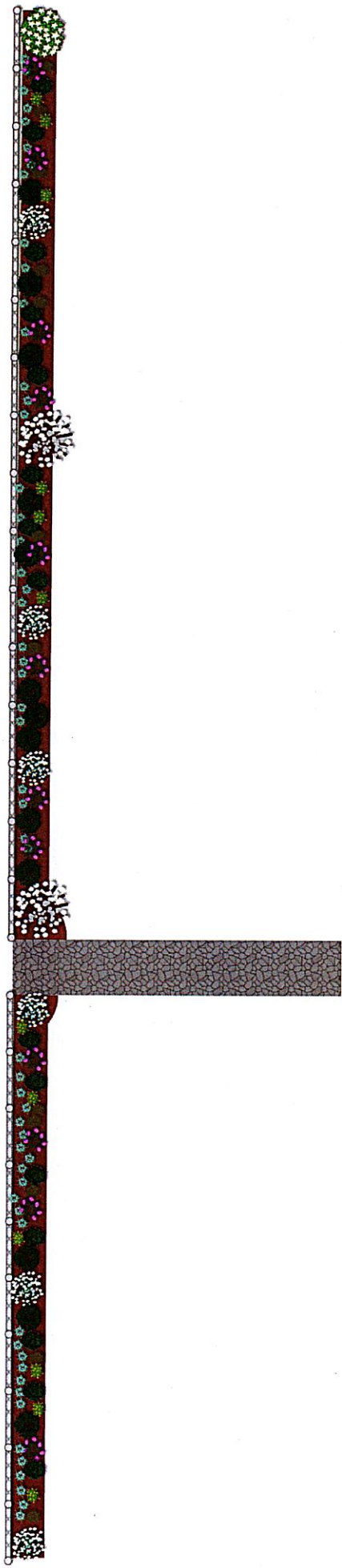
Little People's Park, Kensington

Design Objectives

- Fill bed approximately 3-4' deep along perimeter fence
- Use non-flowering plants—except for early flowering shrubs—to minimize pollinator interaction with children and parents
- Provide color and interest through leaf color and shape
- Use plants that require minimal maintenance
- Use 1-3 gal. shrubs sourced locally to provide as much early growth as possible
- Grasses sourced from outside CT as landscape plugs to minimize cost
- Approximately 130 plants in total
- Wholesale plant cost approximately \$1000, not including shipping/delivery

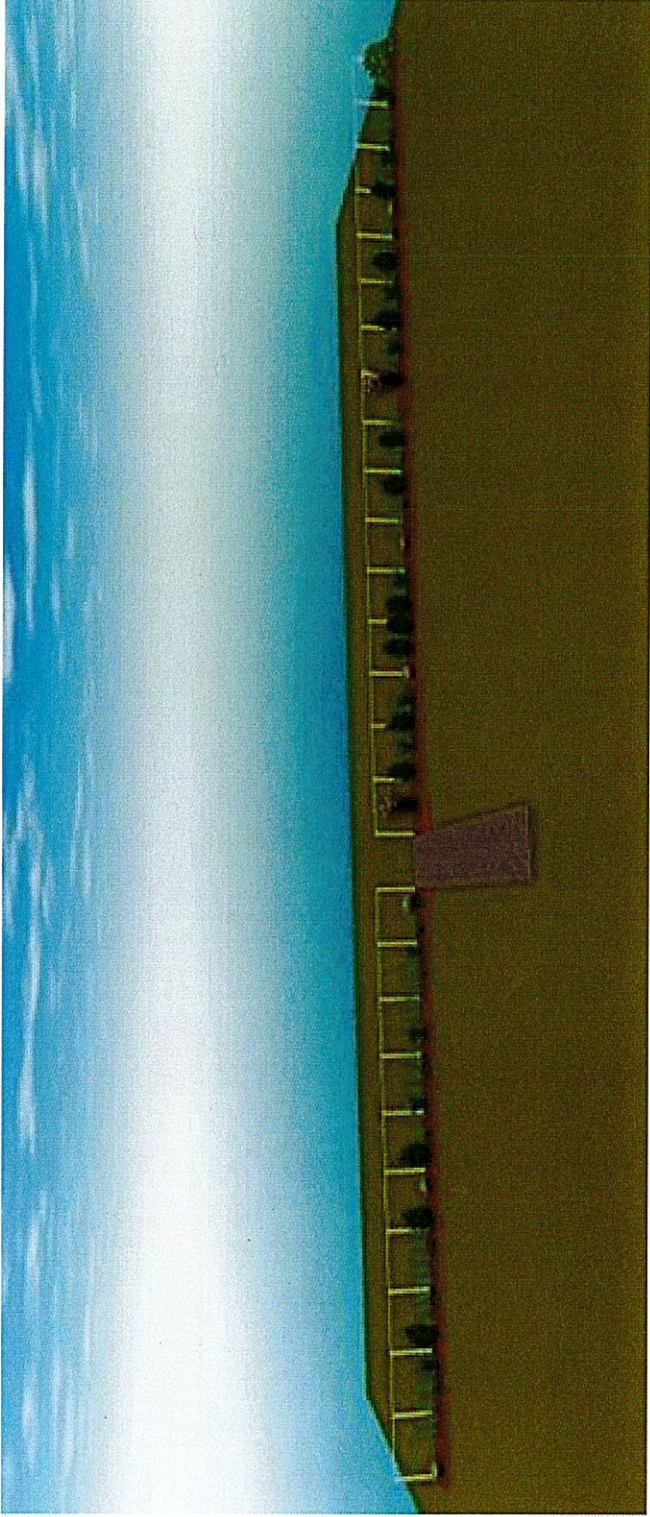
Plant List

- Beach Plum—*Prunus maritima*, 2 plants
- Black Chokeberry—*Aronia melanocarpa* Ground Hug, 6 plants
- Bearberry—*Arctostaphylos uva-ursi*, 15 plants
- Maple Leaf Viburnum—*Viburnum trilobum* Bailey's Compactum, 1 plant
- Inkberry—*Ilex glabra*, 13 plants
- Little Bluestem—*Schizachyrium scoparium*, 56 plants
- Pink Muhly Grass—*Muhlenbergia capillaris*, 12 plants
- Northern Sea Oats—*Chasmanthium latifolium*, 12 plants
- Prairie Dropseed—*Sporobolus heterolepis*, 12 plants



Overall Plan

Allows for early Spring flowers to minimize interaction between pollinators and humans



3D View

Shrubs are represented with as-planted growth

Beach Plum

- Native to CT
- Easy to maintain shrub with profuse flowers
- Blooms in April
- Fruit is prized by birds



Black Chokeberry Ground Hug

- Native to CT
- 1-2 feet in height
- White flowers in mid Spring
- Berries prized by birds



Bearberry

- Native to CT
- White/Pink flowers in late Winter, Early Spring
- Very low ground cover shrub
- Berries prized by birds



Maple Leaf Viburnum – Baileys Compactum

- Native to CT
- Compact size
- Flowers in May
- Berries are prized by birds



Inkberry



- Native to CT
- Dark, evergreen foliage
- Compact

Little Bluestem



- Native to CT
- Upright, clumping habit
- Stupendous fall color

Pink Muhly Grass

- Native to CT
- Colorful clumping grass
- Beautiful late season color



Northern Sea Oats

- Near native
- Sparse, upright habit
- Captivating seed heads



Prairie Dropseed



- Native to CT
- Clumping habit
- Excellent ground cover grass

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Thursday, January 9, 2025
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 6:04 pm

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services
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 December 12, 2024
Commissioner Pulcini moved to accept the December 12, 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 Joe Pulcini
Vote Being: 6-0 (MOTION CARRIED)

3. Consent Agenda
No Consent Agenda

4. Parks and Recreation
 - a. Monthly Report, Jen Ochoa, Director of Community, Recreation and Park Services mentioned Basketball sigups filled within hours.

5. Parks & Grounds
 - a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, wanted to thank Commissioner Dellaquila for his time and service to our community. There were changes made to the Parks and Grounds Department, their shop was redesigned for maximum storage and efficiency. They received complaints about the cleanliness of Sage Building. They went through and cleaned it out and removed things. Their goal for the next year is to limit the mess of this area. They will focus on making sure that stuff isn't being stored too long in the space. They will update the building usage policy in the future to reflect this.
 - b. Discussion on moving Demore, Dinda, Bittner Jr. Monument, Steve Wood, Superintendent of Parks & Grounds, there is a discussion on moving this monument. The Veterans Commission approached him to discuss moving this statue to Veterans Park. The Veterans Commission is

- reaching out to families to see if they would have any issues with this move. He wanted to get the Park and Recreation Commission's blessing on potentially adjusting the plaque and rededication because it will no longer be at the Pool location.
- c. Percival Field, Steve Wood, Superintendent of Parks & Grounds, survey was completed and they have been out to the field. They are waiting for the as-built, they are working with Dr. Henderson to come up with a sustainable turf program for the field.
 - d. Feasibility Study Update, Jen Ochoa, Director of Community, Recreation and Park Services will go to Town Council and present the study with the prices factored into it. They are waiting for some results of the study. The biggest price difference for the town is the sewer tax and the water needed for the elements installed. A big thank you to Don Dellaquila and Joe Pulcini for their service to the Parks and Recreation Commission.

6. Adjournment

Commissioner Pulcini moved to adjourn at 6:20 PM

Seconded by Commissioner Dellaquila

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



1/13/2025 , 11:53:29 AM



Berlin Little League

Banner and Sign Application - Spring 2025

Town of Berlin Banner and Sign Committee,

Berlin Little League is requesting permission to display sponsorship signs at the fields in town used to facilitate both baseball and softball during the Spring, Summer, and Fall of 2025. Please find details of our proposal below.

- Berlin Little League is planning on ordering and hanging high grade quality green vinyl signs with sponsorship advertising logos and information of our league sponsors for the 2025 season.
- Currently we have 55 signs to be hung (10 old signs and 45 new signs) to support league sponsors for the 2025 season.
- The signs will be 4 feet height by 6 feet in length.
- The signs will be hung in the outfield areas at the Petit Field Complex and Centurelli Field. Signs will also be hung at Dennehy Field and Smith Field along the right and left field fence lines.
- Signs will be hung either with metal carabiners or plastic zip ties.
- Signs will be hung prior to the seasons starting (second week of April) and will remain hanging throughout the summer and fall seasons.

Contact information for Berlin Little League

- Brian Jehning, President. Email address: bjehning@gmail.com
- Peter Kern, Sponsorship Coordinator. Email address: kernpete@gmail.com

Thank you for your consideration,

Brian Jehning, Berlin Little League President

Site Address – Petit Field Complex 46 Colonial Drive, Berlin, CT

Mailing Address - P.O. Box 201 Kensington, CT (Please use this when communicating with BLL)



BERLIN HIGH SCHOOL ATHLETIC BOOSTER ASSOCIATION, INC.
P. O. Box 7273, Berlin, CT 06037

January 9, 2025

Jen Ochoa, Director
Parks and Recreation Commission
230 Kensington Road
Berlin, CT 06037

Dear Jen:

As required by the Parks and Recreation Commission's Banner and Sign Policy, this letter is to request permission, on behalf of the BHS Athletic Booster Association, Inc. for the following teams to hang banners on the fences at Scalise Field, Sage Park.

Football

Men's and Women's Soccer

Men's and Women's Lacrosse

Cheerleading

Softball

1. Hang four (4), 40" tall x 30' long windscreen banners on the visitor's side of Scalise Field, two on each end, beginning at the 30 yard line going to the goal line. See exhibit 1.
2. Hang two (2) banners, approximately 40" x 40", vinyl banners on the fence at the end zone in front of the fan picnic table area: Memorial Banners. See exhibit 2.
3. Hang two (2) banners, 40" tall x 8' long, vinyl banners on the fence, entrance to Scalise Field fence, facing the field: Sponsor Banners. See exhibits 3 and 4.
4. Hang one (1) banner, approximately 40" x 30", vinyl banner on the outfield fence at the Sage Softball Field (Spring 2025 only).

All banners will be secured to the fence with either plastic zip ties or tennis clips.

Banners will be hung up at the beginning of the Fall Sports Season, no later than August 31, 2024 and removed at the end of the Fall Sports Season, but no later than December 15, 2024. The five (5) windscreen team banners will be reinstalled for the start of the Spring Sports Season, but no later than March 15, 2025, and removed at the end of the Spring Sports Season, but no later than June 20, 2025.

The seven (7) team representatives have met, along with BHS Athletic Director, Dave Francalanga, discussed and agreed to the banners and the placement of the banners. See attached letter of approval from Dave Francalanga.

Contact person for any issues that may arise with the banners is the Athletic Booster Association President, Michelle Borselle, (860) 538-4754, michelleborselle@comcast.net.

Sincerely,

Michelle Borselle
President
BHS Booster Association, Inc.







	BALL	STRIKE	OUT							
INNING	1	2	3	4	5	6	7	RUNS		
GUEST										
BERLIN										

B REDCOAT SOFTBALL



2017 Berlin Redcoats Girls Soccer

would like to Thank Our Sponsors

PMG Insurance & Financial Services • Schaller Acura

Ciammella Construction • The Avenue Restaurant

Focus Physical Therapy & Sports Medicine • The Zup Family

Reno Properties Group, LLC • The Garafalo Family • The Sisti Family

The Muscatello Family • The Michalek Family

Foundation Soccer Club • Stop & Shop • Suzio Insurance Center, Inc.

Exhibit 2





Berlin High School

Katie M. Amenta

Principal

Brian Testroet

Assistant Principal

Karen Despres

Assistant Principal

Liz Atwood-Daley

School Counseling
Supervisor

David A. Francalangia

Director of Athletics, Health,
and Physical Education

139 Patterson Way
Berlin, CT 06037

Tel (860) 828-6577
Fax (860) 829-2169

Twitter/Instagram
@BHS_Berlin_CT

Facebook.com/
BerlinHighSchool

To: Park and Recreation Department of Berlin

From: David A. Francalangia, Director of Athletics, Berlin High School

I am writing in support of the Berlin High School Sports team banners that will be displayed at Scalise Field, Sage Park. I have met with the Berlin Booster team representatives and have agreed with their proposal being submitted by Booster president, Michelle Borselle, for the banners to be hung for the fall 2024 and spring 2025 season. If you have any questions or concerns, please feel free to contact me.

Best regards,

David A. Francalangia

David A. Francalangia

David A. Francalangia

Director of Athletics

Berlin High School & McGee Middle School

Director of PE & Health K-12

dfrancalangia@berlinschools.org

860-828-6577 ext. 6

Purpose • Passion • Pride



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 February

1. We are currently accepting applications for WSI/Lifeguard, Lifeguard, Pool Attendant and Summer Fun Supervisor.

We currently only have two WSI's and one can only work part time. Hopefully we get some new applicants with the certification.

We have at least one opening for a supervisor at the Summer Fun program. Three other openings are possible, pending internship opportunities.

2. I have begun the process of setting up summer camps through Skyhawks and we should be able to start registering online for Skyhawks in March.

We will be offering two STEAM Lego camps this summer.

I am holding off on setting up the field trips for the Summer Fun program because of the uncertainty of when the program will start. If we get one more snow day we will have to push back the start date. The Rock & Roll Ice Cream truck continues to work well and I will look to book them every week again this summer.

3. Fish deliveries are scheduled for April 11 and 25 with derbies on April 12 and 26. Application for permits have been submitted to the DEEP for stocking.

The Easter Candy Hunt will be held on Saturday, April 12 at Sage Auxiliary, weather/field conditions permitting, or in the A gym at BHS.

4. We will be offering yoga and Line Dancing classes this spring, plus our normal kids classes, dog obedience and Personal Euphoria on-line classes.

New this spring – we are offering Introduction to Fly Fishing. Bob Salerno will be leading the program.

Debbie



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 January Report

News:

- Cleared and opened ponds for skating
- Pruned trees on Farmington Ave
- Built 8 new tables for Willard School
- Prep greenhouse for flowers
- Plow snow

Daily

- Slip and fall protection town properties

Weekly

- Garbage & litter
- Wash and clean trucks
- Service mowers and equipment

Miscellaneous

- Pruned trees Pistol Creek
- Fix and repair benches & tables
- Inspect and repair trailers
- Repaired diving platforms for Percival Pool
- Cleaned up Cemeteries
- Branch patrol