

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

Thursday, April 10, 2025
6:00 p.m.
238 Kensington Road, Berlin, CT 06037
MEETING

Join Zoom meeting

<https://berlinct-gov.zoom.us/j/86034027750?pwd=VQRGcgtA9dVE7jD71M69a2DJTbbXZZ.1&DeviceId=943ea932-7577-4dce-b0b4-02dd5b552fcc&SessionId=1743606787380>

Meeting ID: 860 3402 7750

Meeting Passcode: 836140

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

Meeting Agenda

1. Audience of Citizens
2. Approval of Minutes
 - a. March 13, 2025
3. Consent Agenda
 - a. Request by Vincent Carbonell of the Spanish American Cultural Club for permission to consume alcoholic beverages (BYOB) for a summer picnic at Timberlin Park Pavilion on Saturday, June 7, 2025 from 9:00AM – 6:00PM. There will be approximately 50 people in attendance ranging from ages 40 to 70. Food will be served buffet style. Insurance will be obtained if alcohol permit is approved.
 - b. Request approval for Metro Swim Team to sell swimsuits, caps, goggles, bungee cords, etc. on June 23, 2025 at Percival Pool to participants on the Berlin Dolphin Swim Team, and to waive the vendor fee of \$200.
 - c. Request approval for Berlin Dolphins Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2025.
 - d. Request by Debra Tubbs of Rock & Roll Ice Cream for permission to sell ice cream, snacks and beverages from her ice cream truck at Pistol Creek, Percival Pool, Berlin Community Center, town playgrounds and Sage Park when concession is not in use for 2025.
 - e. Request acceptance of the following donations to go towards the Berlin Parks and Recreation Fishing Derbies held on April 12 and 26, 2025 at Sage Park Pond:
 - i. Berlin VFW Post 10732 - \$100
 - f. Request approval for Berlin Youth Football to sell food at their home games for the 2025 season.
4. Parks and Recreation
 - a. Monthly Report
5. Parks & Grounds

- a. Monthly Report
- b. Greenhouse Update
- c. Demore, Dinda, Bittner Jr. Memorial Pool Monument
- d. Hubbard Field lights
- e. Pollinator Bees
- f. Percival Field

6. Adjournment

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

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

ATTENDANCE:

Commissioners Present: Lucas VanZandt- Chairman, Donna Bovee, Tony Butrimas, Christine Vale da Serra, Greg Starr, Kerin Heemsoth, Jason Pelletier

Staff Present:

Jen Ochoa, Director of Community, Recreation and Park Services
Debbie Dennis, Superintendent of Recreation
Steve Wood, Superintendent of Parks & Grounds

Chairman Lucas VanZandt called the meeting to order at 6:00 p.m.

Meeting Agenda

1. Audience of Citizens
No Audience of Citizens

2. Approval of Minutes February 13, 2025
Commissioner Bovee moved to accept the February 13, 2025 meeting minutes
Seconded by Commissioner Butrimas
Those voting against: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Tony Butrimas, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier
Vote Being: 0-7 (MOTION DENIED)

Discussion, Commissioner Bovee noted a correction on page 3, and wants to specifically adjust “5 feet of entrance on each side” as the correction.

Commissioner Butrimas moved to accept the February 13, 2025 minutes with a change of “5 feet of entrance on each side” to page 3.
Seconded by Commissioner Vale da Serra
Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Tony Butrimas, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier
Vote Being: 7-0 (MOTION CARRIED)

3. Consent Agenda
 - a. Request by Berlin High School Boosters to sell food, beverages and merchandise at sporting events for their 2025/2026 school year.

- b. Request acceptance of the following donations to go towards the Berlin Parks and Recreation Fishing Derbies held on April 12 and 26, 2025 at Sage Park Pond:
 - i. Berlin Lions Club - \$1,000
 - ii. Cambridge Specialty - \$1,000
 - iii. Kiwanis Club of Berlin - \$200
 - iv. Berlin Polish Political Club, Inc. - \$100
 - v. Mattabassett Rifle & Pistol Club - \$100
 - vi. Kensington Garden Club - \$50
- c. Request acceptance of a donation from Berlin Lions Club of 2 benches with memorial plaques to be placed at Sage Park Pond in honor of Howie Larson Jr. The value of the benches are about \$500 each and the value of the plaques are about \$43 each for a total donation value of \$1086.
- d. Request acceptance of the following donations from Friends of Berlin Baseball (BHS baseball booster group) for Zipadelli Field and Baretta Field for a total valued donation of \$2,229.94.
 - i. All Star Nylon Tunnel (net for batting cage) - \$1,499.99
 - ii. Rubber Home Plate (2) - \$59.98
 - iii. Pro Tunnel (net for batting cage) - \$549.99
 - iv. Collegiate Pitch Prot Replacement Net (for L screen) (2) – \$119.98

Commissioner Butrimas moved to accept agenda item a

Seconded by Commissioner Vale da Serra

Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Tony Butrimas, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier

Vote Being: 7-0 (MOTION CARRIED)

Commissioner Bovee moved to accept agenda item b

Seconded by Commissioner Butrimas

Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Tony Butrimas, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier

Vote Being: 7-0 (MOTION CARRIED)

Discussion, Commissioner Butrimas stated the benches are being donated to town from the Lions Club, photos are included. They are to honor Howie Larson Jr.. They are worth \$500 a piece, and \$43 for the plaques on each.

Commissioner Bovee moved to accept agenda item c

Seconded by Commissioner Starr

Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth

Those Abstained: Commissioner Jason Pelletier, Commissioner Tony Butrimas

Vote Being: 5-0-2 (MOTION CARRIED)

Commissioner Butrimas moved to accept agenda item d

Seconded by Commissioner Vale da Serra

Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier, Commissioner Tony Butrimas

Vote Being: 7-0 (MOTION CARRIED)

4. Parks and Recreation
 - a. Monthly Report, Debbie Dennis Superintendent of Recreation, they are aiming to get at least the same number of fish as last year. Half will go on the first Friday, the other half the second Friday.
5. Parks & Grounds
 - a. Monthly Report, Steve Wood, Superintendent of Parks & Grounds, ice storms and snowstorms they were supporting and keeping everyone safe. Zippadelli and Sage one are completely locked up and have a chain as well. There are cameras in this area.
 - b. Percival Field, Jen Ochoa, Director of Community, Recreation and Park Services, reached out to the contractor asking when they would want to begin for the season now that the snow has melted. The town attorney and architect are involved in these emails and there has been no response yet. The contractor has to fix a few things, and there needs to be a surveyor to check on the contractor's work involving the pitch. They will make sure that field is usable in the spring.
 - c. Demore, Dinda, Bittner Jr. Memorial Pool Complex, Steve Wood, Superintendent of Parks & Grounds, the committee was in favor of the project and that it was a reasonable price and within range. Jen Ochoa and Steve Wood would need to create a statement of needs for the complex. They are planning to present at the April Town Council meeting. The Mayor has stated that he is in favor of funding a splash pad. They do want to expand that parking lot another 15 or so spots because they will eventually run into an issue with parking once the splash pad is installed. Commissioner Bovee is concerned that the operating budgets have been passed this week. This project would be close to being bonded, there is concern that it might not end up part of the budget in April. Any projects that are over 25k they have to get quotes and are being funded to do more feasibility studies so there are no surprises in the future. If everyone is in favor they are hoping to pass it during July. Commissioner Bovee had a few suggested changes to the Statement of Needs before submission.

The Community Senior Center was discussed, the Town Council leadership misportrayed the process of choosing the town property as something the Parks and Recreation decided.

6. Adjournment

Commissioner Starr motion to adjourn at 6:48 pm

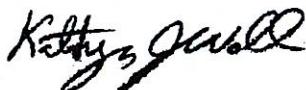
Seconded by Commissioner Heemsoth

Those voting in favor: Chairman Lucas VanZandt, Commissioner Donna Bovee, Commissioner Christine Vale da Serra, Commissioner Greg Starr, Commissioner Kerin Heemsoth, Commissioner Jason Pelletier, Commissioner Tony Butrimas

Vote Being: 7-0 (MOTION CARRIED)

SUBMITTED BY,
Tiffany Trowbridge-Bernard

RECEIVED FOR RECORD
BERLIN TOWN CLERK



3

3/17/2025, 9:07:33 AM



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

April monthly report

1. Interviews for summer positions have almost been completed and hiring is underway. We will hopefully have one more WSI but we are waiting for them to complete class and go through the interview process. I am still taking applications for WSI/Lifeguard for the pool.
2. The Easter Candy Hunt will be held this Saturday, April 12. Location yet to be determined based on weather.

We are still registering for the fishing derbies. The first derby, for 3-7 year olds will be this Saturday, April 12 and the second for 8-15 year olds will be April 26. Both derbies will be from 8-10 a.m. Derbies are held rain or shine and are only cancelled if there is risk of severe weather.

3. Registration just started for summer Skyhawks camps. Due to a number of school projects, we are only able to offer a limited number of camps this summer. Summer Fun registration will start April 28.
4. We are currently registering for the following classes this spring – dance, movement, Creative Babies, variety of Tots classes, Painting w/Peggy classes, dog obedience, Personal Euphoria classes, and line dancing. Some new offerings are Story Town and a two-day program during April vacation called Earth Day Adventures.

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 March report

News:

- Trained and used the SWOZI
- Removed and pruned dead trees Dennehy Field
- Remove bleachers at Garrity and Pulcini Field
- Trail clearing of 20 plus trees that fell throughout the winter
- Installed new batting cage nets at Zipadelli & Barretta Field
- Playground inspection
- Picked up curb and sod damage from the winter
- Rebuilt catch basin at Willard

Daily

- Slip and fall protection Town properties
- Groom and line ballfields

Weekly

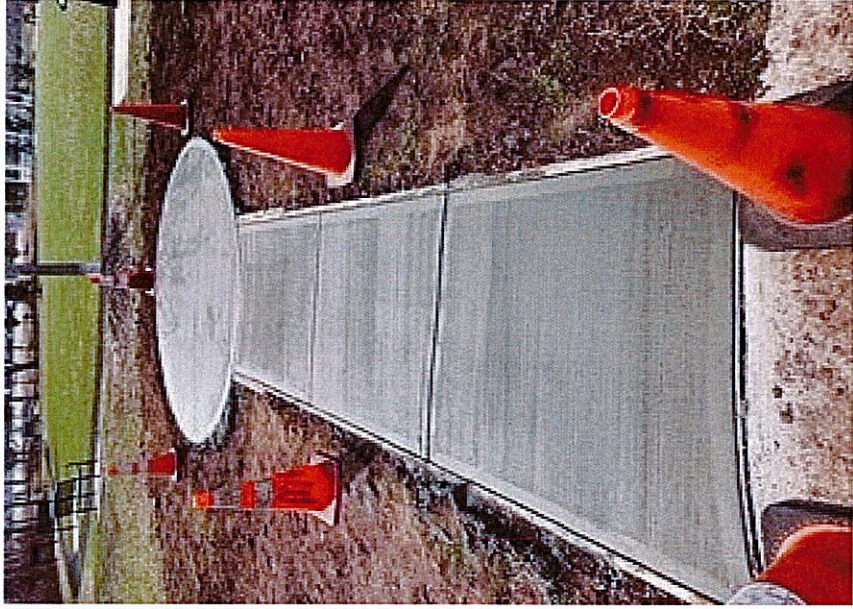
- Garbage & litter
- Wash and clean trucks
- Service mowers and equipment

Miscellaneous

- Painted soccer, lacrosse and foul lines
- Put-up windscreens
- Setup all soccer fields
- Put up tennis nets
- Sweep and clean dugouts
- Relocated pitchers' mounds Hubbard

- Started rolling athletic fields
- Change over from Winter to Spring
- Put up fishing signs at Sage Park
- Install speedbumps at Sage and BHS
- Started mulching and edging flowers beds

Veterans Memorial Park



Town Greenhouse



Batting Cage



Hubbard Light



Bleachers



Willard

