

Berlin Recreation Commission

Meeting Minutes

Date: January 21, 2026

Location: Berlin City Hall

Attendees: Tony Valliere, Bernie Martel, Alex Terry, Crystle Dickinson

Election of Officers

- **Chairperson:** Tony Valliere
- **Recording Secretary:** Crystle Dickinson

Purpose of the Commission

The Berlin Recreation Commission will serve in a strictly advisory capacity, reporting to the City Manager and City Council. The commission will assist in the restructuring of the recreation program to ensure it benefits all members of the community.

Next Steps

The commission discussed the importance of clearly understanding staff roles, responsibilities, and program needs.

- Alex Terry will work on gathering additional information related to the Berlin Recreation Program, including:
 - Summer program details, including staff roles and responsibilities
 - A master list of all programs and activities currently offered
 - A list of all city-owned recreation facilities

Concerns Raised

Scheduling Conflicts

Concerns were raised regarding ongoing scheduling conflicts with gym usage.

- **Operational Correction:**
The recreation schedule will transition to an Outlook calendar maintained by Alex Terry.
- The updated schedule will be posted on the glass window of the Recreation Director's office, along with a notice stating that any scheduling concerns or questions should be directed to Alex Terry.
- This update is expected to be completed by early next week.

Maintenance Concerns

Maintenance issues were identified and will be addressed by the Parks Department, including:

- Window frost in the ladies' restroom
- Toilet repairs in the men's restroom
- Repair of one ceiling heater
- Discussion of the possibility of rekeying the recreation building and implementing a formal key distribution procedure

Next Meeting

The next Berlin Recreation Commission meeting is scheduled for:

- **Date:** February 12, 2026
- **Time:** 4:30 PM
- **Location:** Berlin City Hall

Adjournment

The meeting was adjourned following discussion of the above items.

Respectfully submitted,
Crystle Dickinson
Recording Secretary