

# **PARKS COMMISSION AGENDA**

**April 5, 2016, 5:30 PM  
Berlin Town Hall Conference Room**

1. Approval of Minutes of March 1, 2016
2. Selection of Chair
3. Parks Equipment Inspections – Sean Cooper
4. Events:
  - a) Spring Celebration – April 9, 2016
  - b) Clean-Up Day & Take Pride in Berlin Week – April 16<sup>th</sup> thru April 23<sup>rd</sup>
  - c) Spring Just Walk, Berlin – May 7, 2015
    - i) Special Event Request to Mayor & Council – April 11, 2016
  - d) Summer Movie Nights
    - i) Special Event Request to Mayor & Council – April 11, 2016
    - ii) Vendors
5. Berlin Youth Program Update
6. Other

MINUTES – PARKS COMMISSION  
March 1, 2016

A meeting of the Berlin Parks Commission was held on Tuesday, March 1, 2016 at 5:30 PM. Commission members Loretta Briddell, Patricia Dufendach, Bruce Hyder and Mike Wiley were present as well as Administrative Services Director Mary Bohlen and Amanda Chaffee of Worcester Youth and Family Counseling. Commission member Sarah Hooper was absent at the start of the meeting. Councilmember Lisa Hall was also present.

The Commission reviewed the Minutes of February 2, 2016. Ms. Dufendach moved to approve the Minutes as written and approval was unanimous.

Ms. Chaffee has requested making her presentation at the start of the meeting. She reported on the activities of the Youth program. The group was planning for Spring Celebration as well as spring and summer activities.

Ms. Hooper joined the meeting during Ms. Chaffee's presentation.

Ms. Bohlen provided a breakdown of the costs associated with the movie nights. For a total of six nights, with the Arts & Entertainment Committee being responsible for two, the total cost was \$6,563.34 (\$4,417.56-Parks; \$2,145.78-A&E). Following discussion, Mr. Wiley moved to approve the proposal as presented and approval was unanimous. Ms. Bohlen indicated that she would ask Ms. Layton and Ms. Tomaselli of the A&E Committee to be present at the April Meeting.

Ms. Bohlen showed the Commission the crafts purchased for Spring Celebration and indicated that details would be discussed at the April 5<sup>th</sup> Meeting.

The Commission discussed tree-planting in Stephen Decatur and Henry Parks. Ms. Bohlen shared an order form from the Maryland DNR Tree-mendous program. Discussion followed. It was noted that it would be beneficial to develop a five- or 10-year tree plan. This would help with budgeting and grant applications. For this year, Ms. Bohlen and Ms. Dufendach would meet separately to discuss ordering trees that would hopefully be available in time for Clean-Up Day. Further discussion followed regarding obtaining bedding plants for Stephen Decatur and Henry Park, as well as for the front of the building at the new Berlin Falls Park.

There was also discussion of the meadow area in Stephen Decatur Park. Public Works would be asked to mow the area to 5-6". Mike Wiley would coordinate with Director of Public Works Jane Kreiter.

Discussion followed regarding the Just Walk, Berlin! event planned for May 7, 2016. Ms. Bohlen noted that the event would start at Worcester Youth and Family Counseling with two paths available – a 1-mile route and a 2-mile route that could be done separately or combined to make a 3-mile walk. She would be reaching out to various organizations to determine their interest in participating.

Ms. Bohlen presented the FY17 Program Open Space Annual Program. She noted that there was currently a bill in the legislature that would restore POS funding; hopefully this would allow the County to begin allocating funds to the municipalities again. She noted that one item had been added to the POS "wish list" for 2017 – amenities for Berlin Falls Parks. Following brief discussion, Ms. Dufendach

moved to approve the Program as written for presentation and approval of the Mayor and Council at their March 14, 2016 Meeting. Approval was unanimous.

Ms. Dufendach asked if the paths through Stephen Decatur and Henry Park could have gravel put-down to re-define them and improve walking conditions. Ms. Bohlen indicated that she would discuss this with Ms. Kreiter.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:25 PM.

Respectfully Submitted,



Mary T. Bohlen  
Administrative Services Director  
Liaison to the Parks Commission