

# PARKS COMMISSION AGENDA

May 10, 2016, 5:30 PM\*  
Berlin Town Hall Conference Room

\*Rescheduled from May 3, 2016

1. Approval of Minutes of April 5, 2016
2. Selection of Chair
3. MRPA Conference Report – Mike Wiley, Mary Bohlen
4. Events:
  - a) Spring Just Walk, Berlin – May 7, 2015
  - b) Summer Movie Nights

Date	Movie
June 18, 2016 (Downtown)	<i>Tuck Everlasting</i> (Ivy)
July 2, 2016 (SDP)	<i>Wizard of Oz</i> (Mary)
July 16, 2016 (Henry)	<i>Finding Nemo</i> (Bruce)
July 30, 2016 (SDP)	<i>Princess Bride</i> (Patricia)
August 13, 2016 (Henry)	<i>Goonies</i> (Patricia)
August 27, 2016 (Downtown)	<i>Runaway Bride</i> (Heather)

- c) National Night Out
5. ~~Berlin Youth Program Update~~
6. Other

MINUTES – PARKS COMMISSION  
April 5, 2016

A meeting of the Berlin Parks Commission was held on Tuesday, April 5, 2016 at 5:30 PM. Commission members Patricia Dufendach, Sarah Hooper, Bruce Hyder and Mike Wiley were present as well as Administrative Services Director Mary Bohlen and Amanda Chaffee of Worcester Youth and Family Counseling. Water Resources and Public Works Director Jane Kreiter and Assistant Wastewater Superintendent Sean Cooper were also present. Commission member Loretta Briddell was absent at the start of the meeting.

The Commission reviewed the Minutes of March 1, 2016. Ms. Dufendach moved to approve the Minutes as written and approval was unanimous.

Because the full board was not present, it was decided to hold the selection of a Chair until the May meeting.

Sean Cooper, who is also a certified playground inspector, presented a report on repairs needed in Stephen Decatur and Henry Parks. He discussed the particular issue of a slide in Henry Park; the manufacturer was no longer in business and he was trying to determine if replacement parts could be purchased, or if a retrofit could be done. A discussion of the need to build up the engineered wood fiber safety surfacing, and possibly maintain a stockpile, followed. Ms. Bohlen indicated that the proposals would need to be reviewed to determine what could be done in the current fiscal year and what would need to wait until the new budget year.

Discussion followed regarding the upcoming events. Ms. Bohlen indicated that set-up for Spring Celebration, which was scheduled for the upcoming Saturday, could begin at 9:30 AM. It was decided to meet at Town Hall at 9:15 AM.\*

Ms. Briddell joined the meeting during the Spring Celebration discussion.

Discussion followed regarding Clean-Up Day and Take Pride in Berlin Week. Ms. Bohlen noted that sign-up would begin at Stephen Decatur, Henry and Berlin Falls parks at 8:30 AM. It was still not known if the trees which had been ordered through DNR would arrive in time, but Ms. Bohlen indicated that there would be bedding plants available as well as the usual trash pick-up, weeding and other activities. She also noted that, if the trees did not arrive in time for Clean-Up Day, there was a group from Calvin B. Taylor Bank interested in doing an Earth Day activity; hopefully the trees would be in time for that.

Mr. Wiley and Ms. Kreiter discussed the mowing of the meadow in Stephen Decatur Park.

Discussion followed regarding the Spring Just Walk event, scheduled for Saturday, May 7<sup>th</sup>. Ms. Bohlen noted that the route would start and end at Worcester Youth and Family Center. Ms. Kreiter indicated that one porta-pottie would be dropped off in the parking lot. Ms. Chaffee indicated that she would confirm if the Ray Room was available and whether or not the Youth Program could have a children's activity.

Discussion followed regarding the summer movie events. Ms. Bohlen noted that the Special Event Request would be put before the Mayor and Council on Monday, April 11<sup>th</sup>. The Commission discussed an application to be a vendor at the events and, without formal motion or vote, it was decided that the

Commission would not recommend allowing vendors as the desire is to keep this a free family event. It was noted that a more formal process for vendors in the parks would probably be needed.

Ms. Chaffee provided an update on the recent and upcoming activities of the Berlin Youth Program.

Md. Bohlen presented a draft FY17 budget to be presented to the Mayor and Council. She noted that this budget was slightly higher than previous years and would be presented at the Mayor and Council worksession on Monday, April 18<sup>th</sup>.

Discussion of progress at Berlin Falls followed.

It was noted that the students would be in the park on Monday, April 11<sup>th</sup> to work on the Edible Forest.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:55 PM.

\*The Parks Commission did not participate in the Spring Celebration because of the weather.

Respectfully Submitted,



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

## Mary Bohlen

---

**From:** cholland@berlinmdp.org  
**Sent:** Monday, April 25, 2016 1:50 PM  
**To:** Mary Bohlen  
**Subject:** RE: National Night Out 2016

Thank you.

----- Original Message -----

**Subject:** RE: National Night Out 2016  
**From:** Mary Bohlen <mbohlen@berlinmd.gov>  
**Date:** Mon, April 25, 2016 10:49 am  
**To:** "cholland@berlinmdp.org" <cholland@berlinmdp.org>

Their next meeting is May 10<sup>th</sup>. I'll let you know after that, but I'm sure the answer will be yes.



**Mary T. Bohlen** -- Administrative Services Director  
Town of Berlin | 10 William Street | Berlin, Maryland 21811-1233  
O: 410-641-4314 | F: 410-641-2316 | W: [www.berlinmd.gov](http://www.berlinmd.gov) | E: [mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov)

---

**From:** [cholland@berlinmdp.org](mailto:cholland@berlinmdp.org) [<mailto:cholland@berlinmdp.org>]  
**Sent:** Monday, April 25, 2016 1:36 PM  
**To:** Mary Bohlen  
**Subject:** National Night Out 2016

Hey Mary,

Even though I'm out on sick leave I'm working on National Night Out 2016 at home so I don't get behind. Would you mind reaching out to the Parks Commission to see if they'll participate again this year Aug. 2nd, 4-7, at Henry Park. Thanks.

Claude