

PARKS COMMISSION AGENDA

**May 2, 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of March 7, 2017 and April 4, 2017
2. Events:
 - a) Clean-Up Day - review
 - b) Spring Just Walk – May 6
 - c) Outdoor Movie Nights
3. Updates on Ongoing Projects/Issues:
 - a) Edible Forest – Chair Mike Wiley
 - b) Henry Park Permanent Restrooms
 - c) Tennis Courts
 - d) MUCFC Tree grant
4. New Business
5. Berlin Youth Program Update
6. Other

MINUTES – PARKS COMMISSION
March 7, 2017

The meeting of the Parks Commission for Tuesday, March 7, 2017 was called to order at 5:30 PM. Chair Mike Wiley, Loretta Briddell, Patricia Dufendach, Sarah Hooper and Bruce Hyder were present as well as Administrative Services Director Mary Bohlen, and playground inspector Sean Cooper. Ms. Amanda Chaffee of Worcester Youth & Family had informed Ms. Bohlen that she would be unable to attend.

The Minutes of January 31, 2017 were reviewed. Ms. Hooper moved to approve the minutes and approval was unanimous.

Ms. Bohlen presented the draft Program Open Space FY18 “wish list” to be submitted to Worcester County. She reminded the Commission that Worcester County had not allocated funds to Berlin since 2008. Ms. Bohlen noted that the wish list would go before the Mayor and Council for Approval on Monday, March 13, 2017 and was due to the County by March 31, 2017.

Ms. Bohlen reviewed the upcoming events. Spring Celebration was scheduled for Saturday, April 15th and the wind chime craft left over from National Night Out would be used. Following the event, Ms. Bohlen intended to offer any leftover craft items to the Berlin Youth Program, as the paints and markers would begin to dry out.

Clean-Up Day and the start of Take Pride in Berlin week was the following Saturday, April 22, 2017, which was also Earth Day. Ms. Bohlen noted that she was working with Economic and Community Development Director Ivy Wells to breathe some new life into the event and week. She also noted that an event was scheduled in Stephen Decatur Park immediately following Clean-Up Day. The “Blessing of the Wheels” was planned for that afternoon and she had informed the organizer that there may be some activity still going on when she began set-up for her event. Mr. Cooper noted that she needed to be sure that any children participating in her event do not get on the playground equipment wearing helmets.

On Saturday, May 6, 2017 the Spring Just Walk Berlin event was scheduled to be held in Stephen Decatur Park as was Touch-a-Truck. Ms. Bohlen noted that some logistics regarding parking would need to be worked out, but other than that the two events would only overlap by an hour or so and shouldn't interfere with each other.

Ms. Bohlen listed movies which had been suggested on Facebook and indicated that, with a few exceptions due to the rating, she would put the movies out on Facebook for people to vote and the top 3, plus a musical would be shown, pending licensing. She also noted that the Arts & Entertainment Committee planned to show “Rocky Horror Picture Show” on Saturday, October 21, 2017. The movie would start at a later time and its R-rating would need to be strongly emphasized.*

Ms. Bohlen provided updates on several projects. The vendor for the Henry Park permanent restroom had met with Town staff earlier that day to view the site and discuss some of the aspects of the project. He estimated that, pending permitting, the project should be completed in about five months.

The engineers were still working on the specifications for the Stephen Decatur Park tennis courts. Once complete, they would be sent to USTA, who would hopefully be able to assist with funding on the project.

Ms. Bohlen noted that she intended to order trees for planting in the parks by the end of the week and reminded the Commission that the Town would receive a \$1,500.00 grant for this project.

With no one present for the Berlin Youth Program, the meeting was open to the Commission members. Ms. Dufendach noted that she had met with Town representatives and representatives of the OC Jeep Jam regarding this year's event. She presented a letter from Dave Wilson & Jim Rapp regarding the issues they saw with holding the event on the Berlin Falls property. Discussion of having volunteers on site for the event followed. Ms. Bohlen noted that she would let the Parks Commission know when this even was on the Mayor and Council's agenda for approval.

Mr. Wiley noted that he was part of the Naming Policy committee along with Councilmember Zack Tyndall and Carol Rose of the Historic District Commission.

Ms. Bohlen noted that the next meeting was scheduled for Tuesday, April 4, 2017 and Ms. Hooper indicated that she would not be present.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:30 PM.

Respectfully Submitted,



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

MINUTES – PARKS COMMISSION
April 4, 2017

The meeting of the Parks Commission for Tuesday, April 4, 2017 was called to order at 5:30 PM. Chair Mike Wiley and Patricia Dufendach were present as well as Administrative Services Director Mary Bohlen, and playground inspector Sean Cooper. Board Members Loretta Briddell, Sarah Hooper and Bruce Hyder and Ms. Amanda Chaffee of Worcester Youth & Family were absent.

Because a quorum of Commission members was not present, no votes could be taken.

The Minutes of March 7, 2017 were tabled to the next meeting.

Ms. Bohlen reminded the Board members that the Spring Celebration would be held on Saturday, April 15th; she would send an email regarding what time to meet for set-up.

Clean-Up Day, scheduled for Saturday, April 22nd was discussed. Ms. Bohlen noted that there would be a kids' craft at 11:00 AM in both parks; a volunteer would be needed to oversee the craft. Mr. Cooper asked about the event scheduled to follow Clean-Up Day. Ms. Bohlen explained that the organizer of the event – Blessing of the Wheels – had been notified that there may still be clean-up activity going on. Mr. Cooper indicated that he had planned on working on placing the engineered wood fiber for the better part of the day. Consensus was that volunteers would be directed to the play areas to assist with spreading the surfacing. Ms. Bohlen noted that the trees that had been ordered had been picked up and she and Ms. Dufendach would meet to discuss and mark locations for planting. Ms. Bohlen noted that she had not been able to get as many trees as hoped for, but perhaps more could be planted in the fall and next spring. She would also be working with public works to get other plants for Clean-Up Day. She noted that planting would again be done at the front of the building at Berlin Falls.

It was noted that a sign at Berlin Falls letting visitors know that it is a park would be helpful.

Spring Just Walk, Berlin was scheduled for Saturday, May 6th. The event would start at 9:00 AM and follow the same routes as the previous walk. Ms. Bohlen noted that Touch-a-Truck was scheduled for the same day in the parking area across Tripoli Street and would probably be setting up during the walk.

Mr. Wiley noted that the Middle School students were expected to work on the Edible Forest on May 9th. There would probably be a Persimmon tree that needed to be moved. They would also need the water tank.

Discussion regarding the possibility of consulting with state Forestry regarding the possibility of a controlled burn at Berlin Falls followed.

Ms. Bohlen provided updates on several projects. There was nothing new to report with the Henry Park Restroom project. The tennis court budget estimate was more than had been anticipated and the Community Parks and Playgrounds grant would not be sufficient; several factors could influence how the project proceeds: 1) there was a possibility of a grant from USTA, though it was unknown if such a grant would be monetary in nature; 2) the Mayor and

Council could agree to provide the funding shortfall for FY18; 3) if the Mayor and Council could not fund the shortfall, an additional grant application to Community Parks and Playgrounds could be made.

Discussion followed regarding the suggestions made several months ago regarding a temporary skate park. The status of that proposal was unknown.

In response to discussion, Ms. Bohlen indicated that any suggestions regarding Berlin Falls could be sent directly to David Deutch, or she would be glad to pass them along.

Ms. Dufendach discussed the yard sales that Ocean City held at Northside Park and suggested that Berlin Falls could possibly be a venue for such an activity. Discussion followed and it was noted that in order for such to be a success there would need to be an individual to oversee it.

Mr. Jack Orris who was in attendance as a member of the public, asked if Twisters would have tennis courts. Discussion followed, but consensus was that they would not. Brief discussion regarding the water testing at Berlin Falls followed. Ms. Dufendach indicated that she had spoken to Public Works Director Jane Kreiter regarding the mowing at the ponds at Berlin falls and suggested that some areas of habitat be left natural.

Discussion followed regarding weeds in an around the parks; Mr. Cooper noted that the Town could not apply pesticides without following strict notification processes and without the proper certifications. He was certified to a level of application, but not beyond.

It was noted that planting areas would need mulch. Ms. Kreiter was currently out on vacation, and it was not known if mulch had been ordered.

Ms. Bohlen noted that she, Mr. Wiley, Mr. Cooper and Mr. Dave Wheaton of Public Works would be attending the Maryland Recreation and Parks Association (MRPA) conference in Ocean City later in the week.

Ms. Bohlen noted that the next meeting was scheduled for Tuesday, May 2, 2107.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:30 PM.

Respectfully Submitted,



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