



Parks Commission Meeting Agenda

Berlin Town Hall
10 William Street
Tuesday, September 7, 2020
5:30 PM

SPECIAL NOTICE: Until further notice public attendance at Town meetings is prohibited due to gathering-size restrictions. Meetings will be streamed live on Facebook during this time. Your patience and understanding as we work to meet the restrictions on gathering size, while still conducting Town business is truly appreciated.

- Written questions will be accepted until 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: mbohlen@berlinmd.gov; please use Meeting Questions as your subject
 - Fax to: 410-641-2316
 - Mail to: Berlin Town Hall, Attn: Meeting Questions, 10 Williams St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

To access the Meeting via live stream on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, www.berlinmd.gov, or type @berlinmd in the Facebook search bar.

No response will be given to questions and comments submitted via Facebook during a regular meeting.



PARKS COMMISSION AGENDA

**July 7, 2020, 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of February 4, 2020
2. Old Business
 - a) Update on Henry Park Raingarden
 - b) Donation/Memorial Program
3. New Business
 - a) FY22 Community Parks and Playgrounds Application
 - b) National Night Out
4. Berlin Youth Program
5. Other

2020 Events. NOTE: Schedule subject to change:

Tuesday, October 6, 2020 National Night Out (Date Change)
Saturday, November 7, 2020 Fall Just Walk

Upcoming Meeting Schedule:

Tuesday, September 1, 2020
Tuesday, November 3, 2020

**TOWN HALL
10 WILLIAM STREET
2nd FLOOR CONFERENCE ROOM**

MINUTES – PARKS COMMISSION
February 4, 2020

The meeting of the Parks Commission for Tuesday, February 4, 2020 was called to order at 5:30 PM. Parks Commission members present were Patricia Dufendach, Sarah Hooper, Bruce Hyder and Laura Stearns, as well as Deputy Town Administrator Mary Bohlen. Chair Mike Wiley had notified Ms. Bohlen that he would be absent.

Ms. Dufendach moved to approve the Minutes of the December 3, 2019 meeting as written and approval was unanimous.

Ms. Bohlen brought the Commission members' attention to two applications for Special Use of the Parks for Worcester County Recreation and Parks. They were requesting the use of Stephen Decatur Park for Tennis Clinic and Drop-In Tennis on Tuesdays in May from 6-8 p.m. and for Toddler Gym on Wednesdays, May 13 to June 10 from 10-11 a.m. Ms. Bohlen noted that this would be going to the Mayor and Council for approval on Monday, February 10, 2020. Following discussion, Ms. Hooper moved to support the programs and recommend approval to the Mayor and Council. Approval was unanimous.

Ms. Bohlen brought attention to the draft Memorial Program included in the meeting packet. She noted that she had pulled elements from several communities' existing plans and that what was before the Parks Commission at this meeting was very much a draft document; she expected it to take several months before a final plan and program was ready for presentation to the Mayor and Council. Ms. Stearns noted that barrier trees to be placed between the walking path and Rt. 113 would be a welcome addition at Stephen Decatur Park. Lengthy discussion followed. Future items to be discussed would be site plans of the parks identifying areas for trees, gardens, and amenities, identification of acceptable plant species, approval of several models of benches, tables, and other amenities for donors to choose from and approval of plaques. Ms. Dufendach and Ms. Bohlen would begin to work on identifying areas of the park. Discussion would continue at the next meeting.

Ms. Bohlen noted upcoming events and meeting dates.

Ms. Stearns moved to adjourn the meeting at 6:04 p.m. and approval was unanimous. The next meeting was scheduled for Tuesday, April 7, 2020.

Respectfully Submitted,



Mary T. Bohlen
Deputy Town Administrator
Liaison to the Parks Commission



ACT Raingarden Planting WHP, June '20



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

The Berlin Parks Commission Commemorative Program is designed to provide individuals, families or organizations with an opportunity to honor the memory of loved ones or to memorialize a significant event through the dedication of park amenities or living tributes. While this agreement provides the minimum program information, it is the intent of the Parks Commission to allow reasonable flexibility and personalization of any commemorations under this program. The Mayor and Council of the Town of Berlin have final authority over this program and any items placed in Town parks.

In addition to a lasting acknowledgement, amenities - such as benches or picnic tables - provide enjoyment to park visitors, and living tributes - such as trees - provide shade, clean the air, provide wildlife habitat, and beautify the park for generations to come.

The information that follows is intended to indicate minimum standards and requirements. Donors with requests outside the program outlined below are welcome and encouraged to discuss their desires with the Berlin Parks Commission. Full consideration will be given to ideas "outside the box".

PARKS AMENITIES –

Price: Prices indicated below are intended for information purposes only and represent the minimum donation. The final cost will be based on the actual cost of item (including any applicable shipping, installation or other charges) plus a \$200 maintenance fee. Because of varying designs, sizes and materials, actual cost to donor at the time of purchase will be determined and agreed upon prior to ordering. Items must be purchased through the Town of Berlin from a vendor acceptable to the Town and the item(s) must meet minimum standards as determined by the Town. Plaque or engraving is separate and is not included in item cost.

Benches:

Recycled Materials, 6-foot (minimum) \$1,000

Recycled Materials, Small (Childs Bench, 4-foot minimum) \$800

Picnic Tables:

Recycled Materials, 6-foot (minimum) \$1,500

Recycled Materials, 4-foot (Childs Table, 4-foot minimum) \$1,200

Game Tables - TBD

Bike Rack - \$900

Other, not listed above: _____

For items not listed above, complete specifications must be attached to this application when submitted. Approval of such items is at the sole discretion of the Berlin Parks Commission and final approval will be granted in consultation with the Town of Berlin Public Works or other Department. See "CONDITIONS" for additional information.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

LIVING TRIBUTES – Only native species will be permitted.

TREES.

New Planting: Minimum tree size is 6-foot. Price: Cost of tree plus \$100 care fee. Donor may purchase the tree through the Town of Berlin or directly from a source of their choosing.

Tree Species Suggested:

Flowering: Crab Apple, Dogwood, Eastern Redbud, Fringe Tree, Serviceberry

Shade: American White Ash, American White Elm, American Beech, Hackberry, Honey Locust, Pin Oak, Red Maple, Red Oak, River Birch, Shagbark Hickory, Sugar Maple, White Oak, Willow Oak

Evergreen: American Holly, Loblolly Pine, Red Cedar, White Pine

Other native species not listed above will be considered, subject to approval by the Berlin Parks Commission.

Transplanted Tree: \$100 care fee.

You may choose to transplant a living tree from another location to one of Berlin's Parks.

Transplant must be coordinated with the Town of Berlin, and the Berlin Parks Commission has final approval of species and size of tree. You will be responsible for all monetary and other considerations in securing all necessary permissions and making all arrangements for the uprooting and transportation of the tree from its existing location, then for all digging and transplant of the tree in a location as approved by the Town of Berlin.

FLOWERS. \$150.00 one-time donation will be used for the purchase and planting of flowers during the following Clean-Up Day which is held annually on a Saturday during Take Pride in Berlin Week (typically on or about Earth Day, April 22nd).

MONETARY DONATION. A monetary donation in the amount of your choosing will help provide overall maintenance for Town of Berlin Parks.

ACKNOWLEDGEMENT OF COMMEMORATION

1. **Plaques OR engravings: Plaques or engravings will be purchased by the Town of Berlin.**
 - a. Size of and number of characters included on engraved area or plaque may vary, but will feature consistency in look, cost, type and mounting.
 - b. Text will be submitted to the Town of Berlin for approval.
 - c. Proof will be submitted to donor for final approval.
 - d. Donor will be responsible for payment to the Town of Berlin for the cost of the plaque or engraving, to include any surcharges, shipping, etc. plus installation as applicable (installation of a simple plaque will be done by Town of Berlin personnel for a minimum of \$10)
2. Parks Amenities
 - a. Amenities will be engraved or have affixed an engraved plaque.
3. Living Tributes:
 - a. Trees.
 - i. A plaque will be placed at or near the base of the tree.
 - b. Flowers or monetary donations:
 - i. In each park a Board will be erected upon which acknowledgement plaques will be affixed on an annual basis acknowledging flower or monetary donations.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

CONDITIONS:

Donor/Signer understands and agrees to the following in addition to any specific conditions indicated above:

1. Payment is due prior to placement/purchase of any items included in this program.
2. Purchase and placement of commemorative item must be done through and/or coordinated with the Town of Berlin Parks Commission.
3. No guarantee of maintenance for the commemorative item is implied; items will receive the same standard of care and maintenance as similar items placed within the parks through other programs including routine purchases.
 - a. Parks Amenities: Items that are vandalized or damaged/worn through ordinary use, to the point of no longer being considered safe or aesthetically pleasing, may be removed or repaired at the discretion of the Town of Berlin.
 - b. Living Tributes: Trees or flowers that are dead or diseased may be removed at the discretion of the Town of Berlin or receive appropriate physical or chemical treatment.
4. Should the commemorative item be removed for any reason within five (5) years of placement, the Town of Berlin shall make a reasonable effort to contact the donor to inform him/her of such and provide an opportunity to replace the item at cost. It is the responsibility of the donor to inform the Town of any changes in contact information.
5. Placement of amenities and planting of trees/flowers will be done at an appropriate time of year – typically in the spring or fall. The donor may make arrangements with the Town to be present at placement/planting during regular business hours.
6. The placement of memorabilia – such as flags, wreaths, plastic flower or other adornments is not permitted without prior express authorization, and the donor/signer acknowledges that the Town of Berlin shall remove such items at any time and without notice.
7. No statements contained herein, nor made by any person or agent of the Berlin Parks Commission nor the Town of Berlin are to be construed as tax advice or information. Donors should seek professional advice prior to attempting to claim any tax advantage based on this donation.

SIGNATURES

I, the undersigned, acknowledge my understanding of the conditions expressed above and agree to adhere to same.

Signature: _____

Date: _____

Printed Name: _____

Contact information:

Address: _____

City, State Zip: _____

Phone: _____ **Email:** _____



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

DETAILED DONATION INFORMATION:
Vendor/Supplier quote to be attached.

Vendor: _____

Item Description: _____

Item Purchase Price to include delivery and installation as applicable:	\$ _____
Maintenance/Care Fee: \$200/amenity; \$100/living tribute	\$ _____
Plaque/Engraving Charge:	\$ _____
Installation of Plaque/Engraving: TBD or \$10	\$ _____
Total to be paid:	\$ _____

Payment:

Date:	Check #:	Clerk:
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Plaque/Engraving to read: Character count/spacing will be dependent on several factors. Final wording/proof to be presented to and approved by donor prior to order.

Date of Installation: _____

Detailed Location: PARK: _____

Location: _____

Attach photo following installation.