

PARKS COMMISSION AGENDA

**September 13, 2016, 5:30 PM
(rescheduled from 9/6/16)
Berlin Town Hall Conference Room**

1. Approval of Minutes of July 5, 2016
2. Events:
 - a) Fall Just Walk –Saturday, November 12, 9-11 AM
 - b) Planning for next year’s Movie Nights
3. Updates on Ongoing Projects:
 - a) Tennis Courts
 - b) Henry Park Permanent Restrooms
 - c) Planting projects
 - i) Maryland Urban and Community Forestry Committee (MUCFC) Grant Program
 - ii) PLANT Designation
4. Berlin Youth Program Update
5. Other

MINUTES – PARKS COMMISSION
July 5, 2016

The meeting of the Parks Commission for Tuesday, July 5, 2016 was called to order at 5:30 PM. Chair Mike Wiley, Patricia Dufendach, Sarah Hooper, and Bruce Hyder were present as well as Administrative Services Director Mary Bohlen and Berlin Youth Program Coordinator Amanda Chaffee. Commission member Loretta Briddell was absent. Councilmember Hall also joined the meeting.

The Commission reviewed the Minutes of May 10, 2016. Ms. Hooper moved to approve the Minutes as written and approval was unanimous.

Ms. Bohlen provided an update on the Summer Movie Series indicating that the two showings to date had been well attended.

Ms. Bohlen reminded the Commission members that National Night Out was scheduled for Tuesday, August 2, 2016 from 4-7 PM; as this was the same night as the regularly scheduled meeting, there would be no Parks Commission Meeting for August.

Ms. Bohlen noted that she was planning to submit a grant to the Maryland Urban and Community Forestry Committee (MUCFC) Grant Program for trees for next year. Ms. Bohlen and Ms. Dufendach would meet to discuss species, quantities and locations.

Ms. Bohlen informed the Commission that the engineers had found that there was a thick layer of asphalt under the tennis courts which prohibited complete removal and replacement of the courts, as had been done with the basketball courts. She indicated that she would be reaching out to the United States Tennis Association (USTA) for technical assistance.

Ms. Chaffee provided an update on the Youth Program. 22 children were enrolled and there was a waiting list. The mural project was revealed on June 21st. Worcester Youth had recently hosted the Kids' Party at the Maryland Municipal League Convention with a portion of the funding provided by the Parks Commission. She announced that the Youth Program participants would be participating in a beach day at Assateague, going to movies, having cooking and yoga classes and would have a day at Jolly Rogers hosted by the Police Department. Ms. Chaffee also indicated that they were having difficulties finding drivers.

Mr. Wiley indicated that people were wondering what the hours were for Berlin Falls and what was there for people to do. Ms. Bohlen indicated that the park was open during daylight hours, as with the other Town parks, and at this point there were no real amenities, but people were free to walk around the grounds.

Ms. Hall indicated that people were still asking about a skate park and suggested contacting the Tony Hawk Foundation. Ms. Bohlen reminded Ms. Hall and the Commission that the Tony Hawk foundation had requirements that the Town may not be able to meet regarding placement of the park in low income neighborhoods, hours of accessibility and others. Ms. Dufendach noted that the Commission had not heard from the Skate Park committee in many months and noted that much planning for the park remained to be completed.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:15 PM.

Respectfully Submitted,



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



MARYLAND ASSOCIATION OF FOREST CONSERVANCY DISTRICT BOARDS
Maryland Urban and Community Forest Committee

Grant Application

The Maryland Urban and Community Forest Committee (MUCFC) strives to unite and encourage citizens to protect and enhance Maryland's community trees and forest ecosystems. MUCFC is a sub-committee of the Maryland Association of Forest Conservancy District Boards.

Please use this form to request funding assistance from MUCFC for your project. Priority will be given to tree planting projects on public property that involve volunteers and have matching support from other organizations. The maximum grant awarded per project is \$1,500. Grants are reviewed on or about September 15, February 15 and June 15. Attach additional sheets if necessary.

Contact your local Forestry Board office for assistance. <http://www.marylandforestryboards.org/chairs.cfm>. Mail finalized form to: **Wanda MacLachlan, MUCFC; 11975 Homewood Road; Ellicott City, MD 21042**

When completing this form in Adobe Acrobat Reader, click on the Typewriter button, place cursor on line and type response. This document can be saved, signed and mailed.

*** Local Forestry Board Contact Signature Required***

CONTACT INFORMATION

Signature of FB Member: _____

Please Print Legibly

County: _____ Name of FB Member: _____

Title of Project (Description): _____

Location of Project _____

Project Coordinator _____ Title _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email Address _____

Grant Period: (Check appropriate box) February 15, June 15, September 15, 20____ (Type in current year)

PROJECT DESCRIPTION

I. Financial Information – Please provide the following funding details about your project.

a) Amount of Grant Requested \$ _____

b) Total Cost of Project \$ _____

c) List other funding sources (Note: Projects with matching funds will be given priority).

Source of Other Assistance:

Type of Matching Assistance:

(other funding sources, in-kind, volunteers, equipment, supplies)

II. Project Information

Please describe your proposed project and the benefits it will have for Maryland’s community trees and forest ecosystems.

- a) Type of Project: _____
- b) Project Goals/Purpose: _____

- c) Number of Volunteers: _____ Amount of time per volunteer: _____
- d) Cooperating Groups: _____
- e) Additional Benefits of Project (educational, multi-phase, wildlife, beautification, other):

- f) Proposed Project Completion Date: _____

III. Funding Plan

How will grant money be spent? Describe # and species of trees, supplies, signage, etc., that will be purchased with MUCFC funding. Note that we do not fund the planting of invasive species. Itemize with as much specific info in your responses as possible. (Requests for equipment are discouraged without a detailed description of how equipment will be handled after project completion and future use.)

Number of Trees and Cost per item (please attach itemized species list and map showing plantings): _____

- a) Tree Planting Supplies and Cost per item: _____
- b) Description of Signage and Cost per item: _____
- c) Equipment for Tree Planting and Cost per item: _____
(Please attach a detailed plan of future use of equipment) _____

IV. Maintenance Plan

How will trees be taken care of following planting, particularly during the summer?

- a) Describe Maintenance Recommended: _____
- b) Responsible Person(s): _____ Phone #: _____
- c) Maintenance Schedule: _____

V. Maryland **PLANT** Community Award Program (People Loving and Nurturing Trees)

Is your organization currently a PLANT participant? ____ Yes ____ No

Is this project part of your continuing PLANT effort? ____ Yes ____ No

If no, when do you plan to apply to PLANT? _____

For Information on PLANT go to: <http://dnr2.maryland.gov/forests/Pages/programs/plantinfo.aspx>

All recipients of MUCFC Grants are required to submit a PLANT Application once the project is funded

SDP & WHP Plantings

Trees/Shrubs

<u>Name</u>		<u>Qty</u>	<u>Est. cost*</u>	<u>Total</u>	<u>Location</u>	<u>Size</u>
Coastal Willow	<i>(Salix caroliniana)</i>	11	\$40.00	\$440.00	SDP-6/WHP-5	
Sweetbay Magnolia	<i>(Magnolia virginiana)</i>	1	\$32.50	\$32.50	SDP	4-6'
Red Twig Dogwood	<i>(Cornus sericea)</i>	5	\$60.00	\$300.00	SDP	3-4'
Service/Beauty Berry	<i>(Amalanchier canadensis)</i>	3	\$32.50	\$97.50	SDP	4-6'
Bald Cypress	<i>(Taxodium distichum)</i>	3	\$32.50	\$97.50	SDP	4-6'
Mountain Laurel	<i>(Kalmia latifolia)</i>	3	\$29.00	\$87.00	SDP	2 qt.
Swamp Azalea	<i>(Rhododendron viscosum)</i>	3	\$25.00	\$75.00	SDP	5 gal
Fringe Tree	<i>(Chionanthus virginicus)</i>	10	\$50.00	\$500.00	SDP	5 gal
Beech/Ash	<i>(Fagus grandifolia)</i>	7	\$40.00	\$280.00	SDP	4-5 ft
Oak	<i>(Quercus...)</i>	3	\$32.50	\$97.50	WHP	4-6'
Ash	<i>(Fraxinus...)</i>	3	\$40.00	\$120.00	WHP	4-5 ft
		52	TOTAL	\$2,127.00		

Plants

Coneflower	<i>(Echniaeceae purpurea)</i>	6	\$6.00	\$36.00	SDP	qt
Black-Eyed Susan	<i>(Rudbeckia fulgida)</i>	6	\$6.00	\$36.00	SDP	qt
VA Bluebells	<i>(Mertensia virginica)</i>	6	\$2.00	\$12.00	SDP	bare root
Hay-scented or Lady Ferns	<i>(Dennstaedtia punctilobula)</i>	10	\$5.00	\$50.00	SDP	bare root
Milkweed	<i>(Asclepias incarnata)</i>	1	\$3.00	\$3.00	SDP	seeds (100)
Wild Flowers	Native mix	1	\$15.00	\$15.00	SDP	500 ft ²
			TOTAL	\$152.00		

Other - Gator Bags, Mulch, Interpretive Signage, etc. **\$1,500.00**

In-kind personnel/equip. Estimate-Planting & Maintenance TOTAL **\$1,000.00**

PROJECT TOTAL \$4,779.00

* Estimated cost is based on 2016 pricing from DNR Tremendous Program, Assateague Coastal Trust and Lower Shore Land Trust Native Plant Sales and online searches.

Maryland PLANT Community - Awards Program

People Loving And Nurturing Trees (PLANT) is a statewide award program to recognize communities for their tree planting and tree care efforts. Communities range from schools, homeowner organizations and parks to metropolitan areas, cities and towns.

There are four PLANT award levels: Bronze, Silver, Gold, and Green. Successive levels require more formalized tree care activities. Although a community may remain at any level for an unlimited number of years, the goal of the program is to encourage a community to grow through the award levels by strengthening their commitment and care for their urban trees.



At an Arbor Day celebration at Riverdale ES, Town of Riverdale Park received a PLANT award from MD DNR forester, Horace Henry, in recognition of the town's reforestation efforts.

Description: [Awards are given](#) based on the number of accomplishments completed by the applicant during the award year. A minimum of 4 accomplishments is required to be recognized. Acceptable accomplishments for **PLANT** awards range from holding a one-time tree event or ceremony (Arbor Day) to having built comprehensive ongoing planting and maintenance programs. **PLANT** is sponsored by the Maryland DNR Forest Service and the Maryland Community Forestry Council. Applications must be received by the Maryland DNR Forest Service by January 31, 2017.

Communities submit an [application](#) in which they describe the events and activities that meet an award criteria. Applications must be submitted to the DNR Forest Service by January 31, 2017, and awards are presented in April, often in conjunction with local Arbor/Earth Day celebrations.

This [application](#) can be filled in on your computer. Return the completed, signed form and suggested documentation Anne Gilbert at the address listed below.

If you have any questions about the program please contact:

Anne Gilbert
Tree-Mendous Maryland Director
Tawes State Office Building E-1
580 Taylor Avenue
Annapolis, MD 21401
410-260-8510
E-Mail: anne.gilbert@maryland.gov

PLANT Community Award Winners

In 2009, 109 of Maryland's communities demonstrated their commitment to caring for their Urban Forest resources by being **PLANT** Communities! **PLANT** stands for **People Loving And Nurturing Trees**. As you can see from the list of winners, communities from Oakland (Garrett County) to Ocean City (Worcester County) and from Chesapeake City (Cecil County) to LaPlata (Charles County) - all across Maryland - are full of People Loving And Nurturing Trees!

The BRONZE AWARD is an attractive framed certificate indicating the award level and community name. Communities qualify for the Bronze Award by sponsoring a single activity or "one time event" relating to trees or tree care. Typical activities include a tree planting, or Arbor or Earth Day event.

The SILVER AWARD includes an etched wooden plaque with silver nameplate and date tag engraved with the year of the award. The plaque is designed to display additional PLANT awards of silver (or higher) in subsequent years to document a community's on-going commitment to their trees. The Silver is intended to encourage activities that lay the groundwork for developing an urban forestry program. Such activities might include data collection for a tree or natural resource inventory or the creation of a Tree Board or Beautification Committee.

The GOLD AWARD is an engraved, gold-colored date plate to be mounted on the wooden PLANT plaque. The Gold Award recognizes communities for actively developing urban forestry programs to improve the health of their community's trees. Activities that qualify for this award level may include development of a tree management plan based on a previous inventory or adoption of tree protection regulations.

The GREEN AWARD is a green-colored date plate for display on the wooden PLANT plaque. Although simple in form, it represents the highest PLANT honor to recognize a community that has developed a well-established urban forestry program. This coveted award is reserved for programs that are funded, fully functional and staffed by qualified professionals (including volunteer assistance). Communities that are recipients of the federally awarded Tree City USA status automatically qualify for PLANT's Green Award.

To participate in Maryland's PLANT Program, simply fill in the [PLANT application](#) print it and mail to the region in which you live. The addresses are shown on the first page of the application. You may submit any time during the year but the yearly deadline is January 31 for awards to be made the following April.

The History of the PLANT Program

The Maryland PLANT Program was established in 1991 as a cooperative effort between the Maryland Community Forest Council (MCFC) and the Maryland Forest Service. The goal of the program was to help local communities step through the process of developing an on-going urban forestry program. By reinforcing small, initial efforts, communities begin to "adopt" their local tree resources and once engaged, become invested in maintaining the health and survival of the tree canopy. As the tasks become more complex, evolving into tree inventories and management plans, MCFC and the Forest Service can provide technical support and volunteer assistance to aid in the development of a formalized urban forestry program.



Before PLANT was established, national programs such as Tree City USA were providing these services for incorporated communities but smaller groups and unincorporated communities were not qualified to participate. PLANT was established to fill this gap and to encourage involvement by communities of all sizes.

During the first few years of the program, the number of participating communities grew to 30 in 1994. After program revisions in 1996, the number of PLANT communities skyrocketed from 67 in 1998 to 161 in year 2000. But the number of participants is only half of the story. Fostering growth through the award levels is a major goal of the PLANT program. Many communities enter at the Bronze Award level and gradually intensify their efforts; others may skip one or more levels to quickly achieve the top Green Award. PLANT encourages communities to intensify their efforts at their own pace. **Sustainability is encouraged.**