

PARKS COMMISSION AGENDA

**April 3, 2018, 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of March 6, 2018
2. Updates on Ongoing Projects:
 - a) Henry Park Permanent Restrooms
 - b) Tennis Courts
3. Upcoming Events:
 - a) April 21 – Clean-Up Day
 - b) May 5 – Spring Just Walk
4. Berlin Falls Park – Bruce Hyder
5. New Business:
 - a) NRPA Meet Me At The Park Contest
 - b) Proposed FY19 Parks Budget – Mayor and Council worksession scheduled for April 16, 2018 at 5:30 PM.
 - c) Ocean's East Park
6. Berlin Youth Program
7. Other

Next Meeting: Tuesday, May 1st at 5:30 PM.

Save-the-Date

April 16th at 5:30 PM: FY19 Budget Worksession.

April 21-28 – Take Pride in Berlin Week

April 21 – Clean-Up Day

May 5 – Spring Just Walk

Summer 2018 Movie Nights, June 30, July 14, July 28 & August 11

June 30: Sing

July 14: Beauty & the Beast (1991, animated)

July 28: Lion King

Aug. 11: Lilo & Stitch

August 7 – National Night Out

MINUTES – PARKS COMMISSION
March 6, 2018

The meeting of the Parks Commission for Tuesday, March 6, 2018 was called to order at 5:30 PM. Parks Commission members present were Chair Mike Wiley, Patricia Dufendach and Loretta Briddell as well as Administrative Services Director Mary Bohlen. Sean Cooper and Youth Program Coordinator Austin Piccarreta were also present. Commission members Sarah Hooper and Bruce Hyder were absent.

Ms. Dufendach moved to approve the minutes of February 6, 2018 as written. Approval was unanimous.

Ms. Picaretta presented a request to host a “snack shack” in Henry Park. Worcester Youth would provide pre-packaged snacks in an effort to address food insecurities. Other social service organizations, police and elected officials would also be asked to participate. The intent was to hold the first activity on the last scheduled day of school for children getting off the school bus and then once or twice a month throughout the summer. Without formal motion or vote, the Parks Commission indicated their support of the initiative.

Ms. Picaretta also reported on recent and upcoming activities for the youth groups including suicide prevention discussion, a trip to the Ninja Room at the Activities Depot and a financial literacy presentation. The group will be participating in Spring Celebration and summer activities are being planned. Transportation remains an issue; Ms. Dufendach suggested reaching out to local businesses for assistance.

Ms. Bohlen indicated that there were still issues with the Henry Park Restrooms, with an opening date yet to be determined. A pre-construction meeting for the tennis court project was scheduled for the following day, with the intent to have work completed by the end of June.

Item #4 was removed from the agenda; Ms. Bohlen had included it as an oversight as Mr. Hyder was not present.

Ms. Bohlen indicated that the local Rotary Club had contacted her regarding a project to plant a tree for every Rotarian. The club wished to supply the trees or bushes but would not do the actual planting. Ms. Bohlen indicated that she had previously discussed this at the Department Head Meeting and she would like to reply to their offer with the suggestion that they supply the trees in time for Clean-Up Day, or enlist the help of volunteers.

Another organization had approached Ms. Bohlen to do a project, including materials and labor, and a suggestion at the Department Head Meeting had been a bee city. While “Bee City” is an actual community designation, this project would involve building insect hotels, perhaps associated with a pollinator garden.

Ms. Bohlen presented the draft FY19 Program Open Space Development Program – or “wish list” - to be submitted to Worcester County. She noted that the list remained unchanged from the prior year, with the exception of some pricing adjustments, noting that the Stephen Decatur Park Restroom project was pending Community Parks and Playgrounds grant funding. This would be presented to the Mayor and Council at their March 26, 2018 meeting for submission to Worcester County by March 30, 2018.

Ms. Bohlen reviewed upcoming dates, including the FY19 Budget Work session scheduled for Monday, April 16, 2018 starting at 5:30 PM. She indicated that she would have the draft budget for review at the April 3, 2018 Parks Commission Meeting. Take Pride in Berlin Week is scheduled for April 21-28, 2018, with clean-up day on April 21st. Ms. Bohlen noted that the construction on the tennis courts may impact activities at Stephen Decatur Park. Brief discussion regarding the wisteria vines east of the Nature Trail and Pond; Ms. Bohlen noted that the trees affected were actually not on Town property, however she would explore requesting the property owners permission to begin removal. Summer Movie Nights in the parks begin June 30 and run on alternating weeks until August 11, and August 7, 2018 is National Night Out.

Have completed the items on the regular agenda, Ms. Bohlen asked for any additional items for discussion. Ms. Dufendach indicated that the engineered wood fiber in the tot lot at Stephen Decatur Park was very low and that there was standing water – and ice – at the base of the playground equipment. Mr. Cooper indicated that he would look into putting more engineered wood fiber down. Discussion followed about the standing water issue.

Mr. Cooper also indicated that bollards were being placed in Stephen Decatur Park to block vehicle access.

Ms. Ali Giska presented a request to hold Tinkergarten sessions at Stephen Decatur Park. Tinkergarten is a paid program to get parents and children more in touch with nature. Ms. Bohlen explained that both she and Town Administrator Laura Allen had spoken with Ms. Giska and a representative of Tinkergarten regarding the Council's position on not allowing for-profit enterprises to use the parks for their business activities. While the program seems to be an excellent one, and Ms. Giska very genuine in her intent, it remains that even the free program activities are intended to generate clientele. The Parks Commission explained to her that, while they very much approved of the nature of the program, they could not give their recommendation to the Council to make an exception to the Business Use of the Park policy as there is a legitimate concern that making this exception would lead to more requests and that the basic issue is one of the use of public property for for-profit ventures. Ms. Giska indicated that she intended to make her request at either the March 12th or 26th Mayor and Council Meeting.

Discussion followed regarding exploring options for allowing approved use of the parks by for-profit entities.

Mr. Wiley moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:50 PM.

Respectfully Submitted,



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



Town of Berlin, MD

Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 03/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Expense						
<u>01-5500-5200</u>	CONTRACTED SERVICES	10,700.00	10,700.00	600.00	8,295.38	2,404.62 22.47 %
<u>01-5500-5255</u>	CAPITAL OUTLAY EQUIPMENT	269,658.00	269,658.00	3,202.69	136,135.11	133,522.89 49.52 %
<u>01-5500-5400</u>	UTILITIES	3,500.00	3,500.00	121.13	1,588.74	1,911.26 54.61 %
<u>01-5500-5613</u>	YOUTH PROGRAMS	40,000.00	40,000.00	1,893.85	32,277.48	7,722.52 19.31 %
<u>01-5500-5620</u>	DUES AND PUBLICATIONS	1,200.00	1,200.00	0.00	1,285.00	-85.00 -7.08 %
<u>01-5500-5730</u>	SUPPLIES AND OPERATIONS	25,000.00	25,000.00	-49.13	584.57	24,415.43 97.66 %
	Expense Total:	350,058.00	350,058.00	5,768.54	180,166.28	169,891.72 48.53 %
	Fund: 01 - GENERAL FUND Total:	350,058.00	350,058.00	5,768.54	180,166.28	169,891.72 48.53 %
	Report Total:	350,058.00	350,058.00	5,768.54	180,166.28	169,891.72 48.53 %

	FY 18 Budget	Proposed FY19 Budget	\$ Increase/ Decrease	% Increase/ Decrease
01-5500-5200 CONTRACTED SERVICES				
MML Children's Party		\$300.00		
Movie Nights		\$3,600.00		
Movie Licensing		\$1,200.00		
Mosquito Control		\$6,000.00		
	\$10,700.00	\$11,100.00	\$400.00	3.74%
01-5500-5255 CAPITAL OUTLAY EQUIPMENT	\$269,658.00			
Ocean's East		\$20,000.00		
WHP Tot Lot Shade		\$5,000.00		
SDP Restrooms		\$133,450.00		
	\$269,658.00	\$158,450.00	-\$111,208.00	-41.24%
01-5500-5400 UTILITIES				
9039 Wor. Hwy				
County Park Concession Stand				
Next to Scout House				
WHP Restroom				
SDP Restroom				
Tennis Courts				
	\$3,500.00	\$5,000.00	\$1,500.00	42.86%
01-5500-5613 YOUTH PROGRAMS	\$40,000.00	\$40,000.00	\$0.00	0.00%
01-5500-5620 DUES AND PUBLICATIONS				
MRPA Membership		\$600.00		
NRPA Membership		\$650.00		
	\$1,200.00	\$1,250.00	\$50.00	4.17%
01-5500-5730 SUPPLIES AND OPERATIONS				
Engineered Wood Fiber		\$8,500.00		
Mulch		\$1,000.00		
Miscellaneous Supplies		\$2,300.00		
Pesticides		\$200.00		
Playground Repairs		\$5,000.00		
Gravel, Topsoil		\$6,000.00		
Trees/Plants		\$500.00		
	\$25,000.00	\$23,500.00	-\$1,500.00	-6.00%
Department: 5500 - PARKS AND RECREATION Total:	\$350,058.00	\$239,300.00	-\$110,758.00	-31.64%