



BERLIN PARKS COMMISSION

**Tuesday, March 2, 2021
5:30 PM**

[Via Zoom](#)

PLEASE READ FOR IMPORTANT MEETING INFORMATION:

EFFECTIVE 02/01/2021: SPECIAL NOTICE: All Meetings of Boards and Commissions will be held virtually via Zoom. Meetings will also be streamed live on Facebook for viewing only.

Meeting packets will be posted by 5:00 p.m. on the Friday before the meeting.

- Advance questions will be accepted until 12:00 PM/NOON on the day of the meeting. Submit to:
 - Email: info@berlinmd.gov; please use Meeting Questions as your subject
 - Fax: 410-641-2316
 - Mail: Berlin Town Hall, Attn: Meeting Questions, 10 William St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
 - Drop boxes Town Hall – one is at the rear of the building on the parking lot, and the other is at the corner of Bay and Williams Street on the building.
- Questions and Comments during the meeting:
 - Via Zoom during the meeting at the invitation of the Chair.
 - Questions and comments will not be taken via Facebook.
- You may join the public sessions in one of three ways:
 - Via computer or mobile device with audio.
 - Via computer to watch and phone to hear. Interaction only available via computer/device.
 - Via phone only – listen only.

Via Zoom: <https://zoom.us/j/99687940648> (PUBLIC link to the meeting)

Phone: 301-715-8592 (LISTEN ONLY)

Livestream: [Facebook](#) – No questions or comments accepted.

To watch the Meeting 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.

Your patience and understanding as we work to meet the restrictions on gatherings while still conducting Town business is truly appreciated.

To receive future meeting notifications directly to your email, please sign-up at the bottom of any page on [our website](#).



PARKS COMMISSION AGENDA

March 2, 2021, 5:30 PM

Via Zoom: <https://zoom.us/j/99687940648> (PUBLIC link to the meeting)

Phone: 301-715-8592 (LISTEN ONLY)

Livestream: [Facebook](#) – No questions or comments accepted.

1. Approval of Minutes of November 3, 2020
2. Old Business
 - a) Donation/Memorial Program
3. New Business
 - a) Worcester Recreation and Parks Spring Tennis request
 - b) Proposal for Burbage Park – Tony Weeg
 - c) 2021 Events
4. Berlin Youth Program Update
5. Other

Upcoming Meeting Schedule:

Tuesday, May 4, 2021

Tuesday, July 6, 2021

Tuesday, September 7, 2021

Tuesday, November 2, 2021

MINUTES – PARKS COMMISSION
November 3, 2020

The meeting of the Parks Commission for Tuesday, November 3, 2020 was called to order at 5:30 PM. Parks Commission members present were Chair Mike Wiley, Patricia Dufendach, Sarah Hooper, and Laura Stearns, as well as Deputy Town Administrator Mary Bohlen. Bruce Hyder had notified Ms. Bohlen that he would be absent.

Due to the ongoing Coronavirus/Covid-19 State of Emergency, this meeting was broadcast live via Facebook. No other persons were present in the Council Chambers other than those specified.

Mr. Wiley moved to approve the Minutes of September 1, 2020, Ms. Hooper seconded, and approval was unanimous.

Ms. Bohlen brought the Commission members' attention to the draft Commemorative Program discussed at previous meetings. She indicated that there were no significant changes from previous discussions; several pictures of benches and other amenities had been incorporated. The next step would be for approval by the Mayor and Council. Discussion followed regarding types and form of plaques for trees and it was noted that some of the existing plaques currently in place should probably be replaced. Following discussion, Ms. Dufendach moved, with second by Ms. Stearns, to approve moving forward with the recommendation to the Mayor and Council to adopt the program; approval was unanimous. Ms. Bohlen indicated that she would let the Commission members know when that would go before the Mayor and Council.

Ms. Bohlen noted that the Worcester County Recreation and Parks Department had indicated that the recent tennis programs were well received, with approximately 13 people participating. It was noted that this was a good turn out considering it was during the pandemic. The Parks Commission expressed their anticipation of continuing this relationship with Worcester County.

Ms. Stearns initiated a discussion regarding the condition of the Stephen Decatur Park walking path and the need for significant repair or even full replacement of the pathway. Ms. Bohlen explained the history of the project and noted that there were no funds available for this type of undertaking. Ms. Stearns indicated her opinion that this project should be a priority. This led into a lengthy discussion about different segments of the Town population, each of which had their own opinions on what a priority project might be.

In the course of the previous discussion, Ms. Bohlen provided the Commission members with copies of an email that had been sent by Mr. Tony Weeg regarding the need for a skatepark. Discussion continued regarding priorities, funding challenges and other aspects of the Town's considerations in choosing what projects to move forward with. Ms. Bohlen noted that the Tony Hawk Foundation was often brought up in the context of funding for a skatepark and noted that her research had indicated that the foundation only funded projects in low-income neighborhoods and that a maximum grant was \$25,000. While Berlin was small enough, as a

whole, to likely be considered as one neighborhood, the Town was not low-income, as of the last available data.

Lengthy discussion continued. It was noted that, for projects like a skatepark to be successful, significant private involvement, particularly in fundraising would need to be part of the process. It was noted that, when this issue was previously discussed several years ago, the interested persons were told at that time that a funding drive would be necessary.

Ms. Bohlen noted that she had not received updates from the Youth Program in quite some time; Worcester Youth and Family had refocused their efforts in light of the pandemic and had not been holding youth program activities. She indicated that she would reach out to get a report for the next meeting.

Discussion followed regarding trees, particularly in Stephen Decatur Park along Rt. 113.

Ms. Bohlen asked Mr. Wiley to see if Mr. Weeg would be interested in attending the next Meeting and indicated that she would include a discussion of the annual Program Open Space Development Program and 2021 event participation on the next agenda. The next meeting was scheduled for January 5, 2021, but she would likely move it to the following week.

Ms. Dufendach moved to adjourn the meeting at 6:30 p.m., Ms. Stearns seconded, and approval was unanimous.

Respectfully Submitted,



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



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 or Bike Repair Station: (minimum) \$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 \$150 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: \$150 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. Initial purchase and placement of commemorative item must be done through and/or coordinated with the Town of Berlin Parks Commission.
 - a. Future relocation of any commemorative item shall be at the discretion of the Town of Berlin. Every effort will be made to contact the donor to inform them of the relocation.
 - i. Commemorative plaques or engravings shall be relocated with the item being moved.
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 damaged, 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 permanently 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:



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

Address: _____

City, State Zip: _____

Phone: _____ Email: _____

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; \$150/living tribute	\$ _____
Plaque/Engraving Charge:	\$ _____
Installation of Plaque/Engraving: TBD or \$10	\$ _____
Other: (please describe) _____ _____	\$ _____
Total to be paid:	\$ _____

I, the undersigned, agree to pay the amount indicated above. I further acknowledge that the Town of Berlin will not proceed with any further arrangements for the completion of my request until the agreed upon payment has been made in full.

Signature: _____

Date: _____

Payment:

Date:	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.



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

Date of Installation: _____

PARK: _____

Location: _____

Attach photo following installation.

DRAFT



BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM

AMENITY EXAMPLES:





BERLIN PARKS COMMISSION COMMEMORATIVE PROGRAM



DRAFT



TOWN OF BERLIN SPECIAL USE OF PARK FORM



Note: This form is to be completed by/with Town staff. It will be the determination of Town staff if additional services are required for the event/activity. Based on that determination additional forms and meetings with Town staff may be required to insure a successful event.

TODAY'S DATE: 1/25/2021EVENT/ACTIVITY DATE: 5/11 & 5/18 TIME FROM: 6:00pm TO: 8pmNAME: Kelly BuchananAnticipated # of attendees 15ADDRESS: Stephen Decatur ParkPHONE: 410-632-2144 ext 2503EMAIL: kbuchanan@co.worcester.md.usORGANIZATION: Worcester Cty Rec & Parks Dept
(IF APPLICABLE)WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? ☒ YES ☐ NODESCRIPTION OF EVENT/ACTIVITY: Tennis Clinics

PARK REQUESTED

<input checked="" type="checkbox"/> Stephen Decatur Park, Tripoli Street <input type="checkbox"/> Pavilion <input checked="" type="checkbox"/> # of <u>2</u> Tennis Courts (max 3) <input type="checkbox"/> Other _____	<input type="checkbox"/> Dr. William Edward Henry Park, Flower Street <input type="checkbox"/> Pavilion <input type="checkbox"/> # of _____ Basketball Courts (max 2) <input type="checkbox"/> Other _____
<input type="checkbox"/> Heron Park	

PLEASE CHECK ALL THAT APPLY BELOW:

- ☒ More than one consecutive date;
- ☐ More than 50 people;
- ☒ Any event/activity that charges attendees a fee and/or involves the sale of goods or services;
- ☐ Use of areas other than the pavilion

Fees: \$50.00 per day per amenity, plus \$10 for electric (if applicable). \$25.00 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeit of that \$25.00 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

Office Use Only:

Fee calculation:

\$50.00 X _____ (number of facilities requested) = \$ _____ X _____ (number of days) = (a) \$ _____

\$10.00 for electric X _____ (number of days) = (b) \$ _____

(a) + (b) = \$ _____ Total fee to be paid

Does activity require any additional Town services?

- ☐ Additional trash cans
- ☐ Additional picnic tables
- ☐ Road Closure
- ☐ Other _____
- ☐ Referral to another department/additional forms to be completed _____

Notes/Comments: _____

I, the undersigned acknowledge and agree to the following:

1. **PARKS RULES:** I have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s).
2. **VEHICLES STRICTLY PROHIBITED ON PARKS' GROUNDS.** I understand that vehicles are not permitted in the parks beyond the parking lots. **ABSOLUTELY NO EXCEPTIONS** without prior express authorization.
3. **RESERVATION OF FACILITY(IES).** I understand that this reservation is only for the facility(ies) indicated above; all other areas of the park are open to the public and may be in use during my event.
4. **LIABILITY INSURANCE/RELEASE OF LIABILITY:** I certify that I or the organization which I represent possesses appropriate liability insurance and that, upon request, I will provide the Town of Berlin with verification of such insurance. If I do not possess such insurance, I understand that purchase of insurance may be required for this event/activity. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: _____

Kelly Berlin

Date: _____

1/28/21

Clerk: _____ Fee Pd: \$ _____ Date: _____

Refund: ☐ YES ☐ NO

Date: _____



BUSINESS USE OF PARK APPLICATION



This form is required when sale of goods or services is being requested in connection with an event or activity within a Town of Berlin Park, or on a recurring basis within a Town of Berlin Park. A Vendor's Application and Certification for Peddling and Soliciting may also be required.

Name of Business/Organization: Worcester Cty Rec + Parks Agent/Responsible Party: Kelly Buchanan
(Individual Person must be identified)

Address: 6030 Public Landings Phone #: (W) 4106322144 (C)
Snow Hill, Md. 21863 Email: kbuchanan@MarylandsCoast.org

Park where activity or event will occur: ☒ Stephen Decatur Park ☐ William Henry Park ☐ Heron Park

Purpose of Facility Use: Tennis Clinics

Requested Days/Times of Use: 5/10 and 5/17/21 6pm-8pm 5/11 & 5/18/21

of Persons Expected to participate in activity/event 12

List all individuals/employees who may/will conduct the business activity:

1) <u>Bruzz Truitt - Tennis Pro</u>	6)
2) <u>Kelly Buchanan - Rec. Manager</u>	7)
3)	8)
4)	9)
5)	10)

Please add any other information relevant to this application, including a description of items to be sold, services to be performed and/or fees to be charged:

Bruzz Truitt will be providing tennis lessons, improving participants tennis strokes and fundamentals.

Reverse must be completed and signed.

AGREEMENT

By signing below, the agent/responsible party understands that, until approval by the Mayor and Council, this form is an application for use of the parks for the aforementioned purposes, and not a permit for use. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin. He/She understand that failure to comply may result in:

1. The imposition of limitations to this permit; and/or
2. Withdrawal of this permit; and/or
3. Refusal by the Mayor and Council to authorize future use by the entity.

A copy of this permit must be in the possession of the person conducting the business activity and shown upon request.

I, further acknowledge and agree to the following:

- 1) The Mayor and Council of the Town of Berlin reserves the right to refuse approval of any permit for any reason at their discretion.
- 2) I am responsible for application for and payment of a Town of Berlin Business License Fee or Vendor Permit as applicable under the Code of the Town of Berlin, Chapter 8.
- 3) If the nature of the business activity involves the sale or provision of food or drink to be prepared on site and/or prior to sale and to be sold to and/or consumed by the public, I am responsible for obtaining any and all applicable permits from any other agencies including, but not necessarily limited to, agencies of Worcester County and the State of Maryland. The Mayor and Council of the Town of Berlin reserves the right to deny approval of this permit pending verification of appropriate permits obtained from any other agency as applicable. Alcohol sales are prohibited under any circumstance.
- 4) That, if applicable, I am responsible for completion and submission of road closure permit forms to the State Highway Administration.
- 5) The Town of Berlin is in no way responsible for my adherence to the above conditions and that any fees associated with this permit, including the Town of Berlin Business License Fee and/or Vendor Permit, paid to the Town of Berlin, are separate from and unrelated to any fee charged for any other purpose by any other agency.
- 6) I will maintain insurance appropriate to the activity proposed and will provide proof of said insurance upon request.
- 7) If appropriate to the activity proposed, I will have my customers/clients sign documents acknowledging that the Town of Berlin holds no responsibility for any loss/injury/damage incurred by their participation in my business activity.
- 8) I will be responsible for any damage to Town of Berlin owned or leased property incurred as a result of my use of the facility under this permit.
- 9) Under NO circumstance are motorized vehicles permitted on parks' grounds, except those areas designated for parking of motor vehicles, without express written approval by an authorized representative of the Town of Berlin.

Signature: Kelly Buchanan

Date: 1/28/21

Printed Name: Kelly Buchanan

Office Use Only: Date Rec'd: _____ Initials: _____ Approved: ☐ Yes ☐ No

Non-profit organizations: ☐ Proof of Non-profit certification submitted and verified.

By _____ Date: _____

All others:

Mayor and Council of the Town of Berlin on the _____ day of _____.

_____ For to _____ Opposed with _____ Abstaining

Additional Conditions/Notations: _____



**NON-PROFIT ORGANIZATION
REQUEST FOR WAIVER OF PARKS FEES**



This Request for Waiver of Parks Fees is only for use by certified Non-Profit Organizations. PROOF OF NON-PROFIT STATUS IS REQUIRED WITH SUBMISSION. FORM MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT DATE.

Name of Organization: Worcester County Recreation & Parks Dept

Contact Person: Kelly Buchanan

Address: 6030 Public Landing Rd Snow Hill, Md 21811
Street Address City State Zip Code

Phone Number: 3017878349 Email Address: kbuchanan@co.wor EIN: _____

Park where activity or event will occur: ☒ Stephen Decatur Park ☐ William Henry Park

Requested Days/Times of Use: Tuesday May 11 and May 18 6pm-7:30pm

of Persons Expected to participate in activity/event 10

Information/Forms which MUST accompany this form:

1. Non-profit (501(c)(3)) Letter of Determination from the IRS; or
2. Copy of information from irs.gov website.

Request will not be considered without the above information.

AGREEMENT

By signing below, the agent/responsible party understands and acknowledges:

1. That this is a request to waive fees associated with the reservation of the facilities of the Town of Berlin Park indicated above; any other costs or fees associated with the event, including those imposed by other agencies are not part of this waiver.
2. This form does not exempt the organization(s) from the applicability of any Town Code, other rules, regulations or policies associated with use of the parks. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin, as well as any applicable laws, regulations or codes imposed by the State of Maryland or Worcester County.
3. He/She understand that failure to comply may result in:
 - a. The imposition of limitations to use for the organization; and/or
 - b. Withdrawal of approval of this waiver; and/or
 - c. Refusal to authorize future use by the entity.
4. If this Request for Waiver is approved, such approval is applicable only to the date(s) specified above; additional waiver(s) must be requested for any future reservations of a Town of Berlin Park(s) by the organization.

Signature: Kelly Buchanan Date: 2/8/21

Printed Name: Kelly Buchanan

Office Use Only: Date Rec'd: _____ Initials: _____

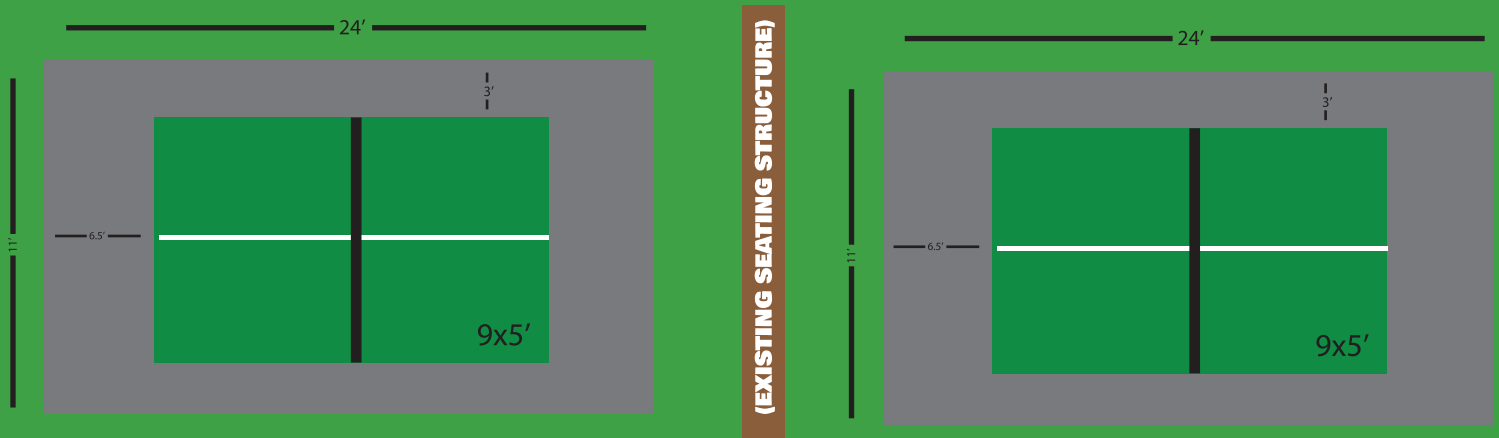
☐ Verification of Non-Profit Status received. Non-profit ID # _____ Request ☐ Approved ☐ Denied

If denied state reason: _____

Comments: _____

(EXISTING TREE LINE)

JOHN HOWARD BURBAGE PARK PING PONG TABLES



*NOT EXACTLY TO SCALE



FENCE

4' SCALLOPED WHITE VINYL + BOXWOOD HEDGE ON STREETSIDE

WILLIAMS ST

Needs pricing (Approx):

1. Concrete pads:
 - a. PREP + CONCRETE \$3168 @ \$6/sq foot
2. Tables:
 - a. (2) \$4000 @ \$1999/each
3. Fence:
 - a. Need quote on this.
 - b. Need quote on boxwoods
4. Parking spots (Black area)
 - a. Need pricing
5. Benches
 - a. 2 @ \$1500/bench
6. Bike Rack
 - a. 1. @ FREECYCLED Construction

Possible Qualified Table info:

a. Kettler Galvanized Steel Ping Pong Table:

<https://www.amazon.com/Kettler-Weatherproof-Stationary-Galvanized-Permanent/dp/B07MV57D45/>



Worcester Youth & Family Counseling Services

Town of Berlin Youth Programs Update

2/19/2021

Youth Program coordination and oversight: Jennifer Leggour, Executive Director**Berlin Youth Club program facilitator:** Leslie Dixon**SAGES & SABERS Teen groups facilitator:** Courtney Herring, LGPC; Assistant: Morgan Chandler

This past year has been a very different one and Worcester Youth has had to adapt to the many safety guidelines due to Co-Vid-19. Fortunately, we were able to get creative and offer safe, alternative programming to the children in Berlin:

Berlin Youth Club (BYC) Virtual Summer Camp 2020 (see attached outline)

This past summer, Worcester Youth offered its first virtual summer camp to children in the town of Berlin; and had a total of 16 participants ranging from 6 to 12 years of age. We found that despite having 16 enrolled participants, caregivers and siblings also enjoyed the activities and participated, resulting in approximately 60 community members reached. Typically we serve 30 children in BYC when the camp is in person and there is limited caregiver involvement. The virtual camp lasted for a total of 8 weeks which began on Monday July 6 and ended on Friday August 28th. It was an alternative camp designed to keep children safe, provide entertainment, and offer a social outlet. Every Monday, supplies and snacks were dropped off for the week at each participant's home (no contact, socially distanced drop offs). On Tuesday through Friday, children could watch a tutorial on our YouTube channel and then engage in the planned activity. At 2:00 everyone would meet virtually via Google Meet and talk about their activity and their day. Children and their families were grateful for the camp and we had 100% participation. On the last drop off day, we were able to provide backpacks with school supplies for camp participants and their siblings.



School Supplies; August/September 2020

Despite the uncertainty about the school year, we knew that students would need supplies whether at home or in the classroom. Worcester Youth gathered and distributed 60 backpacks with supplies to children in our current programs (Berlin Youth Club; SAGES; SABERS; Clinical; CASA). Deliveries consisted of no- contact drop offs and no-contact pick ups. We also handed out approximately 200 backpacks at Buckingham Elementary, partnering with the Berlin Police Department. Extra supplies were donated to Buckingham Elementary because each child needed an at-home and at-school supply box. Extra backpacks were given to 50 families at Diakonia and 10 families at Hope4Recovery.



Trunk or Treat; October 30,2020

Worcester Youth participated in the Trunk or Treat event in Ocean Pines, safely handing out candy to children in Berlin and surrounding areas. Children and families had to wait up to an hour to safely walk through the event (5:00 to 8:00 pm); and Facebook showed that 4,122 visitors checked in to the event!



November 27,2020; Ice, Ice, Berlin

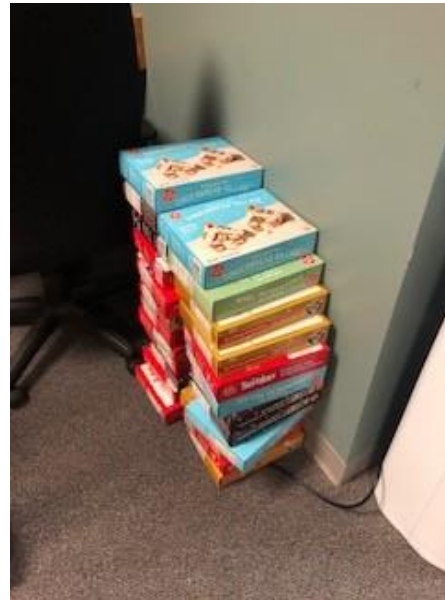
Worcester Youth participated in the Ice, Ice Berlin event. We purchased an ice sculpture for display in front of the building and offered free hot chocolate and take-home crafts for children and their families. We handed out 324 cups of hot chocolate and 218 take-home ornament bags following CDC guidelines.



December 2020; Family Game Night Bags

Recognizing that CoVid-19 restrictions were in place for the holidays, Worcester Youth and Family developed “Family Game Night” bags. This provided children and families with items and games so that they could spend positive time together during the holidays. We created 30 bags for our Youth Program participants with items including Bingo, Laugh out Loud game, 10 Games in One (chess, checkers, backgammon, etc), Headbandz, Meme games, gingerbread house kits, blankets, and fun snacks. Families were grateful for this much needed way to cope while at home.





February 2021; 7th and 8th grade groups SAGES and SABERS

SAGES (Strengthening Adolescent Girls with Education and Support)

SABERS (Strengthening Adolescent Boys with Education and Resources)

Due to CoVid-19 restrictions, we have been unable to hold in-person groups. Therefore, we developed a virtual platform that will begin during the first week in March 2021. Therapist Courtney Herring and assistant Morgan Chandler will be hosting the groups once per week until the end of the school year. The meetings are designed to provide an outlet for teens to talk about their daily difficulties, as well as address various topics in the areas of behavioral health, physical health, bullying, relationships, and coping skills. The plan is to make the groups as interactive and interesting as possible with guest speakers like Adriano “Bubba” Almony from Bodyguards Against Bullying. Creative projects will also be used to enhance participation and learning, with a safe drop off of supplies by WYFCS.

Worcester Youth & Family
 Berlin Youth Club
 Summer 2020
 COVID-19 Camp

Starts on Monday July 6 – week of August 24 (last day Friday August 28)
 8 Weeks total

This is a free virtual camp for children in Berlin to keep them safe, provide entertainment, and offer a social outlet during the summer months. For entertainment and enrichment, the camp will have fun themes for each week. This includes art, fitness, scavenger hunts, and more! Children who complete all of the activities will earn a prize for that week! For socialization, participants will be divided into teams of no more than 10 children, who will be matched according to age and interests. These teams can virtually work together and encourage each other during the day with each activity. At the end of the day all participants will virtually meet together with the camp facilitator to discuss their day.

Monday will be the “Agenda and Supply Drop-Off Day” where the facilitator will drop off what is needed for camp that week. The camp itself will take place on Tuesday through Thursday with Friday being a “Free Day” to review any of the previous activities. Friday will also be the day that the camp facilitator will do YouTube video and agenda preparation for the following week.

On Tuesday – Thursday at 10:00 am camp participants can watch the YouTube video reviewing the activity for the day. This video will outline the purpose of the activity and give a demonstration. Participants will be able to communicate with their teammates throughout the day through Google Hangouts or phone applications (we will adapt to the technology that the participants have). The children can also check in with the camp facilitator during the day with questions, etc. At the end of the day at 2:00, the camp facilitator will connect with everyone through Google Meet so the kids can share their projects and activities. Incentives will be given at the end of the week for full participation, which will be delivered on the following Monday with supplies.

Weekly themes are (this would be subject to change based upon needs):

Week 1: COVID 19 and Team Building

Starting with this theme can help kids talk about the impact of COVID 19 and the changes to the summer camp. The children will probably be disappointed that camp is virtual this year. Emphasize that we are safe and healthy this way, and we can still have fun. Talk about the fun projects and challenges along with the prizes, with the hope that by the end of summer maybe they can meet in small groups.

- Monday: Drop off supplies: COVID 19 Time Capsule worksheets, plastic box, crayons, markers, paint, and stickers; T-shirts; sharpie pens
- Tuesday: Introduction You Tube Video; Design your team camp t-shirt

- Wednesday: You Tube video instruction. Decorate your box and begin your COVID Time Capsule -- pages 2 – 5
- Thursday: You Tube Video and Finish your Time Capsule -- pages 6 – 9; End your day with Virtual Games – (Charades, Headbandz, Pictionary)
- Friday: Free day to play virtual games

Week 2: Scavenger Hunt

- Monday: Drop off Supplies and rewards: State license plates, Alphabet, Outdoor, and Movie worksheets; popcorn for movie
- Tuesday: You Tube Video and Alphabet scavenger hunt
- Wednesday: You Tube Video and Hunt for License plates -- as many states as you can find
- Thursday: You Tube Video and Movie scavenger hunt
- Friday: Free day with other scavenger hunt options
Other ideas: Berlin scavenger hunt; family scavenger hunt (an adult in the family hides items); baking scavenger hunt with recipe at the end; Muffin Tin scavenger hunt

Week 3: Art Week

- Monday: Drop off Supplies and rewards: Magazines and glue; sidewalk chalk; paint, paint and rocks; paper
- Tuesday: You Tube Video and Collages – things that you like and represent you
- Wednesday: You Tube Video and Chalk art; create a positive message on a sidewalk and take a picture
- Thursday: You Tube Video and Inspiration rocks; paint positive messages on rocks; when they dry put them out in your community for others to find
- Friday: Free day to use your supplies and create your own project

Week 4: Fitness Challenge

- Monday: Drop off supplies and rewards: wristband that counts steps or activity level
- Tuesday: You Tube Video and Step challenge – do at least 3 forms of exercise today -- take a walk, run, dance, etc
- Wednesday: You Tube video and At Home Obstacle course
- Thursday: Balance and yoga – You Tube Video with a guest
- Friday: Free day to exercise

Week 5: Game Week

- Monday: Drop off rewards
- Tuesday – Thursday: Games to play each day with family (origami questions; Roll the Dice activity; Bingo; Cards) You tube videos each day.
- Friday: Free day to play games with family and friends

Week 6: Treats week – no bake snacks and desserts

- Monday: Drop off supplies and rewards
- Tuesday: You Tube video and no bake dessert -- Indoor S'mores
- Wednesday: You Tube video and no bake snack --
- Thursday: You Tube video and no bake snack – No nut Trail mix
- Friday: Free day to make more and share

Week 7: Kindness Challenge

- Monday: Drop off Kindness worksheets and rewards
- Tuesday: You Tube Video and worksheet 1 and 2
- Wednesday: You Tube Video and worksheet 3; write thank you cards to essential workers
- Thursday: You Tube Video and worksheet 4 and 5
- Friday: Free day of kindness

Week 8: Wrap up (same daily format)

- Monday: Drop off backpacks with school supplies and snacks for the week
- Tuesday: You Tube Video and What did you like about camp?
- Wednesday – Thursday: You tube video and Additional games/projects – Uno, coloring worksheets, scavenger hunts
- Free day to play additional games and activities for the week