

Parks & Recreation Advisory Board

Tuesday, March 10, 2026 at 5:30

Meeting Minutes

Present: Andrew Magoun, Bill Hansen, Chris Fitzgerald, Tim Valenti, Sarah Sokoloff and Don Stowell.

Absent: Karl Cyr, Jason Hanken and Travis Seaver.

Others Present: Pete Bingham & Patty Murphy

- I. **Welcome:** Chris Fitzpatrick called the meeting to order at 5:31pm and thanked everyone for attending.

- II. **Department Update – Pete Bingham:**
 - **Winter Programs** – Pete welcomed Sarah Sokoloff to the Advisory Board, who will also serve on the playground subcommittee. The Recreation Department winter programs are mostly completed, with a few remaining programs such as Bitty Ballers basketball, swim lessons and indoor soccer getting underway. The Summer brochure is now available and can be found on the town’s website and was sent to community mailboxes. Summer Adventure Day camp and golf camp registration opens on March 17, and remaining programs will open on March 24. Registration is now split into two dates due to the sheer amount of volume. Camp capacity will increase this summer bringing a daily count to over 260 campers. The goal is to be able to register any family needing all 7 weeks of summer camp. Bill Hanson mentioned that he appreciates having a hard copy of the brochure mailed, instead of having to look online for information.
 - **Facilities Update – Tim Valenti:**

Tim is working on keeping MSAD facilities (i.e., Commons gym and Wilson school gym) clean and improving all-around gym upkeep. The MSAD and Recreation Department have a community partnership to keep the floors and gyms safe and would like to find time for the floors to be cleaned before practices and games. As a result of focus group input, there is motivation to add new fields for MSAD use and this will be discussed in the April School Board meeting and a positive is the Little League is potentially coming to the table with funding. The MSAD would like to restore existing fields but it is proving difficult as kids can’t be kept off the fields for the grass to grow and there is talk around the possibility of an additional turf field. Tim also mentioned that MSAD will be adding additional playgrounds and suggested that he could share any MSAD input regarding the Twin Brook playground project.

- III. **Twin Brook Facility Master Plan Project:**
 - **Update** – An update for the Greely Road side of Twin Brook includes the possible addition of two baseball/softball fields and the Little League’s stake in adding them. The next step is to have representatives from Little League to meet with the MSAD to discuss their thoughts and contribution to the project. The Town will begin soil work once the frost is gone and it is possible to begin field construction by fall if the MSAD agrees to the project.
 - **Update on Rules & Policies** – A copy of the Twin Brook Recreation Area Policies and Rules with edits was emailed to advisory board members in advance of the meeting. The last update to the document was completed in 2017. A major edit in the document is to adjust the name of the advisory committee; it is now called the Parks & Recreation Advisory Board. Thoughts and feedback are encouraged by the board, and the Assistant Town Manager has looked at the edits. Some typos were brought up and will be corrected.
 - a) Section 1, Item #4 Applications: There was a discussion about adding the definition of a

“Major Event” at Twin Brook. For example, a request to use 5 fields at one time triggers a Mass Gathering application. Andrew would like to see a map of Twin Brook on the town website specific to areas where dogs can and cannot go and have fields permanently labeled to avoid confusion. This will give clarity so people know what is located where, such as athletic fields, pastures, maintenance areas and would include invasive areas. Pete mentioned moving away from annual Mass Gathering events and grandfather the existing events (i.e., Labor Day tournament, MPA events and Youth LAX tournament) in order to keep the park open and available to the community. Several town faculty members/departments are involved in the Mass Gathering approval process, such as the Fire and Police Chiefs, Town Clerk and Assistant Town Manager. If a renter is using all 5 fields, they need to provide a parking plan.

- b) Section 1, Item #8 Fees: When complete, the fee schedule can be linked to the Facility Request application. Currently when a club or group rents the facility there are no proceeds shared with the Town, for example the summer CSC camp is collecting all the revenue and using all of the fields. This limits community access and keeps the park staff from not being able to work on the fields for a week. Although the camp consists mainly of community kids, a cost to the renter should be associated with the use. Fields can be rented by the hour, or a 70/30 percent split is assessed (70% to renter and 30% to town). Andrew asked if we compare Twin Brook to the Wainwright complex in South Portland. The Town of Cumberland is less aggressive with the fee structure and Wainwright mainly made up of fields and not trails and open space like Twin Brook. Twin Brook offers a nice balance of a leisure and an athletic mix. Bill asked if the Town has always offered a 70/30 split, and Pete mentioned that it has progressed to that model and is how the remaining programs function (i.e., baseball, lacrosse, soccer and frisbee camps). A schedule for these camps is created keeping in mind that the fields need time for rest and watering, etc.
- c) Section 1, Item #9 Lightning: Pete mentioned that discussions have occurred around the use of a lightning horn like what is used at Val Halla. The horn blows when lightning is detected in the area via a subscription app and also blows when all is clear. Andrew mentioned that the use of the horn was discussed at a Town Council meeting during the last budget season. The Council was interested in a horn at both Twin Brook and the West Cumberland fields and possibly piggy backing on the Val Halla subscription. The horn would be helpful for major events. There is still discussion surrounding how effective and precise the app would be.
- d) Section Two, #1: There was a discussion about changing some of the wording to simply read “no smoking” and Andrew also asked if there should be some language regarding THC drinks.
- e) Section Two, #4: The park is already operating under the fact that drivers of golf carts need to be at least 18 years of age, but this needs to be in writing. There will be some language added to state that vehicles are allowed on the main road but not off-road or add a list of approved modes of transportation (i.e., foot traffic, bikes). Specific information regarding motorized bikes and which level is allowed at Twin Brook will also be added to the Rules.
- f) Section Two, #6: Food truck language will be added.
- g) Section Two, #7: More specific language will be added regarding dogs needing to be on leash when near fields during games and practices, as well as when on the gravel road and parking areas. The non-winter month time frame will also be stated more clearly. Information regarding the riding of horses at Twin Brook will state that it is only allowed with permission from the Recreation Department.
- h) Section Two, #9: Daylight savings dates will be updated and corrected.

IV. Miscellaneous:

- Pete mentioned that there is some interest in hosting a new adult baseball league this summer which is good use for the infield keeping weeds at bay.

V. Adjournment, next meeting – A motion was made to adjourn the meeting by Chris Fitzpatrick at 7:20. The date for the next meeting is planned for April 14 where the second draft of rules and policies will be discussed, along with an updated fee schedule for rentals, the Mass Gathering application process and playground update.

TWIN BROOK RECREATION AREA POLICIES AND RULES

Section One: Policies

1. **General.** The Twin Brook Recreation Area is owned by the Town of Cumberland, and shall be administered by the Cumberland Recreation Department. The Cumberland Town Council shall appoint a Twin Brook Advisory Committee, which shall provide advice and recommendations to the Cumberland Recreation Department and to the Council upon all aspects of the use and management of the Twin Brook Recreation Area.

2. **Priorities.** Cumberland Recreation Department programs intended specifically for Cumberland and North Yarmouth residents shall have first priority with respect to use of Twin Brook playing fields and athletic facilities. MSAD 51 athletic practices and games shall have second priority. Notwithstanding the foregoing, priorities are subject to ongoing review, and priority of use with respect to certain fields on the Greely Road side shall be in accordance with the leases agreement between the Town of Cumberland and MSAD 51 dated July 12, 2002.

3. **Cancellation.** The Cumberland Recreation Director or his nominee shall have the absolute right to cancel scheduled events due to inclement weather or if he determines, in his sole discretion, that a playing field or other facility is unplayable. In such event, the scheduled user shall be entitled to a refund of fees paid.

4. **Applications.** No community group, athletic group or other organized group may schedule and hold events of any kind at the Twin Brook Recreation Area without first having obtained the approval of and a permit from the Cumberland Recreation Department. Approval and a permit may be obtained by

submitting a Facility Request Form to the Department at least two (2) weeks prior to the requested date of use but not more than three (3) months before such date to help facilitate fair and equitable scheduling. All fees must be paid, proof of insurance must be provided, and all other stipulations must be met before the permit is issued. If the permit must be withdrawn due to a scheduling conflict, all fees will be refunded. If the user chooses not to use the facility as requested and notifies the Cumberland Recreation Department at least two (2) weeks before the scheduled usage date, there will be a full refund. There will be no refund of fees if notification occurs less than two (2) weeks before the scheduled usage date unless there is an unusually compelling reason for such a cancellation. A copy of each application will be kept on file at the Cumberland Recreational Department offices. The individual whose signature appears on any such application form will be considered the individual responsible for the supervision and use of the facility/facilities requested and he/she must provide adequate and appropriate supervision at all times. He/she will also be responsible for all rental fees, proof of liability insurance/bodily harm, facility/equipment damages, theft, or loss of any kind that occurs related to usage of the facility.

a. MSAD 51 and the Cumberland Recreation Department are only expected to service their own sanctioned programs. All other users are allowed to utilize the Twin Brook facilities at their own risk on an “as is, where is” basis. There should not be any expectation from permit users that the facilities will be “set up” for their specific use, needs, or situation. If the Cumberland Recreation Department is requested by a user to provide a special service or to alter, modify or rearrange a Twin Brook facility, above and beyond ordinary maintenance and upkeep, and if the Cumberland Recreation Department is in agreement, the user shall be charged accordingly in an amount to be determined by the Cumberland Recreation Department.

b. It is the responsibility of the persons or organizations using the Twin Brook facilities to leave them in the same condition in which they were received. If this is not done to the satisfaction of the Cumberland Recreation Department, a charge shall

be levied for any required “clean-up”, “pick-up”, or “fix-up” costs (including labor) in excess of any fees that would otherwise be applicable. A lack of respect and responsibility could result in the denial of future permits to the permit applicant or group.

c. It is the responsibility of the persons or organizations using Twin Brook facilities to inform all participants of program cancellations if such programs are cancelled.

d. The Cumberland Recreation Department reserves the right to require supervisory personnel to be present during the use of Twin Brook facilities at the expense of the individual or group in question.

e. All individuals or groups using Twin Brook facilities are responsible for the preservation of order during all activities and are required to comply with all applicable statutes, Town of Cumberland ordinances (including the requirement of obtaining a mass gathering permit, if applicable), and regulations, in addition to any policies or conditions imposed by the Cumberland Recreation Department. If security is deemed to be necessary, arrangement and payment for police services shall be the responsibility of the individual or group in question. Proof of police protection or private security may be required to receive the initial permit.

5. Insurance. The MSAD 51/Town of Cumberland property insurance and general liability insurance does not extend to individuals, community groups, athletic groups, or other organized groups utilizing the Twin Brook facilities. Therefore, any such groups or individuals using the Twin Brook facilities for any organized purpose are required to provide evidence of insurance for liability (not less than \$1,000,000 per person/\$2,000,000 per occurrence) and property damage (not less than \$25,000) before receiving a facility permit. The Town of Cumberland shall be named as additional insured in all such policies and all insurance provided by the facility user shall be primary to any insurance which the Town of Cumberland may have. All insurance required hereunder shall be placed with insurers licensed to do

business in the State of Maine and acceptable to the Cumberland Recreation Department.

6. Indemnity. The Town of Cumberland may require any individual or group utilizing Twin Brook facilities for any purpose (including non-permitted walk-on use) to agree in writing, in a form acceptable to the Town, to save, indemnify and hold harmless the Town of Cumberland, its inhabitants, its employees, the Town Council, the Cumberland Recreation Department, and the Twin Brook Advisory Committee from and against any and all liabilities, actions, causes of action for death, personal injury, or property damage, including attorney's fees, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons resulting from or arising from the use of said facilities, equipment, or activity participation. It is expressly understood that participation in recreational and athletic activities may cause bodily injury, sickness, disease, death, or personal injury, or damage and destruction to tangible property, including the loss or use thereof. Therefore, any individual or group utilizing Twin Brook facilities for any purpose shall save, indemnify and hold harmless the Town of Cumberland, its inhabitants, its employees, the Town Council, the Cumberland Recreation Department, and the Twin Brook Advisory Committee from and against any and all liabilities, actions, and causes of action arising out of or resulting from the performance of any facility use permit.

7. Modifications. The Town of Cumberland reserves the right to waive, modify, or institute requirements in addition to those listed herein should it be deemed necessary and/or in the best interest of the Town of Cumberland.

8. Fees. The Cumberland Town Council shall approve a schedule of fees for the use of Twin Brook facilities, which schedule shall be subject to ongoing review.

9. Lightning Policy. The user is responsible for monitoring lightning activity. It is mandatory that any organized or permitted group who uses the Twin Brook facility immediately suspend activities when lightning is seen or thunder is heard. Activities may not resume until 30 minutes have passed after the last lightning is seen or clap of thunder is heard (per Maine Principal's Association guidelines). (edit April 12, 2011)

Section Two: Rules

- 1.** The use, consumption or sale of alcoholic beverages, tobacco products or illegal drugs at Twin Brook facilities is prohibited.
- 2.** Gambling on Twin Brook facilities is prohibited unless allowed as an approved, legal, fund raiser (e.g, casino nights, fifty-fifty (50/50) raffles and bingo) for school or community booster groups. Such activities must be approved by the Cumberland Recreation Department.
- 3.** No permitted or walk-in user shall change the appearance, rearrange, or attempt to improve any Twin Brook facility without the express consent of the Cumberland Recreation Department, which must be obtained in advance and in writing.
- 4.** The only motorized vehicles permitted in or on Twin Brook facilities are maintenance vehicles. All other vehicles or recreational equipment such as four-wheel drives, snowmobiles, roller blades, scooters, skateboards, bicycles (except as provided in paragraph 8) and motorcycles are prohibited.
- 5.** Except as provided below, the use of open flames, charcoal fires, cooking fires, candles, or other incendiary devices is prohibited at the Twin Brook Recreation Area. However, the use of gas grills shall be permitted within a 50 foot radius of the Tuttle Rd. shelter building area.

Bonfires may be allowed only when sponsored by a booster club or similar entity associated with M.S.A.D. #51 or the Town of Cumberland, and may be scheduled only with the express permission of both the Cumberland Town Council (and/or designee) and the Cumberland Fire Department, subject to the following conditions:

- a.** The sponsor must arrange for fire protection through the Cumberland Fire Department;
- b.** The sponsor must reimburse the Town of Cumberland in full for the cost of fire protection;
- c.** The sponsor must clean up the area impacted by the bonfire;
- d.** Public participation in the bonfire must conclude no later than 8:00 p.m.

6. Dogs must be on a leash or under the control of the person in charge of the dog at all times, provided that all dogs must be leashed while in the areas of the playing fields when games or practices are in progress.

During the non-winter months, dogs may be walked on all pasture areas and trails (except when the trails are in use for a running event), but may not be walked on the playing fields. During the winter months, dogs may be walked or sledged in any area except for groomed ski trails.

The person in charge of a dog is responsible for cleaning up waste released by the dog and will be strictly liable for any personal harm or damage caused by the dog.

7. Horses may be ridden along the perimeter of pasture areas but not on the playing fields or the trails. Owners are responsible for cleaning up after their horses.

8. Mountain biking is permitted only when trails are firm and there are no running or skiing events scheduled.

9. Activities such as kiting, model rocket and model airplane flying should take place in open pasture locations well away from any organized activities. The use of incendiary devices, defined as any object or substance likely to cause fires, including explosives, firecrackers, fireworks, and sparklers is prohibited.

10. Picnicking is welcome while the facilities are open, and picnickers are responsible for cleaning up after themselves. Except as provided in paragraph (5) above, open fires as well as heat sources for barbecuing or grilling are not permitted.

11. Evening events such as stargazing with approved area astronomy clubs shall be permitted up to four times per year with the express written permission from the Cumberland Recreation Department. A butter notification shall be required including cancellation and or rescheduling of the event.

12. There shall be no organized use of the playing fields on Sundays until 1 p.m. At the discretion of the Cumberland Recreation Director, any of the playing fields may be closed to activity at any time if conditions are unsuitable for use or to allow for reseeding and recovery.

13. The facilities shall be open from 6:00 AM until 9 PM - April 1st – October 31st and until 6 PM from November 1st – March 31st annually. No nighttime use shall be permitted without the express written permission of the Cumberland Recreation Department.

14. All permit applications must restrict themselves to appropriate use of all Twin Brook facilities. Facility use shall be dictated by design. Twin Brook fields and trails are for foot traffic only, except for mountain biking as permitted under subparagraph.

15. Permitted users acknowledge and agree that they will be solely responsible for all royalties or charges which are due or may become due on material used for or during an event. The facility user shall warrant to the Cumberland Recreation Department that such royalties or charges have been paid or will be paid promptly in accordance with law. A facility user shall further agree to hold the Town of Cumberland, its inhabitants, the Cumberland Town Council, the Cumberland

Recreation Department, and the Twin Brook Advisory Committee harmless and to indemnify for all costs or losses, including attorney's fees in defense of claims, just or unjust, relating to the payment of any royalty, charge or fee for use of material by a permitted user during the use of Twin Brook facilities.

Section 3: Parking

PARKING PLAN REQUIREMENTS JUNE 2007

- 1.** Events that anticipate greater than “100” vehicles, (or over 60% of available parking spaces) will need to meet Twin Brook Parking Plan Requirements.
- 2.** ANY event anticipating bus parking will provide a parking map and enforce “bus parking only” area(s).
- 3.** Overflow Parking Areas will be permitted and designated by the Committee and only when appropriate (seasonal- dry ground, etc.).
 - a.** Vehicles will be directed to park in specific parking spaces by parking attendants. Attendants will also enforce “No Parking” areas.
 - b.** One person from organization will be responsible for administration of parking plan; will have cell phone number available to EMS dispatch.
 - c.** Parking attendants will be required to wear reflective orange vest.
 - d.** Organizations which meet Mass Gathering Permit threshold will also be required to hire a Cumberland Police Officer. Police presence will provide support for parking attendants. Four parking attendants will also be required for this level of event.
 - e.** Exclusive use of Park and charging a parking fee must be approved by Twin Brook Advisory Committee.
 - f.** Parking Plan and Permit must be completed and signed by the Chief of Police prior to the Committees approval of the event.