



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

1/19/2016

NOTE: The following is a **summary** of matters submitted at a meeting of the Recreation and Parks Commission in accordance with M.G.L Chapter 39 and the Massachusetts Open Meeting Laws. Meetings are often recorded and tapes used as an aid.

- 1) **Call to order:** Chip called the meeting to order at 7:00PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Chip, Jerry, Linda, Sam
 - b) Absent: Derek
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 1/5/2016 meeting; all in favor.
- 4) **Appearance:**
 - i) None
- 5) **Old Business/New Business**
 - a) Bud Orne Rink: Follow up with Frank Hart in regards to future use by Youth Hockey
 - b) Turf Manager: The board reviewed the job description of the new Turf Manager position
- 6) **Agenda Items:**
 - a) Seaside Park 100th Anniversary Celebration:
 - i) The board created a sub-committee comprised of Jerry Tucker (chairman), Tim Short, Dave Rodgers, Joe McCain, Bill Crain, & Todd Norman will be spearheading this celebration.
 - b) 2016 Budget:
 - i) Move the funds from Boat Repair line to the cell phone line
 - ii) Take \$3,000 out of other professional & technical and create a "Passive Park" line in budget.
 - iii) **Motion:** The board approves budget with the changes listed above. **Approved**
 - c) Correspondence: None
- 7) **Reports (attached):**
 - a) Travis Farley Report: See attached
 - b) Tim Short Report: See Attached
- 8) **Timekeeping:** Meeting Adjourned: 9:00 PM. Next meeting to be determined.

Attachments: Meeting Notice and Agenda.



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Recreation & Parks Commission

Name of Board/Committee

Address of Meeting: 10 Humphrey Street, Marblehead MA. 01945 Room: Conference Room

Tuesday

Day of week

January

Month

19

Date

2016

Year

7:00 PM

Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

1. Approval of past meeting minutes
2. Old/New Business
3. Topics
 - a. Seaside Park 100th Anniversary Celebration
 - b. 2016 Budget
 - c. Correspondence
4. Reports: Superintendent/Recreation Supervisor
5. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: December 28, 2015

Recreation & Parks Commission Meeting
Superintendent Report
1/19/16

Christmas Tree Burning

Event was a big success. Lots of compliments from residents. All around good coordination between several departments to make it happen. Park men assisted with collection of tree right through with clean up. Took ashes back to vine street shop where they will stay until spring. Make Bio-Char and spread at beds at Abbot Hall.

Chandler Hovey

Will be meeting with Walter Jacob to review 3D CAD models of the pavilion. Will be requesting rendering of the pavilion as well. Met with Chip and Linda to talk about power point presentation.

Fountain Park Cobbler – Spoke with John McGinn and he is working on getting more information about making it a historical setting and then would like to present to commission.

Ushers Fence

Fence will be completed by tomorrow. Signs for the fence have also arrived.

Sports Committee Meeting

When will the meeting be held for Spring/Summer field use?

Weekend Storm

Looking at early forecast for potential storm with the potential for beach erosion. Would like to request taking park 1 home so that I can get into town if need be during the storm.

Travis Farley

Assistant Superintendent, Town of Marblehead

Tuesday, January 19th

Assistant Superintendent Report

Programming Updates

- Currently Programs:
 - o Karate: 31 enrolled
 - o Toddler Dance: 28 enrolled
 - o Whoos Calling: 7 enrolled

Upcoming/New Programs:

- Upcoming Programs/Special Events:
 - o Legos: 10 enrolled
 - o Theatre: 5 enrolled
 - o Winter Carnival: 57 enrolled
 - Have makeup day of Saturday, January 30th set up
- Started marketing Daddy Daughter Dance

Other:

- Started our summer booklet last week – shooting to have it out by end of February
- Met with Wade Cammett & Andrew Flaherty
 - o Completely changed curriculum for sailing
 - Broke day up into 2 sessions (beginner & intermediate), added a parent/child sail on a Tuesday evenings, and added an open intermediate sail.
- Started taking applications for seasonal positions.

Facility & Parks

- Stramski Update
 - o Reached out to Dave Riordon twice to set up a walk through for bid proposal. **Other:**
- Stramski/Riverhead Kayak Rack – Galvanized Steel
 - o \$5,500 for new rack at Riverhead
 - o \$8,750 for new rack at Stramski

By not filling the open union position, we have saved enough money to have this position created and funded from early March on.

The beginning salary will be \$50,000. Over a four-year period, this position could be elevated to step five and a salary of \$54,000.

It will be a union position.

The employee will be directly responsible to the superintendent.

Through the increase in float storage fees we will commit between \$13,000 and \$15,000 annually towards funding this position.

The advantage of the union position is that we can have it created with little or no opposition because the union is gaining high paid position. This will become the second highest paid union position in Town.

The drawback with the union position is that once the employee passes the six-month probationary period, it is difficult to terminate.

It is not likely that we would get the union to give up a union position and allow us to take it to an administrative position.

Job description

Turf manager

This position will hold the responsibility of managing all of the grass areas under the jurisdiction of the Recreation and Park Department including playing fields on both Park Department and School District properties. This includes grass areas, skinned surfaces, and artificial turf.

This is a full-time job and a hands-on position. It should be looked at as a combination of management and hands-on work. The expectation is that from mid-December to mid-March planning, program development, product sourcing, continuing education, and protocol establishment will be done. From early March, or is soon as ground is workable in the spring, the position then becomes hands-on until the end of the season.

Requirements

- A Bachelor or Associates degree in turf and landscape management.
- At least three to five years practical work experience in the field.
- Must be able to demonstrate proficiency and understanding of the scientific principles and protocols of turf management.

- A complete understanding of the science involving the biological life and function in the soil.
- An understanding of the mechanics of fertility and system management.
- An awareness that managing municipal parks and playing fields is different from managing a residential lawn.
- It is understood that most training and education has its roots in conventional (chemical) land management.
- A background in natural turf management is preferred.
- In the absence of training in organic management, the willingness and desire to learn and implement natural programs is required. The Town of Marblehead has a policy in place that restricts the use of chemical fertilizers and pesticides on town owned land. If there has been no education in natural management, the opportunity to secure that education will be made available.
- If not a member of New England Sports Turf Managers Association, a membership will be purchased for the employee.
- Heavy equipment operator's license

Responsibilities

- The immediate supervisor will be the Superintendent of the Recreation and Park Department, or the Assistant Superintendent in the Superintendent's absence.
- Oversee the development and implementation of all turf management programs
- Hands-on implementation of all aerating, over seeding, and liquid and granular fertilizer applications
- Responsible, with others in the department, for the maintenance of turf equipment.
- The ability to work with and oversee a subcontractor or contractors on a variety of turf projects
- Although not directly responsible for mowing, this position will oversee seasonal mowing heights on all athletic fields.
- The responsibility of managing irrigation at all Park and School District properties. This involves the opening and closing of all systems. Some will be done in-house and some done by private contractor.
- The ability to go through the Superintendent of the Department to get Park staff labor to assist in projects as needed.
- In addition to routine annual maintenance, the employee will be responsible for the development of capital improvement projects as directed by the Commission or Superintendent.
- As a union employee you will be required to plow snow in the winter.