



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

2/3/2016

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:** Linda called the meeting to order at 7:07PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Linda, Gerry, Derek & Sam
 - b) Absent: Chip
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 1/19/2016 meeting; all in favor.
- 4) **Appearance:**
 - i) None
- 5) **Old Business/New Business**
 - a) Sports committee update from Linda & Sam, discussion included field blankets and trash/recycling
- 6) **Agenda Items:**
 - a) 2016 Budget: Chip & Tim will meet with Finance liaisons on Feb 17th and then there will be a meeting with the full Finance Committee on February 29th at Mary Alley Building. Will meet prior to conduct Recreation & Parks business.
 - b) Correspondence:
 - i) Barb Berry: Would like to use Devereaux Beach Restrooms and Parking lot for road race on Sunday, April 24, 2016. **Approved.**
 - ii) Ellen Ernst: Looking to have a box placed in the Community Center for people to drop of supplies to make a "birthday in a box" to be donated to area shelters. **Approved.**
- 7) **Reports (attached):**
 - a) Travis Farley Report: See attached
 - b) Tim Short Report: See Attached
- 8) **Timekeeping:** Meeting Adjourned: 9:15 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: Game Room

Wednesday

Day of week

February

Month

3

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. 2016 Budget
 - b. 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: January 28, 2015

Recreation & Parks Commission Meeting
Superintendent Report
2/3/16

Budget

Sending our annual letter to the Selectmen requesting they vote to re-authorize the Revolving fund at Town Meeting . The law allows the Department to have revolving funds totaling up to 1% of the current tax levy. That amount currently is \$590,152 for fiscal 2016 and will go up to \$613,379 for Fiscal 2017. I will be requesting the full \$613,379.

Turf Specialist

I've met with John McGinn and he has set up a meeting for me to talk with the Compensation on Thursday February 18 at 10 AM. He is also speaking with the Union representative.

Ushers Fence

Installation has been completed and signs are up warning residents and non-residents of the dangers of the outlet.

Seaside Park Committee

List of events -

- 1) Old Time Baseball
- 2) Movie Nights
- 3) Concert
- 4) Field Day
- 5) Scooper Bowl Challenge '16

Becky Curran is looking into possible grant monies that could be applied to the project.

Logo - Spoke with Snow Design \$600

Concert – Made Contact with a local band that plays rock music \$700 for 3 hours. We would still need to provide stage and lighting. Pretty open still for dates.

Sponsorship Package – Currently putting together a document that we can send out to local businesses for funding of the event.

Next meeting date?

Bench Request at Hammond Park

Received request after Light Commission granted approval to William Macomber

Community Center

Girl Scout Troop would like to request they be allowed to place a collection box here to have general public donate items to create a "birthday party in a box" and they will give them to the non-profit organization Birthday Wishes. Birthday Wishes would then deliver these boxes to children celebrating their birthday in area shelters.

Timothy Short

From: Ellen Ernst <ellen.ernst@verizon.net>
Sent: Thursday, January 28, 2016 3:56 PM
To: Timothy Short
Subject: Girl Scout troop collection box

Hi Mr. Short,

My Girl Scout Cadette troop is working on a service project to put together boxes with cake mix, frosting, a foil pan, party hats, party streamers, etc to be donated to the nonprofit organization Birthday Wishes. Birthday wishes then delivers our boxes to children celebrating their birthday in a shelter. We will be putting a box at the Village School to collect items. Additionally we are working with Crosbys and Mud Puddle toys to collect items. We are hoping that you would also allow us to put a collection box at the community center because then the general public would have a place to donate.

We would like to collect items during the month of February. Please let us know if this would be possible after you present it to your board on Wednesday.

Thanks for your help. Look forward to hearing back from you.

Ellen Ernst
Troop 63093


Sent from my iPhone

Town of Marblehead Recreation & Parks Department

Application for park permit

| | | | | | |
|--|--|--|---|--|---|
| APPLICATION date: | | APPLICANT (name of person paying for permit): | | | |
| | | Barbara Berry - Ymca of the North Shore | | | |
| INSURANCE REQUIREMENT FOR ALL WEDDINGS & LARGE EVENTS: (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE) | | | | | |
| ★ IMPORTANT: A copy of a 1 million occurrence / 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is REQUIRED to be provided with the request at the time of application. | | | | | |
| EVENT Day & Date: | | TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): | | | |
| Sunday, April 24 2016 | | | | | |
| EVENT DESCRIPTION & expected attendance (use another page if needed): | | | | | |
| 5 mile road race primarily around the Neck Kids Run run activities... | | | | | |
| FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): | | | | | |
| Devereux Beach Restrooms & Parking lots | | | | | |
| Available Facilities: | Devereux beach - barbeque pavilion (2 grills in season) | Devereux beach - Garfield Pavilion (2 grills in season) | Gerry Playground (on Stramaki Way) (2 grills in season) | Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock | Other |
| Residents security deposit: | \$25.00 | Due at time of application | | \$100.00 fee; Insurance required with ALL applications (see above); No security deposit required | Fees based on request ("see note"); please describe on another page |
| Resident fee: | \$25.00 | Due upon approval | | | |
| Non - residents security deposit: | \$50.00 | Due at time of application | | | |
| Non - resident fee: | \$50.00 | Due upon approval | | | |
| Catered event (Climbake, etc.) | \$2 per person; minimum \$100.00 - \$50 Security Deposit | | | | |
| PAYMENT: Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee. The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property. APPROVAL: Applications must be made during regular business hours. Standard applications take 1 - 3 business days to approve. Only 1 standard permit for up to 3 hours of use allowed per day per applicant. * Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions. CANCELLATIONS / REFUNDS: requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds). RESTRICTIONS: Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.) It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested. | | | | | |

| | | |
|---|----------------------------------|--|
| Request fee waiver(s) due to hardship? (waivers determined at next Board meeting) | | YES / NO |
| OFFICE USE: | | |
| Park detail required? (see detail sheet) | Police detail needed? (631-1212) | Insurance required (wedding, large event)? |
| YES / NO | YES / NO | YES / NO |
| (\$125 per unit) | \$ | \$ |
| Detail fee | Usage fee | Other fee |
| | | |
| Dates paid and check number(s) | | |


 Signature of applicant
 40 Legas Hill Road
 Name (Please print clearly)
 Address
 781-990-7004
 Telephone
 2-3-16
 Date approved

Approved by:

Superintendent, Recreation & Parks Department

Date approved