



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



**Recreation and Parks Meeting Minutes**

**06-21-11**

**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:** Chairman Chip Osborne called the 06/21/11 meeting to order at 7:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Linda, Sam, and Jerry.
  - b) **Absent:** None.
- 3) **Minutes:** **Motion** made and seconded (Linda, Jerry) to approve the minutes of the 06/07/11 meeting; all in favor.
- 4) **Appearances:**
  - a) **St. Stephen's Church:** Cheryl Boots appeared to discuss their application (attached). **Motion** made and seconded (Linda, Jerry) to approve permit application with a time change of 9 -10:30 AM and waive fees; all in favor.
  - b) **National Grand Bank:** Jim Nye and Jim Emanuel appeared to present the concept plan (attached) for the parking lot abutting Memorial Park. Discussion of landscaping design and ways to reduce headlights shining into neighbors windows. Also discussed: Kids gathering and loitering; fencing options; funding options; and lighting. The bank's plan is to have the project complete by Labor Day. After discussion, the board agreed to do a site visit on Saturday 6/25/11 at 9:00 AM to gather information and discuss options for the Park property bordering the parking lot site.
- 5) **Reports: See attached. Addendum:**
  - a) **Mike's:** Mike absent; report tabled.
  - b) **Brendan's:**
    - i) **Hamond center:** **Motion** made and seconded (Sam, Jerry) to approve spending \$9775 for paving (see report) and allow the Chairman to sign the contract on behalf of the Commission; all in favor.
    - ii) **Summer Field work:** After discussion, Board agreed to Brendan's plan for top dressing Seaside and Piper, but MHS lower field will need some preparation in order to move baseball there while Seaside is being repaired. Brendan will coordinate. The Board agreed to meet on July 1, 2011 at 8:00 AM to vote on awarding the contract. Chip also mentioned the need for turf blankets to go out this winter.
    - iii) **Clover seeds:** Board asked Brendan to look into washing down equipment to try and retard the spread of clover seed from one property to another during the clover growing season; Brendan will discuss it with the Foreman.
- 6) **Old Business:**
  - a) **Seaside renovation/field work updates:** see Brendan's report.
  - b) **Chandler Hovey update:** Brendan has submitted a request to the Shattuck Fund for project funding (attached).
  - c) **Everett Paine Blvd work:** See Brendan's report (Hamond Center).
  - d) **Seaside Flag pole dedication:** Brendan has written an invitation to the donors (attached) and will send it out this week.
  - e) **Darci project update:** Brendan received a memo from the Darci's regarding the withdrawal of their application (attached).

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

[www.marblehead.org](http://www.marblehead.org)

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

f) Appointments:

- i) **Motion** made and seconded (Linda, Sam) to appoint Brendan as the Department Superintendent for the term of the current Board; all in favor.
  - ii) **Motion** made and seconded (Linda, Sam) to appoint Mike as the Recreation Supervisor for the term of the current Board; all in favor.
- g) Job evaluations: Chip proposes that job performance evaluations be done annually for all employees that are not covered by the collective bargaining agreement; preferably having the first ones done by the end of this summer and then annually in the March time frame after that. After discussion, **Motion** made and seconded (Linda, Sam) to have job performance evaluations done annually in March with the first ones to be done by September 2011; all in favor. Brendan will collect example evaluations for the Board's information.
- h) YMCA program at Bud Orne rink: Linda read in the Reporter that the YMCA is charging 2 different rates for members and non members for their hockey program scheduled to run at Bud Orne Rink. This is in violation of the permit condition for use of public property that stipulates ALL participants must be charged the same rate regardless of membership status at the YMCA. Brendan will contact the YMCA's Executive Director and tell them they must comply or the permit will be revoked. Board wants to see a retraction in the paper immediately.
- i) Community center rental rates: Proposed rate changes (see Brendan's report) for non-profit and civic groups to rent the Community Center starting in September 2011. After discussion, **Motion** made and seconded (Sam, Jerry) to change the rates, giving a 25% discount of whatever the regular room rate per hour is (currently \$25.00) to 501.c and civic groups (the same as the School Department); all in favor. Brendan is going to investigate further to see if the regular room rate per hour needs to be adjusted according to what the market will bear, and will report back to the Commission with his recommendations.

7) New Business:

- a) Correspondence (see attached):
  - i) To be determined: See Appearances.
  - ii) FYI (no actions required): National Register of Historic Places letter; Invitation to General Glover monument dedication, Notice of decision. The Board congratulated Derek on a job well done to have Seaside Park listed on the National Register of Historic Places.
- b) Sprayer: **Motion** made and seconded to approve purchase of the sprayer as planned on with this FY's budget; all in favor.
- c) Timekeeping: meeting adjourned 8:53 PM; next meeting to be scheduled 7/01/11 at 8:00 AM in the Community Center.

**Respectfully submitted: Ric Reynolds, Clerk**

Attachments:

- Meeting notice & agenda
- Permit application
- Concept drawing: National Grand Parking lot
- Report: Brendan
- Shattuck Fund request
- Flagpole dedication invitation
- Darci memo
- Letter: National Register of Historic Places
- John Glover monument dedication invitation
- Notice of Decision



DATE POSTED:

Town Clerk Use Only

## **MEETING NOTICE & AGENDA**

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

### **Recreation and Parks Commission**

Name of Board/Committee

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

<u>Tuesday</u>	<u>June</u>	<u>21</u>	<u>2011</u>	<u>7:00 PM</u>
Day of week	Month	Date	Year	Time

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

Approval of minutes from previous meeting – June 7, 2011

Appearance: 7:05 p.m. Jim Nye, National Grand Bank

Reports: Sup. Brendan Egan and Asst. Sup. C Michael Lane

Discussion:

1. Seaside Renovation / Field Work
2. Update on Chandler Hovey
3. Everett Paine Blvd. work

Old Business Discussion

New Business Discussion

Next Meeting: To Be Determined

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 06/16/11

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>June 13, 2011</b>		APPLICANT (name of person paying for permit): <b>St. Stephen's United Methodist Church (Cheryl Boots)</b>	
<b>INSURANCE REQUIREMENT FOR ALL WEDDINGS &amp; LARGE EVENTS:</b> (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)			
* <b>IMPORTANT:</b> A copy of a 1 million occurrence / 3 million aggregate insurance certificate <u>naming the Town of Marblehead as an additional insured</u> is <b>REQUIRED</b> to be provided with the request <u>at the time of application</u> .			
EVENT Day & Date: <b>All Sundays in July &amp; August July 3, 10, 17, 24, 31 and Aug. 7, 14, 21, 28</b>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b><del>5:30 - 6:30 p.m.</del> 9 AM - 10:30 AM</b>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Worship service - no amplification - estimated attendance 10-25 people</b>			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <b>Devereux Beach - Garfield Pavilion or barbeque pavilion</b>			
Available Facilities:	<u>Devereux beach - barbeque pavilion</u> (2 grills in season)	<u>Devereux beach - Garfield Pavilion</u> (2 grills in season)	<u>Gerry Playground (on Stramski Way)</u> (2 grills in season)
Residents security deposit:	\$25.00	Due at time of application	
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 (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit		
		<b>Wedding ceremonies:</b> Chandler Hovey, Crocker Park, or Castle Rock	
		<b>\$100.00 fee;</b> <b>Insurance required with ALL applications (see above);</b> <b>No security deposit required</b>	
		Fees based on request ("see note"); please describe on another page	
<b>PAYMENT:</b> 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.			
<b>APPROVAL:</b> 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.			
<b>CANCELLATIONS / REFUNDS:</b> requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).			
<b>RESTRICTIONS:</b> Open fires (bonfires) and alcoholic beverages are <u>prohibited</u> 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) <u>due to hardship</u> ? (waivers determined at next Board meeting)		<input checked="" type="radio"/> YES / <input type="radio"/> NO
<b>OFFICE USE:</b>		
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

**Cheryl Boots**  
 Name (Please print clearly)

**67 Elm St. MHD**  
 Address

**781-639-4038**  
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved



**Recreation Commission Meeting**  
**June 21, 2011**  
**Superintendent's Report**

✓ **Parks / Fields**

The high school, Gatchells, Hobbs and Seaside have all been aerated and fertilized a second time. Piper was also over-seeded.

**Summer Field Work**

☑ I have received an estimate for **Labor Only** to top-dress Piper and Seaside Park in July and again August. The estimate is from Turf Links in the amount of \$4,500.

☑ The schedule for Seaside this summer looks light. There are only 2 Senior and 2 Junior Legion games scheduled. There are 15 possible Babe Ruth games scheduled including playoffs. If we limit Seaside to "Games Only" and direct all practices to MHS this may help us with our field work.

✓ **Crocker Park Bathrooms**

Partitions are to be installed Friday and the new walkway will be poured on Monday. Final inspections are set for next week.

✓ **Hamond Nature Center Garden / Parking Lot**

I have received a quote of \$9,775 from Atlantic Paving for the work at the end of Everett Paine. If the Board agrees with this price I will have a contract drawn up, signed by the Chairman and proceed with the work.

✓ **Old Business**

***Marblehead Youth Badminton***

The representatives from Youth Badminton would like to put in their request for the fall season and would like to know the rate we will be charging. We have discussed the rates in the past and I have two suggestions to consider. The first would be to increase the rate for a non-profit to a flat \$20/hr. The second would be to increase the rate to \$25/hr and give a %25 discount for Non-profit organizations and Marblehead Civic groups. I would like to look into the rates for other groups and bring it back to the commission at a future meeting.

✓ ***Flag Pole Dedication – see letter***

— ***Sprayer – Vote on purchase through Greater Earth Organics***

**New Business**

***Park 5 – In the garage again!***

**Next Meeting:**

July (?), 2011

June 9, 2011

Board of Trustees  
National Grand Bank  
91 Pleasant Street  
Marblehead, MA 01045

Re: Shattuck Fund Requests

The Recreation and Parks Commission requests your consideration for grants this year to fund two important projects. The projects are (a) upgrading/renovating the Chandler Hovey Park restrooms, and (b) the development of a website and design services for the Hamond Nature Center.

The Recreation and Parks Commission's Passive-Parks sub-committee focuses on non-athletic field properties under the Commission's jurisdiction. The sub-committee's first priority was Crocker Park. They determined the need to repair the pier head and upgrade the bathroom building as priorities, and in a little over a year, the pier head has been completed and the bathroom renovation will be completed before the beginning of this year's Arts Festival. All of this was made possible with grant money from the Curtis Coffin fund.

During the past year the Marblehead Neck Association approached the Recreation and Parks Commission regarding upgrades at Chandler Hovey Park. The Passive Parks sub-committee designated Chandler Hovey as the next park in need of attention, and they have been meeting regularly with representatives from the Neck Association. They are currently working on a master plan to encompass repairs and renovations to the entire property, and have designated the upgrade of the bathrooms as the first priority.

The first request is for \$27,000 for this upgrade of the bathroom building. The renovation will include new sinks, toilets, partitions, glass block to replace the boarded up windows, new doors with electronic timers, new lighting, and painting the interior and exterior of the building once the remodeling is complete. We are also planning on purchasing a "Big Belly" solar trash can to help with the large amount of trash that is collected at the park on a daily basis. Also, should additional funds be available, we plan to remodel and upgrade the 2 pavilions with all costs estimated at \$6,000 for both labor and modern materials.

As you know, Chandler Hovey is one of the main stops for visitors to Marblehead and is a destination for many tours from Boston, offering spectacular views of Marblehead Harbor, Fort Sewall, and the Atlantic Ocean. The park daily serves as a resting spot for the numerous joggers, walkers, bikers and others who regularly visit. The updates are necessary as the restroom facilities are outdated and can no longer support the large volume of visitors to the park.

The Hamond Nature Center continues to get attention on both the grounds and facilities. The funds that you provided last year were instrumental in converting the garden area to a teaching "butterfly garden" for children of all ages.

As a sub-committee of the Recreation and Parks Commission, the Hamond Nature Steering Committee continues to work towards the goal of a full schedule of fall programming at the Center, and has identified key areas that are critical to realizing that goal.

We are requesting \$12,000 from the Shattuck Fund to be used exclusively for web site development, professional design services for logo creation and initial publications, and a public awareness campaign to get the word out. Once this step has been completed, plans can move to the next level.

As always we are grateful to the Shattuck Fund for your continued support; so many great things are done that could never have happened without you!

Thank you for your consideration.

Respectfully,

Brendan Egan  
Superintendent, Recreation and Parks Department  
Town of Marblehead





TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



Tuesday, June 21, 2011

Please join the Marblehead Recreation & Parks Commission Monday, July 4, 2011 at 9:00 AM for a brief flag raising ceremony to officially dedicate the new flagpole at Seaside Park. This dedication will allow us to recognize and thank the donors who made this project possible.

So that we may plan accordingly, please send your RSVP to: [park@marblehead.org](mailto:park@marblehead.org). We look forward to seeing you there!

Sincerely,

Brendan Egan  
Superintendent  
Marblehead Recreation & Parks Department

MEMORANDUM

TO: Marblehead Zoning Board of Appeals  
(Mr. Moriarty, Lipkind, Schaeffner, and Krasker)

FROM: Joseph and Maureen Darci, 4 Wyman Road

RE: Withdrawal of ZBA Request: Parcel ID 96-3, File Date 04/04/2011

DATE: Monday June 13, 2011

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This memo informs the ZBA that we are withdrawing our request for relief from non-conformities that would have resulted from our proposed 3-car underground garage; we will assess other options that are more-conforming with the guidelines.

Not having witnessed many ZBA hearings in the past, we were both struck with the sincerity and interest of each member of the board to preserve the character of Marblehead neighborhoods within the spirit of the zoning rules, and to treat applicants with respect. It is a wonderful service that you provide and we thank you.

Kind regards,

*Joe and Moe Darci*  
*4 Wyman Road*

*copies:*

Robert Ives, Building Commissioner  
Willie Lanphear, Town Engineer  
Jason R. Gilliland, Chief, Fire Department  
Michael Porter, Captain, Fire Prevention Bureau  
✓ Brendan Egan, Marblehead Recreation and Parks Commission  
Charles McCollum, Marblehead Water and Sewer Commission  
Doug Gordon, Tree Warden

JUN 13 2011

**NATIONAL REGISTER OF HISTORIC PLACES**  
the official list of the Nation's historic places worthy of preservation

**June 17, 2011**

The Director of the National Park Service is pleased to send you the following announcements and actions on properties for the National Register of Historic Places. For further information or if you would like to receive this list weekly via e-mail, contact Edson Beall via voice (202) 354-2255 or E-mail: [Edson\\_Beall@nps.gov](mailto:Edson_Beall@nps.gov)

Our physical location address is:

National Park Service, 2280, 8<sup>th</sup> Floor  
National Register of Historic Places  
1201 "I" (Eye) Street, N.W.  
Washington D.C. 20005

Please have any Fed Ex, UPS packages sent to the above address. Please continue to use alternate carriers, as all mail delivered to us via United States Postal Service is irradiated and subsequently damaged.

**WEEKLY LIST OF ACTIONS TAKEN ON PROPERTIES: 6/06/11 THROUGH 6/10/11**

**KEY: State, County, Property Name, Address/Boundary, City, Vicinity, Reference Number, NHL, Action, Date, Multiple Name**

MASSACHUSETTS, ESSEX COUNTY,  
Seaside Park,  
Atlantic Ave.,  
Marblehead, 11000333,  
LISTED, 6/08/11



You are cordially invited  
to the dedication of the  
General John Glover Monument  
on Saturday July 9, 2011  
at 6:00 pm  
at  
Fort Sewall

Please feel free to invite any friends or family



**Town of Marblehead  
Zoning Board of Appeals**

Mary Alley Municipal Building  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529  
Fax: 781-631-2617

June 8, 2011

**NOTICE OF DECISION**

The Board of Appeals, after notice and public hearings beginning on **February 22, 2011** on the application of **Warwick Place Realty Trust**, **voted to approve the request for a Special Permit with conditions** to construct a new retail and commercial/office building located at **117-129 Pleasant Street, Map 116 Parcels 29, 28, 28A, 27, 26, 25** in a Business One District

**The written Decision was filed with the Town Clerk on June 6, 2011.**

A copy of the decision is available for inspection at the Town Engineering Department, 7 Widger Road, Marblehead, MA, 01945.

A twenty day appeal period begins the day after the decision is filed with the Town Clerk.

After the twenty day appeal period, the Applicant must record the decision at the Registry of Deeds and a receipt from the Registry of Deeds must be returned to the Marblehead Engineering Department showing proof of recording.

A decision of the Board of Appeals does not constitute the granting of a Building Permit. No Building Permit shall be issued prior to recording the decision at the Registry of Deeds.

Failure to act on a decision within one year renders the decision null and void.