



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

08-10-11

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 08/10/11 meeting to order at 6:30 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Derek, Sam, and Jerry.
 - b) **Absent:** Linda.
- 3) **Minutes:** **Motion** made and seconded to approve minutes of the 08/02/11 meeting; all in favor.
- 4) **Old Business:** **Memorial Park update:** Chip read and board discussed proposal from Matthew Ulrich (attached); Matt appeared to introduce himself and discuss renovation and repair ideas including a rendering board, lighting, plantings, trees, grass, fencing, shrubs, and a time frame with the Board. Abutters Bob and Jayne Mace also in attendance. After discussion, **Motion** made and seconded to approve proposal as written from Matt; all in favor. Matt and Brendan scheduled to meet for a site visit on Monday at 10:00 AM; Brendan will collect drawings and information for Matt to review. Time frame for getting grass and plantings in place remains mid October.
- 5) **New Business:**
 - a) **Hamond Center:** Mike presented a draft of a brochure for the Nature Center for the Boards information (attached).
 - b) **Vacation Request:** Mike submitted a request for vacation time which overlaps Brendan's previously approved vacation request from March. Brendan denied the overlap as it violates the Board's policy of having both Department administrators out on vacation at the same time (see attached). After discussion, **Motion** made and seconded to have Mike work Wednesday August 24, 2011, then be allowed to leave for vacation early on Thursday morning, August 25, 2011 after checking into the office, with the stipulation that in the future the policy of no overlap of the 2 administrators for regular vacation time be strictly complied with; all in favor.
- 6) **Timekeeping:** 7:30 PM: Adjourned.
- 7) **Next regular meeting:** Scheduled for Tuesday August 16, 2011 at 7:00 PM in the Community Center.

Respectfully submitted: Ric Reynolds, Clerk

Attachments:

- Meeting notice & agenda
- Reports (2)
- Correspondence (5)



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: Game Room

<u>Wednesday</u>	<u>August</u>	<u>10</u>	<u>2011</u>	<u>6:30 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 – August 2

Discussion:

1. Memorial Park

Old Business Discussion

New Business Discussion

Next Meeting: August 16

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 08/05/11



Ulrich Bachand Landscape Architecture, LLC
www.ub-la.com * 77 Main St. Wenham, MA 01984 * 617-337-3252

Recreation and Parks Commission
Attn: Brendan Egan
Marblehead Community Center
10 Humphrey Street
Marblehead, MA 01945

August 5, 2011

RE: Monument Park Landscape Design

Dear Brendan,

It has come to my attention that the proposed parking lot being developed by the National Grand Bank at the former YMCA location has triggered an interest in pursuing the planting redesign of Monument Park.

Having grown up as a 'true Marbleheader' with fond memories of this park and as a co-owner of a landscape architectural firm, I have a serious interest in the redevelopment of this area. Our company, UBLA, is a site planning and landscape architecture firm located here on the North Shore, and we would like to offer our services for this project at a drastically reduced rate.

The normal range for a project of this scope from schematic design through construction documentation would likely range somewhere between \$7,000.00-\$9,000.00 with schematic design and renderings taking up approximately 65-75% of that number. We would propose offering all necessary meetings, schematic design and planting plan, and a rendered plan for fund raising purposes for a discounted lump sum fee of \$2,000.00.

We understand the fast track nature of this project and we are willing to meet the goals and objectives within this approximately 3 week timeframe. It would be a pleasure to be involved in improving an area so crucial to the center of town with such history. I am available at the number or email below if any further information or clarification is needed. Please do not hesitate to contact me with questions or comments.

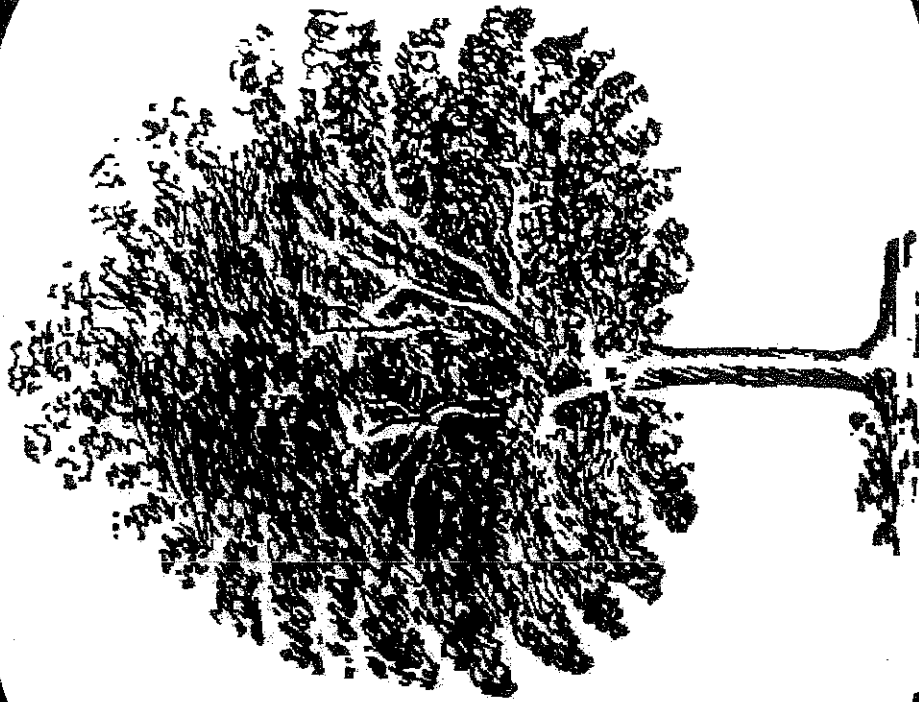
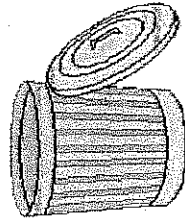
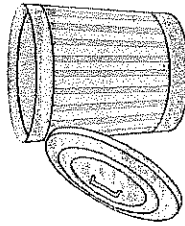
Thank you,

A handwritten signature in black ink, appearing to read 'Matt', with a long horizontal flourish extending to the right.

Matthew Ulrich, LEED AP
Principal
617-337-3252
matt@ub-la.com

HAMOND

Dear Residents,
To better serve you and our earth the
Recreation & Parks Department employees
the carry in / carry out policy.
When guests use the Hamond Nature Center
we ask that you help us by taking all your trash with you.



NATURE CENTER

*The Hamond Nature Center is under the care of the Marblehead
Recreation & Parks Department for your use and enjoyment.*

This brochure has been printed on recycled paper.

HISTORY

The Hamond Nature Center as it is called today is located at the end of Everett Paine Blvd. and the rear of Gatchell's Playground.

Originally built in 19__ for the Girl Scouts of America. While under the direct supervision of the Scouts hundreds of young girls from Marblehead and the surrounding communities attended summer day camp each summer for years.

Etc.

Etc.

Etc.

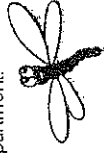
PROGRAMS

MARBLEHEAD RECREATION DEPARTMENT

Marblehead Rec. Hamond Nature Center & Mass. Audubon Programs :

All programs are for families with children five years and older & take place rain or shine.

All registrations are through The Marblehead Recreation & Parks Department.



Cost : Adults \$8.00 / Children \$5.00

Min. 8 / Max. 20

All classes are instructed by Mass. Audubon Field Teachers and Naturalists

Tracking-The Search is On

Saturday, March 12 / 1:00 - 2:30 p.m.

We know that there are many kinds of mammals that inhabit the Marblehead landscape, but we don't always see them. Today we will search the tracks of deer, fisher, cottontail, fox, squirrel, raccoon and other mammals. We'll also investigate scat, chews and other "animal evidence".

Fantastic Flowers & terrific Trees

Saturday, May 21 / 1:00 - 2:30 p.m.

Enjoy a beautiful spring afternoon investigating the life cycle of plants. We'll explore Wyman Woods and learn how different flowers, shrubs and trees are important to Marblehead's wild animals.

A Buggy Good Time

Saturday, June 11 / 1:00 - 2:30 p.m.

Join us for a fun filled exploration as we search for bugs! We'll hike the Wyman Woods to discover butterflies, grasshoppers, pill bugs, slugs, snails and more. Using nets and bug jars you'll catch

Tide Pool Adventure

Thursday July 7 / 10:00 - 12:30 p.m.

Explore the rocks & tide pools of Chandler Hovey Park and take a closer look at crabs, sea stars and other seashore creatures. Wear footwear that can get wet and climb rocks.

Salt Marsh Adventure

Friday August 19 / 10:00 - 11:30 a.m.

What lives in mud, grass and water of a salt marsh? How is the marsh like a sponge? We will use nets and trowels to look for mussels, clams, oysters, hermit crabs and other marsh critters.

Registration info. at www.marblehead.org

More information / questions 781-831-3350

C. Michael Lane
91 Freedom Hollow
Salem, Ma. 01970
mcwalt2001@yahoo.com
978-979-4099

FILE COPY 8/3/11

Dear Brendan,

Here is my vacation request for my annual family summer vacation. I have scheduled it, as always, after all my programs have ended. At this point my plan is to take the fleet of Percisions out on Monday August 22nd. I realize you are planning your summer vacation as well. If there is an overlap in our days by one or two days I will again ask the Board to reconsider their policy for those days. I would very much appreciate it if I did not have to alter this vacation and either come home for a day or begin my vacation later than planned. Last February when I came home on a Monday to cover the office it became apparent to me that it was a total waste of my time and money to do so.

Sincerely,

Mike

TOWN OF MARBLEHEAD
LEAVE REQUEST FORM

Employee Name Mike Lane Department/Cost Center _____

Type of Leave ☐ Sick Leave ☐ Personal Day ☐ Funeral/Emergency ☐ Civil Leave
☒ Vacation ☐ Worker's Comp ☐ Military Leave ☐ Other Leave

Reason for Leave: Family Vacation

Date(s) Absent from Work: Aug. 23, 24, 25, 26, 29, 30/31, Sept. 1, 2, 6.

Expected Date of Return: _____

Total Paid Leave Requested: 10
(days) (hours)

Total Unpaid Leave Available: _____
(days) (hours)

Accrued Sick Leave Available: _____ as of _____
Verified Finance

Accrued Vacation Leave Available: 20 days as of 8/5/11
Verified Finance

Advance Payment of Earnings. (Complete to request pay in advance of leave)

Paycheck for the pay period ending _____ is requested at the close of the
workday _____

Physician's Report. (Complete prior to return to duties when disability or illness extends beyond five (5)
consecutive working days. Attach copy of report.)

Nature of Disability: _____

Able to resume full duties? No _____ Yes _____ Date: _____

If "No", probable date of return to full day. Date: _____

Signature

Date

Requested by Employee	Approved by Department Head *	Posted by Finance
<u>C. M. Lane</u>		
<u>8/2/11</u>		

*If leave of requested by Department Head, forward request to Town Administrator. Approval required
by Board of Selectmen, Governing Commission or Appointing Authority.

TOWN OF MARBLEHEAD
LEAVE REQUEST FORM

Employee Name Brendan Egan Department/Cost Center Recreation & Parks

Type of Leave ☐ Sick Leave ☐ Personal Day ☐ Funeral/Emergency ☐ Civil Leave
☒ Vacation ☐ Worker's Comp ☐ Military Leave ☐ Other Leave

Reason for Leave: _____

Date(s) Absent from Work: August 22-26, 2011

Expected Date of Return: August 29, 2011

Total Paid Leave Requested: _____
(days) (hours)

Total Unpaid Leave Available: _____
(days) (hours)

Accrued Sick Leave Available: _____ as of _____
Verified Finance

Accrued Vacation Leave Available: _____ as of _____
Verified Finance

Advance Payment of Earnings. (Complete to request pay in advance of leave)

Paycheck for the pay period ending _____ is requested at the close of the
workday _____.

Physician's Report. (Complete prior to return to duties when disability or illness extends beyond five (5)
consecutive working days. Attach copy of report.)

Nature of Disability: _____

Able to resume full duties? No _____ Yes _____ Date: _____

If "No", probable date of return to full day. Date: _____

Signature

Date

Requested by Employee	Approved by Department Head *	Posted by Finance
<u>Brendan Egan</u>	<u>[Signature]</u>	
<u>3/7/11</u>	<u>3/7/11</u>	

*If leave of requested by Department Head, forward request to Town Administrator. Approval required
by Board of Selectmen, Governing Commission or Appointing Authority.



TOWN OF MARBLEHEAD
Recreation & Parks Department



August 4, 2011

FILE COPY

Mike Lane
Recreation Director
Marblehead Recreation & Parks Department
10 Humphrey Street
Marblehead, MA 01945

Mike,

As per our conversation on Thursday, August 4, 2011, I am not able to grant your request for vacation on August 23- 26, 2011. I will be on vacation during that week and the Recreation and Parks Commission has asked that we both not take vacations at the same time. The remainder of your vacation request (August 29, 30, 31, September 1, 2 and 6) is approved.

If you have any questions please do not hesitate to see me. Thank you in advance for your understanding in this matter.

Sincerely,

Brendan Egan
Superintendent
Marblehead Recreation and Parks

C. Michael Lane
91 Freedom Hollow
Salem, Ma. 01970
mcwalt2001@yahoo.com

8/10/11

Dear Commission,

I would like to request that you allow me to take Wednesday, August 24, Thursday, August, 25 and Friday, August 26 off for my family summer vacation. It has been a practice of mine to take the week following my summer programs off each year and not to take time off during the 9 week program however this year Brendan is also taking time off that week. I have had conversation with Brendan and informed him that on Monday and Tuesday I would working on taking the boats out and securing the summer programs. Brendan suggested that I ask for these three days off from the Commission.

Sincerely,

Mike

Mike Lane