



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

03/04/2015

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, Derek, and Linda.
 - b) **Absent:** Sam
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 2/19/2015 meeting; all in favor. Approved
- 4) **Appearance:**
 - a) Robert Hastings from the Corinthian appeared in regards to booking the Riverhead Beach parking lot from 7am-7pm on August 8th for their swim meet & sailing regatta. **MOTION:** made to approve made to allow the Corinthian to use the Riverhead Beach parking lot on 8/8/15 for a cost of \$750. Approved
- 5) **Old Business/New Business**
 - a) **Spring Fields:** reach out to youth sports groups and update them on field policies for this upcoming spring. Also, will create a field usage agreement that all youth sports groups will need to sign and abide by.
 - b) **Recycle/Trash:** Andrew Petty is currently collecting quotes on outsourcing the trash/recycle
 - c) **Finance Committee:** Will be meeting on March 23rd
 - d) **Seasonal Blackout Days:** **MOTION:** The Recreation Commission would like to institute the following blackout vacation days during the summer – 5/17-5/25/2015, 6/28-7/5/2015, 8/24-8/31/2015. Approved
- 6) **Reports (attached):**
 - a) Tim Short Report: See attached
 - b) Travis Farley Report: See attached
 - i) **MOTION:** Allow Travis Farley to move forward with purchasing the online version of Vermont Systems for \$11,492.00 (comparison of companies & quote attached). Approved
 - ii) **MOTION:** Allow Travis to hire Jackie Barthelmes as our Playground Camp Director for 2015. Approved
- 7) **Agenda Items:**
 - a) **Robert Hastings:** See Above
 - b) **Paddleboard RFP:** Travis Farley proposed new changes to the current RFP (no bids currently) to have it changed and resubmitted for bid on Friday, March 6th. The changes included: lowering the rent, lowering certification, extending the years, and lowering class prices.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420



TOWN OF MARBLEHEAD

Recreation & Parks Department



- c) Punch List: Linda Rice Collins provided a punch list for the department. These punch lists included lawn cutting schedules, field lining schedules, schedules for Tim Short & Travis Farley, schedule for winterization, and park maintenance schedules. It is very thorough and in-depth.
- d) Spring Field Work: Lower Field High School/Village School: We will use the surplus of field maintenance supplies we currently have for a portion of the field work. Chip estimates the renovation at the Lower Field
- e) Chip to be \$14,000. The Upper Field at Village will require supplies for roughly \$25,000 (will put out RFP) and work for that field will be contracted out.
- f) Beach Work: Chip will do walk through of property with Tim Short & Travis Farley once snow melts. We will have a sit down meeting with the Beach Supervisor in the spring prior to the summer to discuss expectations for the coming summer.
- g) Superintendent/Recreation Supervisor Duties: Travis Farley will now be supervisor the Devereux Beach staff, coordinating field scheduling & lining, and assisting with the budget. This will help Tim Short with the running of the Department. **MOTION**: change Travis Farley's position from Recreation Supervisor to Assistant Superintendent.
- h) Correspondence:
 - i) Heat Pump Repair: **MOTION**: repair heat pump at Marblehead Community Center for \$3,200 (attached). Approved
 - ii) YMCA Devereux Beach: The YMCA will move their fun run on April 26th to Devereux Beach. Approved by board
 - iii) Kelly Leimel: Would like to rent Devereux Beach on June 30th for field trip for Burlington Recreation Department. **MOTION**: made to waive fee. Approved
 - iv) Jack Attridge: Approached the board in regards to the shanty at the foot of the fountain park. The board will do a site walk when the snow melts to evaluate building. A decision will be made at a later date.
- 8) Timekeeping: Meeting Adjourned: 9:30 PM. Next meeting to be determined.

Attachments: Meeting Notice and Agenda.

MARBLEHEAD COMMUNITY CENTER

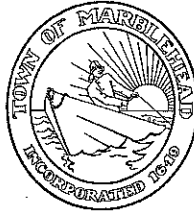
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DATE POSTED:

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

March
Month

3
Date

2015
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. Robert Hastings - Parking Request at Devereux Beach
 - b. Paddleboard RFP
 - c. Punch List
 - d. Spring Field Work: Lower Field High School / Village School
 - e. Beach Work
 - f. Superintendent / Recreation Supervisor Duties
 - g. 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: February 26, 2015

b) a

Recreation and Parks Commission Meeting
Superintendent Report
March 4, 2015

Piper Field

On 3/2/15 Ken Lord contacted me about the Boosters offer to remove snow from Piper Field. See email chain.

Andrew Riley Update

Spoke with Town Counsel and sent sign agreement. Does the commission feel comfortable knowing that while Andrew hasn't done any community service hours, he does technically still have until June 10th to get the hours completed.

Charter School

Request to use Devereux Beach Parking lot on March 4 from 5-9 pm. They will be shuttling people to the Charter School

Park Crew

Board walk for Devereux Beach has been completed.

All equipment has been serviced for spring work as of 3/3/15

Received tablet for Peter this week and it has been set up to receive email. I've also created a Drop Box account where files will be stored and can be accessed by Peter on the tablet. He also has an app that will allow him to view all punch list material.

Opened up Gatchells Parking lot

Mats for Devereux Beach

3 companies

- Access Rec
- New England Play Ground Equipment
- Mobi Mat

Stramski Property

Dredging has started. I believe pipe delivery has also started a request for extended hours of work on Salem property for pipe fusing 7 am to 7 pm Mon thru Sat should be granted today.

With better weather they should be able to make some time up.

A test pit was made at gerry playground to assess existing sewer main. All went well. The arborist will be in site for some tree trimming I will keep the tree warden informed

I do not have a schedule for temporary fencing in that area yet.

Community Center

Pump #2 in boiler room needs to be replaced. See quote from Matthew Stensrud

Recreation Supervisor Report

Programming Updates

- Drop in Programs
 - o Pickleball, Volleyball, Badminton, & Indoor Park & Play continue to have good numbers
- Special Events
 - o Leprechaun hunt- Continue to try and push this event
 - No interest
 - o Just starting selling tickets to our Breakfast w/ the Easter Bunny
- Program Updates this week:
 - o Coach Karl – 2nd session starting this week & numbers are great – 65 enrolled

Upcoming/New Programs:

- Programs Starting in the next few weeks
 - o Special Events:
 - Breakfast with Easter Bunny – started to sell tickets
 - o Program week ending on 3/6/15 update
 - Coach Karl – 2nd session starting this week & numbers are great – 65 enrolled
 - 2nd session of dance classes with Dancers Dream this week – 9 registered
 - You can afford college class is on Thursday – only one registered
 - o Program ending on 3/13/15 update
 - None

Facility & Parks

- None

Other:

- Summer vendor agreements have been sent out and space has been requested
 - o Registration has started
- Riverhead RFB – Get feedback from commission on new RFP
- Would like to request Jackie Barthelmes as 2015 Summer Playground Director
- Had a discussion with excursion schedule person from Charles River Kayak. Will be giving him dates to come before commission next week
 - o Does this person need to complete a permit?
- Online Registration
 - o Comparison between Vermont Systems vs. Myrec
- We will be looking into revamping our After School Program this fall
 - o We have limited to no after school programs at our schools currently.

Hammond Nature Center

- Meeting with Hammond Nature Committee on Tuesday, 2/24/15 went very well
 - o Developed 1, 3, 5 year plan for Nature Center
 - o Salem State Recreation Management will be an active participant in programs at Nature Center
- Will be reaching out to local Daycares in Marblehead to see what nature programs they would like to see added

- Will be meeting with Mary Devlin (principal at Glover School) to discuss options for field trips in spring/fall
 - o Will be setting up survey to get teachers feedback on field trip ideas

6)b

Company:			Vermont Systems		MVRec		MCC
System:			Server Based	Web Based	Server Based		
Annual Fees			\$1,122.00 - Application Software	\$2,895.00 - Base System w/ online registration	\$1,500.00 - Base System		
One Time Fees			\$10,370.00 - Support Service, Installation, Training, and Travel	\$4,700 - Base Online Registration Setup, Gateway Set Up, Data Entry Training	\$2,500		
Additional Annual Fees (Required)			\$0.00	\$380.00 - Cloud Hosting, Domain Name, SSL Certificate, PCI Compliance \$395 - Design Option: Customized Template	\$4,000		
Up Front Cost (Annual Cost & Installation)			\$11,492.00	\$5,370.00			
Additional Options on Annual Fees (Optional)			\$0.00	\$695 - Base Membership Module \$395 - Membership Add-On: Cards, Key Fobs, Swipe Capability, etc \$695 - Advanced Activity Module: Used for Day Care, Summer Camps, etc \$495 - Point of Sale Module: Offsite portal, Inventory, Ticketing	\$0.00		
ACH Payment			No Fee Included	\$4.5 per transaction			
Credit Card Fee			Negotiable Rate - based on % of transaction	\$3.00 per transaction (no guarantee those will increase and My Rec negotiates for you)	\$0.00		
Credit Card Fee Managed:			The fees are put back into our account and then we are billed monthly	1.> Consumer pays fee 2.> Marblehead Rec pays fee 3.> Marblehead Rec collects fees and then they are taking out at the end of each month	NA - Only ACH Payment		
Notes:			Only online registration training required so less hours No change to manuals or policy needed More analysis capabilities because system based Server based - positive/negative (can access from home w/ online addition) Less hours spent on training	Have to switch over entirely to MVREC, switch manuals, and policy over We would lose all past resident information Lose hours on training for staff Online Based - positive/negative	Would still need to enter all registrations into RECTRAC so it would not save any time		
Recreation Departments That Use:			Danvers, Burlington Superior Customer Service	Reading, Arlington, Salem,	Leominster - poor review and would not do again		
Comments from Other Rec Depts			Been around the longest and most reliable Based out of Burlington, VT Easy to Navigate and Learn	Referred to as new company on block Many links that needed to be worked out at start but great customer service working them out	Lots of Bugs with system Poor customer service Cannot get access to specific class rosters would need to email all past classes		



6)b
Proposal Summary Pricing
VSI Quote Number: 40714

Please See Detail Breakdown
on Following Pages

Description: WebTrac/PayTrac
Prepared For: Marblehead Parks & Rec, Marblehead, MA
Contact Name: Tim Short, Recreation Supervisor
Contact Email: shortt@marblehead.org
Approved By: John Willey, VP Sales (johnw@vermontsystems.com)

Phone Number: (781)631-3350
Fax Number:
Quote Date: 03/13/2014

Description	Purchase Price	Annual Maint/Svs	Estimated Shipping	Total Price
<u>WebTrac - Basic Edition</u>				
Application Software	\$3,425.00	\$685.00	\$0.00	\$4,110.00
Progress OpenEdge Software	\$685.00	\$137.00	\$0.00	\$822.00
VSI-Add ons	\$1,250.00	\$0.00	\$0.00	\$1,250.00
Support Services - Training & Travel Expenses	\$3,510.00	\$0.00	\$0.00	\$3,510.00
Total WebTrac:	\$8,870.00	\$822.00	\$0.00	\$9,692.00

PayTrac - Application Software & Hardware

Application Software	\$1,500.00	\$300.00	\$0.00	\$1,800.00
Total PayTrac:	\$1,500.00	\$300.00	\$0.00	\$1,800.00

VSI TOTALS				
Application Software	\$4,925.00	\$985.00	\$0.00	\$5,910.00
Progress OpenEdge Software	\$685.00	\$137.00	\$0.00	\$822.00
VSI-Add ons	\$1,250.00	\$0.00	\$0.00	\$1,250.00
Support Services - Training & Travel Expenses	\$3,510.00	\$0.00	\$0.00	\$3,510.00
Grand Totals:	\$10,370.00	\$1,122.00	\$0.00	\$11,492.00

(plus tax where applicable)

- How many trips to Train?
- Presentation to Commission

7)b

Topic	Old RFP	Updated Changes to RFP	Reasons for Change
Certification	Certified YMCA and/or American Red Cross Lifeguard with current CPR and First Aid Certification on duty during all hours the service is operating	Every staff member of vendor must possess current with CPR and First Aid Certifications.	Finding staff with these certification will be difficult, expensive to keep on, and vendor would essentially be paying a lifeguard to work at Riverhead Beach
Rentals other than SUP	NOTHING	Vendor is not just limited to just renting Stand Up Paddleboards. It is encouraged to have multiple rental options (including kayaks or wind surfing).	Some concerns with vendors being able to rent other things besides Stand Up Paddleboards
Contract Length	One Year Contract Length Expiring in October, 2016	The term of the contract shall extend from April 1, 2015 through October 31, 2017. There will be a (2) two-year renewal options available through October 31, 2019, at the sole discretion and approval by the Recreation & Parks Commission. The Recreation Commission reserves to right to revoke this agreement at the conclusion of every summer.	There was major concern over a year contract - Vendors want atleast 3 years
Price	\$6,000 fee for the summer	Price. The amount to be paid to the Town shall consist of a minimum amount of \$3,000 for the 2015 season. The price will increase per season as follows: 2016-\$3,250, 2017-\$3,500. If the 2 ear renewal option is picked up then the rates will be as follows: 2018-\$3,750 & 2019-\$4,000. If during the bidding process the price rises to above \$3,000 then the rent will rise by \$250 every year from the agreed upon 2015 summer amount.	Another major concern for vendors. I think if we start lower and build up it will come less as a shock in year one. Also, if we get a few companies bidding maybe the price will rise.
Class	SUP Fitness- \$45.00 per class, SUP Yoga - \$45.00 per class, Sunset SUP - \$45.00	SUP Fitness- \$25.00 per class, SUP Yoga - \$25.00 per class, Sunset SUP - \$25.00	Lower the price for class



Licensed & Insured

7)d

Matthew S. Stensrud
Plumbing & Heating LLC

781-771-5283

32 Bayview Road, Marblehead, MA 01945

Service since 1986



Marblehead Park & Rec. Building
10 Humphrey St.
Marblehead, Ma. 01945

2/26/15

I am pleased to present the following estimate.

For the sum of \$3,828.00 I will supply and install replacement pump and motor for #2 pump in boiler room.

The cost of pump is \$3,228.00 before tax and I will need a copy of tax Exempt #.

I will also need a deposit of \$3,228.00 to order pump, once placed is 3-4 weeks away.

Any questions please call me.

Thank You.

Matthew Stensrud

781-771-5283