



# TOWN OF MARBLEHEAD

## Recreation & Parks Department



### *Recreation and Parks Meeting Minutes*

10-18-11

**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 10/18/11 meeting to order at 7:30 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Sam, Jerry, and Linda (8:00 PM).
  - b) **Absent:** None.
- 3) **Minutes:** **Motion** made and seconded to approve minutes of the 10/06/11 meeting; all in favor.
- 4) **Reports:** See attached. Addendum:
  - a) **Brendan's:** Discussion: field lining supply vs. demands. Coaches are complaining that fields are not being lined. In fact, all "game day" fields are lined and maintained; the demands are from coaches to line practice and other smaller fields. These requests have skyrocketed and the Department's limited supply of funds for manpower (currently 1 full time employee), equipment (currently 1 paint machine that requires constant maintenance), and materials (paint, etc.) cannot meet these demands. Board agreed that a meeting with the School needs to be scheduled in the immediate future to discuss the realities of this Department's limited supplies vs. demand. Brendan will prepare an estimate of what is needed to meet said demands so the School can pay for and line these extra fields themselves should they decide practice field lining is a necessary expense.
  - b) **Mike's:** No addendum.
  - c) **Chandler Hovey sub-committee update:** Sam reported the sub-committee met and discussed ideas for landscaping. Committee is in the planning stages and considering hiring a landscape architect if the Neck Association will approve funding. Fund raising ideas were also discussed. The request for bids on the bathroom renovation has been published (see Brendan's report).
- 5) **Old Business:**
  - a) **Memorial Park update:** Chip met with Tree Warden Doug Gordon and the Town Administrator, and they agreed to use \$3000.00 from the Tree Department's budget for 8 replacement dogwood trees at Memorial Park. Doug also plans to replace the memorial tree with an appropriate replacement. Doug further recommended that the memorial tree can be planted this fall, but the dogwoods need to wait for spring and the dogwoods should be a 2.5 - 3 inch caliper instead of 4 inches. Board agreed with Doug's recommendations. Brendan and Doug will coordinate on the memorial tree choice and placement to ensure it fits in with the overall design. The Shattuck fund request has been submitted and, if approved, will allow the ordering of materials and labor for "phase 1" to commence. Board agreed the goal is to get phase 1 done and the park presentable by the next Memorial Day.
  - b) **Seaside Park infield project update:** see Brendan's report. Chip walked property with Mike Rockett to discuss the possibility of bull pen areas. Chip recommended Mike prepare a presentation for the Board to consider.
  - c) **Devereux beach end of summer report:** see attached.
  - d) **Stramski Property:** see Brendan's report.

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

6) **New Business:**

- a) **Correspondence:** 1 Notice of Decision (no action required).
- b) **Recreation Programming:** Discussion: Board wants to become more involved with the recreation side of the Department. Board agreed that Mike's scheduling and tasks need to be redefined to allow him to concentrate on Department programming and marketing, including: (a) getting Mike out of the maintenance side of things by hiring/outsourcing beach management and sailing fleet maintenance and re-aligning these functions under the Parks, and (b) getting Mike out of running programs for the schools on Department time. After discussion, **Motion** made and seconded that the Board, with assistance from the Recreation Supervisor and Superintendent, do an analytical research project as sub-committees on how to best utilize the resources of the Department including Devereux Beach, Stramski's, The Hamond Center, and the sailing program to become a more efficient department; all in favor. Any meetings of said sub-committees will be posted and minutes taken IAW open meeting laws. The sub committees will be:
  - i) Devereux Beach: Derek and Jerry.
  - ii) Sailing: Chip and Linda.
  - iii) Stramski's: Derek and Chip.
  - iv) Programming: Linda and Sam.
  - v) Memorial Park: Derek and Chip.
  - vi) Hamond Center: Chip and Jerry.
  - vii) Chandler Hovey: Sam, Jerry, and Linda.

7) **Timekeeping:**

- a) **9:30 PM:** **Motion** made and seconded to extend the meeting 15 minutes; all in favor.
- b) Meeting adjourned at 9:35 PM.

8) **Next meeting:** Scheduled for November 1, 2011; Time and place to be posted IAW Open Meeting Laws.

*Respectfully submitted: Ric Reynolds, Recreation and Parks Department Clerk*

Attachments:

- Meeting notice & agenda; Reports (2); Correspondence (1)



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>October</u>	<u>18</u>	<u>2011</u>	<u>7:30 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 – October 6, 2011

#### Discussion:

1. Memorial Park update
  - a. Shattuck Fund Request
2. Seaside Park infield project status
3. Devereux Beach - end of summer report
4. Recreation programming
3. Stramski property

Old Business Discussion

New Business Discussion

Next Meeting: November 1

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 10/14/11

**Recreation Commission Meeting  
October 18, 2011  
Superintendent's Report**

**Parks / Fields / Community Center**

We are getting ready to close bathrooms for the season and I have been in contact with the Water Department about removing meters. I plan to close Crocker Park, Green St., Seaside and Fort Sewall next week. Chandler Hovey, Devereux, Gatchells and Hamond Nature Center will follow.

**Weekends** – Reggie's last weekend will be Saturday, October 22. He will be moving back inside on Monday, October 24 and will be doing trash route on Mondays and Fridays with a quick sweep on Wednesdays.

**Hobbs Playground** – The work on the infield continues and should be completed this week (weather dependant).

**Field Lining** – With the addition of two seasonal employees and the slow-down in grass we have been able to get back on track with field lining. The lining of practice fields and sub-varsity fields fell behind

**Community Center Bocce Court** – The bocce court behind the Community Center has been completed and looks great. I met with Pat Roberts and the contractor to go over the project and sign off on the completion.

**Benches**

Peter Dearborn has completed the benches at Seaside and I have received a number of compliments. His total invoice was \$3,630.93. This reflects a difference of \$780.93 in additional materials and labor that was required to bring the benches to their current state.

**Daynor Prince Plaque** – I have received the plaque for Daynor Prince and will have the bench slat, below his brothers, removed and routed for this plaque.

**Award of Bids**

**Seaside Infield** – The contract was received today and is ready to be signed. I have spoken with Sports Turf Specialties and they are planning to start and complete the project next week.

**Devereux Beach – Garfield Pavilion**

I have spoken with Conservation about the work to be performed on the Garfield Pavilion and have received approval to proceed. Peter Dearborn is currently working on another project and will begin the repair and painting of the pavilion at the end of the month.

**Boat Storage**

I spoke with Town Administrator, Tony Sasso about the possibility of obtaining insurance for boat storage behind the beach garage and not charging a fee to store boats. If the board chooses to vote on NOT charging a fee he will forward the policy to Town Counsel for review. His feeling was that it would NOT pass the muster.

**Stramski**

I have been working with Charlie Dalfarro on having the Harbors and Waters chairman, Gary Gregory, attend one of our upcoming meetings to give a project update. I would like to ask him to come to the November 15 Recreation & Parks Commission meeting. Does that work for everyone?

The contractor building the houses at the beginning of Stramski Way has added dense grade to the parking lot to level it out and graded, loomed and seeded the area around the sign as you enter the parking lot. They have been good to work with.

**Old Business**

Chandler Hovey project – The specs will be in next week's paper and bids are due back November 10.

**New Business**

~~Next Meeting:~~

~~October 18, 2011~~

# Assistant Superintendent/Director of Recreation Report

October 18, 2011

## *RECREATION*

Program registrations are going well for those programs slated to begin within the next few weeks. I have been marketing these programs in the Reporter, MHTV and of course with the continued presence of flyers in the schools. Next week marketing will begin for the basketball programs and our Ski program. New programs not advertised in the Fall brochure are currently being worked on.

## *DEVEREUX BEACH*

As the weather begins to turn I began to tear down and winterize the rest of Devereux Beach. This week I am cleaning and taking in all grills and picnic tables. The restrooms will remain open for two more weeks.

## *SEASIDE TENNIS NETS*

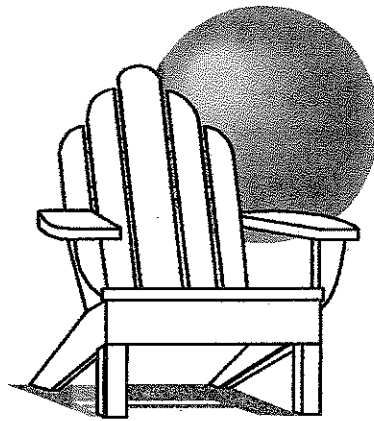
Each year I close up the courts and take down the tennis nets before Halloween and my plan is to take the nets down, pull the net posts and lock the gates to courts 1, 2, 3 & 4 next week. I will put two "dog nets" up on courts 5 & 6 for Fall & Winter play.

## *POSSIBLE SAILING FUNDS*

I have come up with a possible source for funds to help offset the sailing program. When I find out more information and I am told if I can make this source public I will make you aware.

# DEVEREUX BEACH

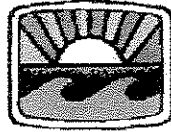
Report 2011



prepared by : Mike Lane  
September 2011

# DEVEREUX BEACH

Report 2011



The summer of 2011 was beautiful with very little rain until August. The staff at the beach worked very hard and worked as a team to create a beautiful resort like atmosphere for our residents and guests. My staff consisted of two beach supervisors (one finishing her 9th year and the other her 7th year), these two staff members are key to the success of this operation and both are very valuable employees, 1 alternate beach supervisor, 5 life guards (1 returning and 4 new) who worked a rotating schedule with 2 on duty Mon. & Tues., 3 on duty Wed. & Thurs. and 5 on duty on Fri., Sat., and Sun. I had one beach maintenance employee who worked very hard to keep the grass trimmed and litter picked up, one "floater employee" who the Superintendent and I used at various locations in Town as well as the employee I was lucky to get from the Catholic Charities employment opportunity, who also worked out very well. All three maintenance employees also assisted daily with the duties of collecting fees and parking cars. The three of these employees made the facility look it's best in years. I feel like I could write a book with all the "BEACHISEMS" I hear about where people want to park and why they should be treated special as well as the financial hardships I hear when asked to allow them in without paying or to discount the posted fee. This year was a hard year for so many people and the issue of our fees came up numerous times. It's hard to hear these stories however my staff lends a sympathetic ear and enforces our rules. I believe for this reason you will see a decrease in the amount of revenue taken in. The rental of the beach chairs and umbrellas continues to be a welcomed service for our guests and after spending the past week cleaning and making the necessary repairs I feel they are ready for the summer 2012 season. The rentals of both pavilions continues to be strong and guests love the service of being able to reserve space. Brendan got info. on painting the Garfield pavilion and we are currently looking into a contractor to perform this work. as usual trash is a big part of our business not only at the beach but all over Town. In August we worked out a new system with Lime Rickey's which seems to have helped. To put it simply, the barrels need to be picked up more often. In the City of Salem they employ a 2nd shift to pick up the heavy spots in the early evening. Brendan and I will be discussing this ongoing problem this winter.

The following are the recommendations I feel will help make the Devereux Beach Recreation Facility and help continue to make it a first class recreational destination for our guests.

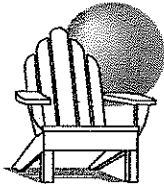
1. Eliminate the islands in Usher's lot & replace with simple light poles for parking. This would allow the lot to be used for parking in the summer and a more convenient float storage/ carnival facility in the Fall, Winter & Spring.
2. Ticket sales : I suggest selling a ticket for guests visiting Marblehead for a length of time. The price would be reflective of their length of stay yet would be less than the \$5 or \$10 charge. A resident BEACH ONLY ticket would also sell to those not wishing to purchase a "facility sticker" as long as it was priced affordable.
3. I suggest that for the summer of 2012 we purchase this new equipment : two additional grills and add them to the grills in place, two new grass trimmers (the ones provided to us are old and very difficult to get working).
4. Implement a plan to pick up trash more efficiently.

Respectfully submitted,

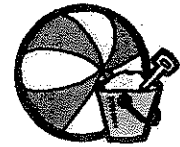
Mike Lane



# DEVEREUX BEACH



## Report 2011



<b>YEAR</b>	<b>PARKING</b>	<b>RENTALS</b>	<b>TOTAL</b>
2008	\$16,620.00		\$16,620.00
2009	\$19,877.00		\$19,877.00
2010	\$23,360.00	\$1,365.00	\$24,725.00
2011	\$18,970.00	\$850.00	\$19,820.00

The 2010 year was an exceptionally good year. We generally average between \$18,000.00 & \$19,000.00 each year. This was only our 2nd year renting chairs and umbrellas therefore we really do not have a good marker set to average this business yet. We lost some business towards the end of August this year when we finally got some much needed rain. We began making beach deposits the week of June 28th and our last deposit was made September 7th. As in 2010 the 2011 beach season was 11 weeks long.

Thank you to Ric for keeping these records and providing the information for this report.

Beach 2008	26-470-630-4245 R-194	
Deposit Dates:	Sub totals	Running totals:
7/1/08	\$ 625.00	\$ 625.00
7/9/08	\$ 205.00	\$ 830.00
7/14/08	\$ 3,360.00	\$ 4,190.00
7/21/08	\$ 2,620.00	\$ 6,810.00
7/30/08	\$ 1,745.00	\$ 8,555.00
8/5/08	\$ 1,240.00	\$ 9,795.00
8/18/08	\$ 3,555.00	\$ 13,350.00
9/5/08	\$ 3,270.00	\$ 16,620.00
<b>Total:</b>	<b>\$ 16,620.00</b>	

Beach 2009	26-470-630-4245 R-194	
Deposit Dates:	Parking	Running totals:
7/6/09	\$ 1,085.00	\$ 1,085.00
7/13/09	\$ 4,870.00	\$ 5,955.00
7/26/09	\$ 3,122.50	\$ 9,077.50
8/2/09	\$ 2,045.00	\$ 11,122.50
8/9/09	\$ 2,005.00	\$ 13,127.50
8/18/09	\$ 3,910.00	\$ 17,037.50
8/24/09	\$ 1,120.00	\$ 18,157.50
9/7/09	\$ 1,720.00	\$ 19,877.50
<b>Total:</b>	<b>\$ 19,877.50</b>	

Beach 2010	26-470-630-4245 R-194			
Deposit Dates:	Parking:	Running totals:	Rentals:	Running totals:
6/25/10	\$ 915.00	\$ 915.00	\$ -	\$ -
6/29/10	\$ 2,010.00	\$ 2,925.00	\$ 15.00	\$ 15.00
7/5/10	\$ 3,630.00	\$ 6,555.00	\$ 20.00	\$ 35.00
7/11/10	\$ 1,575.00	\$ 8,130.00	\$ 425.00	\$ 460.00
7/18/10	\$ 3,700.00	\$ 11,830.00	\$ 150.00	\$ 610.00
7/25/10	\$ 1,910.00	\$ 13,740.00	\$ 125.00	\$ 735.00
8/1/10	\$ 2,365.00	\$ 16,105.00	\$ 190.00	\$ 925.00
8/11/10	\$ 1,775.00	\$ 17,880.00	\$ 70.00	\$ 995.00
8/17/10	\$ 1,735.00	\$ 19,615.00	\$ 130.00	\$ 1,125.00
8/21/10	\$ 1,155.00	\$ 20,770.00	\$ 55.00	\$ 1,180.00
9/3/10	\$ 2,590.00	\$ 23,360.00	\$ 185.00	\$ 1,365.00
		-		-
<b>Total:</b>	<b>\$ 23,360.00</b>		<b>\$ 1,365.00</b>	

Beach 2011	26-470-630-4245 R-194			
Deposit Dates:	Parking:	Running totals:	Rentals:	Running totals:
6/28/11	\$ 425.00	\$ 425.00	No rentals	\$ -
7/5/11	\$ -	\$ 425.00	\$ 45.00	\$ 45.00
7/7/11	\$ 2,315.00	\$ 2,740.00	\$ 245.00	\$ 290.00
7/15/11	\$ 2,625.00	\$ 5,365.00	\$ 175.00	\$ 465.00
7/25/11	\$ 3,845.00	\$ 9,210.00	\$ 150.00	\$ 615.00
7/28/11	\$ 2,380.00	\$ 11,590.00	\$ 75.00	\$ 690.00
8/1/11	\$ 2,985.00	\$ 14,575.00	\$ 70.00	\$ 760.00
8/8/11	\$ -	\$ 14,575.00	\$ 5.00	\$ 765.00
8/12/11	\$ 880.00	\$ 15,455.00	\$ 40.00	\$ 805.00
8/19/11	\$ 1,720.00	\$ 17,175.00	\$ 45.00	\$ 850.00
9/7/11	\$ 1,795.00	\$ 18,970.00	No rentals	
		-		-
<b>Total:</b>	<b>\$ 18,970.00</b>		<b>\$ 850.00</b>	

F-S  
M-T

END

# Town of Marblehead

## 2011 Summary Revenue / Expense by Function Report

From 07/01/2010 to 06/30/2011

	Balance Forward	Revenue	Expended	Encumbered	Balance
264706304245R194 Recreation Charges-Devereux Beach	0.00	22,255.00	0.00	0.00	22,255.00
264706305260R194 Devereux Beach Improvements	0.00	0.00	958.65	0.00	-958.65
264706305435R194 Paint Supplies - Devereux Beach Imp	0.00	0.00	54.84	0.00	-54.84
264706305451R194 Cleaning Supplies	0.00	0.00	1,257.61	0.00	-1,257.61
264706305461R194 Groundskeeping Tools & Supp	0.00	0.00	25.28	0.00	-25.28
264706305581R194 Devereux Beach Improvements	0.00	0.00	616.94	0.00	-616.94
264706305590R194 Recreational Supplies	0.00	0.00	2,488.39	0.00	-2,488.39
264706305999R194 Balance forward- Dev Beach Improvem	10,868.17	0.00	0.00	0.00	10,868.17
<b>R194 Devereux Beach Improvements Total</b>	<b>10,868.17</b>	<b>22,255.00</b>	<b>5,401.71</b>	<b>0.00</b>	<b>27,721.46</b>
Fund 26 REVOLVING FUNDS - OTHER Ending Bal	10,868.17	22,255.00	5,401.71	0.00	27,721.46
<b>Grand Total</b>	<b>10,868.17</b>	<b>22,255.00</b>	<b>5,401.71</b>	<b>0.00</b>	<b>27,721.46</b>

Dear Mike,

Here is my report of the summer of 2011 at the beach.

Summer 2011 was a great season. We had great help. Having 2 maintenance employees and also 1 floater the property was well taken care of. The life guards were competent & knew their jobs. The trash created by Lime Rickey's was an issue. I think that selling tickets to non residents would greatly improve sales. People are coming to the beach from out of town and asking about weekly, monthly, or seasonal tickets. Also, a lot of residents don't buy facility stickers because they don't use the transfer station. Last but certainly not least, working for you is always a pleasure. Anytime we need anything you get it for us very quickly even with all you have to do.

Gail

October 4, 2011

Dear Mike,

Per our conversation, this is my review of the past summer along with a few suggestions for next year as we have discussed.

This past summer, my ninth, as Beach Supervisor Devereux Beach, went very well in my mind. I enjoyed working under your direction and supervision which is always pleasant and very helpful. I appreciated your quick responses to all of my requests and concerns. It was also a pleasure working with the Marblehead Police Department and the DPW staff. There is a great deal of teamwork which happens at the beach to make the summer run smoothly. The weather towards the end of our season was a bit disruptive especially with the evacuation of several pieces of equipment due to Hurricane Irene but all in all things went very well right through our last day, September 5. Thank you and the staff of young people for a great summer.

As we do each year here are my thoughts on how to improve how we do our job next year.

1) Each year we experience an abundance amounts of trash. Much of the mess created is "after hours". Perhaps if we could have the gates locked each night, either by the Police Dept. or the staff at Lime Rickey's, at an appropriate time, we could gain more control of the trash and make our morning job that much easier.

2) While efforts are always made to provide the best customer service possible sometimes this goal is not met. Customer service is one of your main goals and I strive to accomplish this goal at the beach. Perhaps a customer service training for all employees would be helpful.

3) I am not sure of the economics of the situation but would it be possible for resident, non-resident property owners to purchase a season/monthly beach sticker? This would allow us to keep the traffic line moving faster as well as make it more welcoming for families spending longer periods of time with us. I believe it would actually allow us to make even more money.

4) As we discussed at the end of our season, next summer our plan to install larger trash cans around the grill areas and playground area will help with overflowing trash.

Thank you again for a great summer. I appreciate the opportunity each year to discuss my ideas with you. It takes a lot of teamwork to make the summer as pleasant as it was.

Respectfully,

Martha Anderson, Beach Supervisor.



## **Town of Marblehead Planning Board**

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

### **MARBLEHEAD PLANNING BOARD NOTICE OF DECISION**

At a meeting of the Marblehead Planning Board held on September 13, 2011 the board voted to issue the following site plan approval special permit:

**Petition of:** Donna Eden Cohen Trust

**Location:** 29 Orne Street **Assessor Map:** 169 **Lot:** 26

**Request:** Site Plan Approval Special Permit

**Description:** Addition to an existing single family structure.

**Decision:** Filed with Town Clerk October 13, 2011

*This notice is in compliance with MGL chapter 40A and does not require action by the recipient. Any appeal of this decision shall be made pursuant to Chapter 40A and filed with 20 days from the date which the decision was filed with the Town Clerk.*