



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

11-01-11

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:** Vice Chairman Derek Norcross called the 11/01/11 meeting to order at 7:30 PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Chip, Derek, Sam, Jerry, and Linda.
 - b) Absent: None.
- 3) **Minutes:** **Motion** made and seconded to approve minutes of the 10/18/11 meeting; all in favor.
- 4) **Appearance:** Architect Walter Jacob appeared to volunteer his office's services for architectural design of the Stramski property. Discussion included putting together a master plan, then breaking it into phases to be done as budget allows. Board agreed the general goal is for phase 1 to concentrate on the exterior and getting the bathrooms, laundry, and shower facilities in the basement done; phase 2 would be the main floor with a possible marine supply store and picnic facility on the deck, and phase 3 would be function/meeting rooms on the upper floor. Walter proposed and the board agreed he will do a structural evaluation, existing plan, and some preliminary sketches over the next 2 or 3 weeks and then contact the board to meet again and discuss further plans. Board would like to have "phase 1" in place at the same time as the planned pier completion next spring if possible. Brendan will coordinate project plans with Walter. All planning will also be done with handicapped access included.
- 5) **Reports:** See attached. Addendum:
 - a) Mike's: No addendum.
 - b) Brendan's:
 - i) **Motion** made and seconded to approve a \$20 per hour rate for Karl Meyer for running Toddler Soccer; all in favor.
 - ii) Boat storage: After discussion, **Motion** made and seconded to investigate the possibility of allowing public storage of boats at the same rate the Harbor Master charges and lobster traps for \$1.00 per trap behind the beach garage, pending affordable insurance, defining space available, revenue going to department, and any Town legal restrictions; all in favor. Brendan will coordinate and draft a proposal, and will also check with other coastal communities to see if they have any existing trap storage policies for comparison.
- 6) **Old Business:**
 - a) Memorial Park update: Shattuck has approved the entire request for \$40,000 to do the first phase as discussed at the last meeting; Brendan is already coordinating materials and labor. Sub Committee (Derek and Chip) are beginning preliminary discussions for planning phase 2 to include fund raising.
 - b) Seaside Park infield project update: see Brendan's report.
 - c) Recreation Programming: Sub Committee (Linda and Sam) will be coordinating with Mike. Chip requested spring programming be addressed for all facilities.

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

7) **New Business:**

- a) Correspondence: **Motion** made and seconded to approve Arranger's request (attached) and waive room fee; all in favor.
- b) Linda: Was e-mailed by NFL flag football with a request to allow them to use Piper field for spring program. After discussion, Board agreed that (1) Piper is scheduled for extended maintenance this spring and (2) Piper is for Varsity Sports only and not youth sports as stipulated by the school committee. Linda will forward the e-mail to Brendan for a response.
- c) Brendan: Gary Gregory will be attending the next meeting regarding the pier project (see Brendan's report).

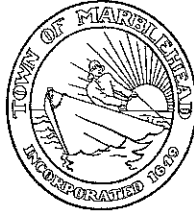
8) **Timekeeping: 8:55 PM:** meeting adjourned.

9) **Next meeting:** Scheduled for November 15, 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

Tuesday
Day of week

Nov.
Month

1
Date

2011
Year

7:30 PM
Time

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

1. Approval of minutes from previous meeting – October 18, 2011
2. Old Business
 - Memorial Park update
 - Seaside Park infield project update
 - Recreation programming
3. New Business

Next Meeting: November 15

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 10/28/11

Assistant Superintendent/Director of Recreation Report

November 1, 2011

RECREATION

The past couple of weeks have been busy ones with several events taking place.

Tuesday evening October, 18th I judged the 15 homes decorated in this years Home Halloween Decorating Contest. leading up to the last week to register we only had 8 homes but the last day we were up to a grand total of 15 homes.

Thursday evening October, 20th Jon Caswell and I visited a few of the best homes and recorded the results for this years contest on MHTV. The feedback has been wonderful from the families who have viewed it on television. All homes received certificates from the Department.

Sunday October 23, 2011 the first annual Pumpkin Festival was held at the Hamond Nature Center. With extreme help from Mark O'Connor from the Marblehead Garden Center and Bob Gladstone with Scout Packs 79 & 11 the event was a success and all who participated had a wonderful time.

PROGRAMS BEGINNING

1. Multi Sport K - 1
2. Multi Sport 2 - 3
3. Basketball 1 - 2
4. Legos

SEASIDE VANDALISM HALLOWEEN

Last night several dozen eggs were thrown in and around the grandstand as well as several rolls of toilet paper and several cans of shaving cream.

Recreation Commission Meeting
November 1, 2011
Superintendent's Report

Parks / Fields

The guys have begun breaking down and winterizing the bathrooms and should have them completed this week. They are also starting some cleanups and the falling of the leaves.

Hobbs Playground – The work on the infield has been completed. The infield will be addressed again in the spring to take care of any areas that have settled.

Seaside Park Infield – After a few weather delays the infield project is well underway and is scheduled to be completed tomorrow. The entire grass infield and 8' beyond the perimeter of the infield have been removed. The infield and outfield areas were graded and then new soil was added to bring them up to finish grade. The base paths were centered and a new pitcher's mound and home plate were built using packing clay. The infield will be topped off with infield mix and new sod will be installed tomorrow.

Benches - Daynor Prince Plaque

The plaque has been installed and I have notified Dave Rogers..

Chandler Hovey Bathroom Project

The project has been advertised and we have received a good response. There is a site walk scheduled for Friday at 10:00 a.m. Bids are due back Thursday, November 10 at 10:00 a.m.

Toddler Soccer

At a previous meeting we began a discussion on the pay rate for the Director of Toddler Soccer but never voted on the rate. I would like to request we pay Karl Mayer at a rate of \$20 per hour. This is the same rate as our T-ball director would require a vote of the board and a letter to Payroll Department stating the approved rate of pay.

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.

Old Business

Stramski Pier Project – I met with Gary Gregory, Chairman of the Harbors and Waters Board and he will be coming to our next meeting to give an update on the project.

New Business

Next Meeting:

November 15, 2011

Marblehead Community Center rental permit application

| | | | | | | |
|---|---|---|-------------|---|--------------------|---|
| APPLICATION date: <u>10-14-11</u> | | APPLICANT (Name of person paying for the permit): <u>ABBY ANN LAVOIE for THE ARRANGERS</u> | | | | |
| DAY/DATE of event: <u>SAT. DEC. 3, 2011</u> | | | | | | |
| TIMES (begin & end times up to 3 hours; includes set up & clean up): <u>9 AM - 2 PM</u> | | | | NAME of group/organization (if applicable): <u>THE ARRANGERS of MARBLEHEAD</u> | | |
| Event description & expected attendance (use separate page if needed): <u>GREEN'S SALE/BOUTIQUE (LOBBY)</u> | | | | | | |
| Circle room(s) requested: | Gym (note: no food or beverages allowed) | Game room | Dining room | Conference room | Arts & Crafts room | COA Kitchen |
| Security deposit (separate check due at time of application): | | | | \$50.00 | | \$50.00 fee; \$50 separate security deposit; in conjunction with a dining room rental |
| One Room fee (up to 3 hours): | | | | \$50.00 | | |
| Two room fee (up to 3 hours): | | | | \$75.00 | | |
| Fee per room for permit over 3 hours: | | | | \$25.00 an hour | | |
| Staffing fee (Friday 5 PM - Sunday 10 PM): | | | | \$25.00 an hour; minimum \$75.00 | | |
| Please see the next page for office hours and other information. | | | | | | |
| SPECIAL REQUESTS: decided by the Commission at their next regular meeting INCLUDING fees and restrictions. | | | | | | |
| RESTRICTIONS: 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.) see next page for other restrictions. | | | | | | |
| It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Building Utilization Committee 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? (Determined at next Board meeting) | | | YES <input checked="" type="radio"/> NO <input type="radio"/> |
| OFFICE USE: | | | |
| Park detail required? (see detail sheet) | Staffing required to staff facility? | Insurance required? | |
| YES <input type="radio"/> NO <input checked="" type="radio"/> | YES <input checked="" type="radio"/> NO <input type="radio"/> | YES <input checked="" type="radio"/> NO <input type="radio"/> | |
| \$50.00 | (\$75 minimum) | \$ | |
| *Security deposit | Staff Fee | Usage fee | |
| 50.00 | | — | |
| Dates paid and check numbers | | | |

ROOM FEE

Abby Ann Lavoie
Signature of Applicant

ABBY ANN LAVOIE
Name (Please print clearly)

2 FOSTER ST
Address

781 799-9231
Telephone

(Continued on next page)

Staffing fee to be charged: Per Board 11/1/11