

## ***Recreation and Parks Meeting Minutes***

**01-26-10**

**NOTE:** The following is a **summary** of matters from 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:** 7:04 PM: Chairman Chip Osborne called to order the 01/26/2010 meeting.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip Osborne, Chuck Nyren, Sam Ganglani, Derek Norcross, Recreation Supervisor Mike Lane, and Superintendent Brendan Egan.
  - b) **Absent:** Linda Rice-Collins.
- 3) **Minutes:**

**Motion** made and seconded (Derek, Chuck) to approve minutes of the 01/21/10 meeting; all in favor.
- 4) **Reports (see attached); addendum:**
  - a) **Mike:** asked the board for permission to change the current 75/25 split of revenue for recreation programs that are sub-contracted through a professional service vendor, such as "Top Secret Science", in order to keep the programs affordable and competitively priced. Board agreed Brendan and Mike can evaluate such programs on a case by case basis and price them accordingly.
  - b) **Brendan:** No addendum.
- 5) **Old Business:**
  - a) **Budget FY 2011:** Chip reports the Finance Committee (FINCOM) guidelines have been released and they are requesting a level funded budget once again. Chuck and Chip have scheduled an initial meeting with the FINCOM liaisons at 7:30 AM on 02/09/10 at the Community Center.
  - b) **Devereux Beach:** Discussion of operations and management of the beach continued from last meeting. Mike handed out more informational packets (attached). Discussion included:
    - i) **Beach stickers:** after discussion, **motion** made and seconded (Chuck, Sam) to create a beach sticker of the approved design (see attached), for distribution to residents having a current facility sticker, with sticker placed on the left front bumper allowing parking attendants easy view-ability; all in favor. Stickers will be paid for from the beach parking revenue (R-194).
    - ii) **Employee's duties and responsibilities:** After discussion, **motion** made and seconded (Derek, Sam) to direct Mike to create a manual that clearly specifies all job descriptions, duties, responsibilities, procedures, scheduling, and staff structure of each beach employee, for approval by Brendan and the Board, by mid February; all in favor. Board wants to ensure Beach Supervisors are enforcing the policies and procedures as specified; and would like both Brendan and Mike to be present for the hiring interview of the supervisors. Board also agreed the seasonal beach maintenance person's schedule will be changed as follows:
      - (1) **Mondays and Tuesdays:** 8:00 – 9:30 AM at beach, rest of day with regular parks crew.
      - (2) **Wednesdays and Thursdays:** off.
      - (3) **Fridays – Sundays:** 8:00 – 9:30 AM at beach; 9:30 – lunch with packer driver; rest of day back at beach.
    - iii) **Signage:** Board agreed that signage explaining the history of the different beach parking lots would be beneficial; Mike and Brendan will look into getting signage made.

- iv) Concession stand parking: After discussion, **motion** made and seconded (Derek, Chuck) for attendants to write the time of cars arriving to use the concession stand on a placard to be placed on the car, and if the car exits the parking area within 90 minutes, their parking fee will be refunded; all in favor. Mike will create a placard system for use.
- v) Riverhead: Boat ramp water will be turned on this year with a spring faucet for automatic shut off.
- vi) Mike's recommendations (attached):
  - (1) Maintenance:
    - (a) Parking Islands: Board will take under advisement and discuss after doing a site visit.
    - (b) & (c) Transfer/eliminate seasonal beach maintenance staffer: see item 5.b.ii.
  - (2) Repair wooden pavilion: Board agreed that Brendan and Mike should get estimates for repair. Board agreed that the parking shed, the concession stand, and the pavilions should be the same color.
  - (3) Curb repair: Brendan and Mike will coordinate repair.
  - (4) Boardwalks: Mike recommends removing the "Trex" boardwalks around the playground, re-leveling the area, and repairing the boardwalks. After discussion, it was agreed Mike will add maintenance and inspection items to the manual for the beach employees.
  - (5) Concrete ramp: Disabilities Commission is exploring getting a grant to make handicap accessible ramp.
  - (6) Fees: Board agreed that fees can remain as is.
  - (7) Visits: Board is planning to do site visits in the near future.
- vii) Open/Close dates: Dates that the beach will officially open and close are dependent on weather and salary budget; Mike and Brendan will coordinate.
- c) Field work: Chip distributed breakdowns of field work and man hours (see attached).
- d) Crocker Park: Tabled until Linda can attend.
- e) Tabled Howie permit application (attached): Brendan reports the tent will be on property from 10 AM to 6 PM. **Motion** made and seconded (Sam, Derek) to approve as requested; all in favor.

6) **New Business:**

a) Correspondence (see attached):

Alberg permit application: **motion** made and seconded (Derek, Chuck) to approve as requested; all in favor.

b) Chip:

- i) A meeting of the Hamond Center steering committee has been scheduled for 02/10/10 at 4:30 PM in the Community Center conference room.
- ii) Has requested Town Counsel give guidance on the legality of field usage fees for school properties, playgrounds, and parks. Derek reported that Town Counsel also looked into the legality of advertising on public properties, and found that it would have to be done as a bidding process with the property in question being voted as surplus at Town Meeting.
- iii) Would like to get the new MHD youth baseball (MYB) regime in to a meeting to discuss operations and maintenance at Gatchells. Sam would like to see the regular cutting day for Gatchells be switched to Fridays. Derek will liaison with MYB.
- iv) Plans to put field work at Hopkins and Gatchells football fields on an upcoming agenda.

c) Sam:

- i) Next sports sub-committee meeting is scheduled for 02/04/10 at 6:30 PM in the Community Center game room; office will post the meeting.
- ii) Would like to see some scheduled events such as movies or concerts take place at the beach.

7) **Adjournment:**

The Board adjourned the meeting at **8:56 PM**. The next meeting has been scheduled for **7:00 PM Tuesday February 2, 2010** at the Marblehead Community Center.

Respectfully submitted: Ric Reynolds, Department Clerk