

TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes 05-18-10

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 to order the **May 18, 2010** meeting at **7:01 PM**.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Derek, Sam, Chuck and Linda.
 - b) **Absent:** none.
- 3) **Minutes:** **Motion** made and seconded (Derek, Sam) to approve minutes of the 04/27/10 meeting; all in favor.
- 4) **Reports: (see copies). No addendum.**
- 5) **Discussions:**
 - a) One of two remaining willow trees at Seaside Park was felled by the wind on Sunday, May 9. Board would like to see it replaced with another willow tree.
 - b) New MMEA contract approved at Town Meeting reduces hours worked to 37.5 hours per week. Hours for Park staff will be 7:00 a.m. – 3:00 p.m. (12:00 – 12:30 p.m. lunch) and for Office staff 8:30 a.m. – 5:00 p.m. (12:00 – 1:00 p.m. lunch).
 - c) Parking at Vine Street facility has upset some of the neighbors. Board directed Brendan to continue to work with the neighbors on the parking and other changes that come with our department occupying the facility.
 - d) Board asked Brendan to install rope and posts along driveway leading into Gatchells to prevent cars from parking on the lawn.
 - e) Board asked Brendan to seek a price to paint the pavilion and gazebo at Crocker Park.
 - f) Board asked Brendan to move the Tuesday, June 1, 2010 Commission meeting to Wednesday, June 2, 2010; Post the Monday, June 7, 2010 Open Meeting Law meeting at Abbot Hall as a Commission meeting and post a Commission meeting for Wednesday, June 9, 2010.
 - g) Board asked Brendan to contact the Marblehead Festival of Arts to check on the status of their application request to use Crocker Park for the Festival.
 - h) Board asked Brendan to bring copies of the bench policy to the next Commission meeting on June 2.
- 6) **Old Business: Movie schedule:** Finalize a schedule for summer movies.
- 7) **New Business – Correspondence (see attached):**
 - a) **Community of Friends permit request:** Motion made and seconded (Linda, Sam) to approve use of Green St. fields for kickball tournament and to waive fee, pending insurance; all in favor.
 - b) **Seaside Nursery School permit request:** Motion made and seconded (Derek, Linda) to approve use of Seaside Park near basketball court for a field day and to waive fee; all in favor.
 - c) **Nancy Oliver, Marblehead Girl Scouts permit request:** Motion made and second (Sam, Linda) to approve the use of Hamond Nature Center and to waive fee; all in favor.
 - d) **FYI (no action required):** letter from National Grand Bank concerning the Shattuck Memorial Fund: discussion on applying for the funds with no actions taken; Letter from Zoning Board of Appeals; Notice of Decision; and letter from MHTV regarding membership opportunity.
- 8) **Timekeeping:** The board adjourned the meeting at 8:40 PM. The next meeting has been rescheduled for 7:00 PM Wednesday, June 2, 2010 at the Marblehead Community Center.

Respectfully submitted: Brendan Egan, Superintendent
MARBLEHEAD COMMUNITY CENTER

Recreation and Parks

AGENDA

Meeting Time 7:00

Approval of minutes from previous meeting

Reports from Superintendent Brendan Egan and Assistant Superintendent Mike Lane

Discussion:

1. Vine Street Property
2. Crocker Park
3. Memorial Bench maintenance
4. New Open Meeting Law

Correspondence:

Old Business:

New Business:

Next Meeting:
June 1, 2010

Recreation Commission Meeting
May 18, 2010
Superintendent's Report

Crocker Park

The roof work at Crocker Park has been completed. Peter Dearborn did an excellent job rebuilding the cupola on the bathroom building and replacing the corner post on the pavilion. Both roofs have been replaced and look great.

The pierhead, walls, walkways and railing specs have been completed and will be sent out this week. I would like to have the bids back to me the week after Memorial Day and the work completed within 30-days of signing the contract.

Gatchell's parking

After meeting with the Police and Fire Chiefs at Gatchell's, it was determined there should be no parking in the driveway entering the park. The driveway was lined with fire lanes for safety. The Police have been ticketing cars parked in the fire lane and people have begun to park on the grass. It is my understanding people have traditionally parked on the "practice zone" side of the driveway. The police will not ticket the people who park on the grass unless we have a policy preventing parking on the grass.

Vine Street

There is some concern from the neighbors they are losing "their" parking area, which they have used for a long time. We have put up an "Employee Only" parking sign on the paved section and it has upset some of the neighbors. I have been working with one of the neighbors and will continue to keep the dialogue open with them. All summer employees have been instructed to park in the Veterans school parking lot, by the Farmers Market.

Seaside Park

On Sunday, May 9 one of the last two "original" Willow trees was felled by strong winds. The Tree Department had the tree completely removed by Tuesday morning. I will work with Doug Gordon on a replacement tree. I have also heard from one of the neighbors on Wyman Road who would like to see the tree replaced, as it gives her privacy from the park.

Trash Pickup

On Sunday, May 16 we began our weekend trash pickup. Starting the weekend schedule now allows us to stay on top of the youth sports trash and provide coverage over Memorial Day weekend.

Chandler Hovey

We received a call from the police about some damage to the maintenance room door at the Chandler Hovey bathroom building. Upon inspection the door had been kicked in and was in need of replacement. The door was replaced and the frame was repaired by Peter Dearborn and both received a new coat of paint.

Seasonal Employees

We have one seasonal employee that started today and hope to have two additional seasonal employees begin by the middle of next week.

MMEA – Contract

The new MMEA contract was passed at Town Meeting which reduces the hours of employees to 37.5 hours/week. After meeting with the Department Heads from the Tree Department and Highway, I recommend the hours for the Park Staff change to 7:00 a.m. – 3:00 p.m. beginning July 1, 2010. This contract also effects our office staff and I recommend the office hours change to 8:30 a.m. – 5:00 p.m. beginning July 1, 2010.

Assistant Superintendent/Director of Recreation Report

May 18, 2010

RECREATION

Program registrations are continuing on at a good pace. The month of May I held the first (probably annual) **Yard sale** which, if you haven't heard was very successful not only for us raising \$360.00 for the Revolving fund, but for the participants as well. Many who participated as well as several who did not want me to hold more. **Voice Coach** class went well and all those who participated had a great time and learned alot. This past Saturday the **Jr. Aid Beach to Beach Run** was held and I opened the beach restrooms for the event. This Sunday our first offering of **Jedi Training** will take place here in the Community Center. Tennis permits will begin for the Memorial Day weekend. While on the subject of tennis M.H.S. is going to have a tennis event in the name of Alley Castner and will utilize all courts in Town. Brendan & I met with the C.O.A. staff and discussed the fitness room moving forward. It is my plan to program it more with actual programs. I have changed the hours and currently staff it myself each day from 7-9AM.

BEACH

Much of my day is spent at the beach now that the weather is nice picking up litter, cleaning restrooms and getting the boats and other seasonal equip. ready for summer. Peter Dearborn is planning on beginning the job of painting the pavilion tomorrow weather permitting.

SEASONAL APPOINTMENTS

Maryann Mckie / Picariello : evening summer office staff. *Alexandra DiGiammarino* : Playground Staff.

OTHER

The three seniors who are working with us to do their **senior project at Stramski's** are doing a wonderful job opening up some of the water front areas, cleaning under the pram racks, placing new numbers on the racks and cleaning around the house.

In my last report I updated you on the possibility of a **cooking class**. After several visits to the Board of Health I still do not have an answer on the use of the kitchen. Like other possibilities this one might be lost due to regulations.

I am putting the final touches on a **rowing program with Maryellen Auger / ROWING FOR ALL** which will take place at Gashouse Beach.

A new program in the making is **Women's Self - Defense Training** which will be held in June.

Town of Marblehead Recreation & Parks Department

Application for park permit

of application: 4.16.2010	Name of applicant: COMMUNITY OF FRIENDS (KATHY WILDER)
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Do you plan on using any structures (Chairs, tables, etc.) at your event? **ONE REGISTRATION W/ \$500 KECHAS**
(If yes, PLEASE describe structures and see the note regarding insurance below.) **TABLE ONLY** YES NO

Day & Date of event: 4.26.2010	Times (up to 3 hours INCLUDING set up and clean up time): 12-3 PM
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Event description & expected attendance (use next page if needed):
FUNDRAISING KICKBALL TOURNAMENT FOR ADULTS (4th ANNUAL)

Facility desired (NOTE: Any seasonal parking fees are NOT included in the permit fee):
GREEN ST. FIELDS

Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (Stramski's) (2 grills in season)	Wedding ceremonies: Chandler Hovey Park, Crocker Park, Castle Rock	Other
Residents fee:	\$25.00			\$100.00 No Security deposit required	Fees based on request (* see note below); please describe on next page
Residents security deposit:	\$25.00				
Non - residents fee:	\$50.00				
Non - residents security deposit:	\$50.00				
Catered event (Clambake, etc.)	\$2 per person (minimum \$100.00) - \$50 Security Deposit				

Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee.
(The security deposit check will be destroyed once the area is checked if all trash was removed from the property)

Copy of a standard 1:3 million insurance certificate naming the Town of Marblehead as an additional insured is required to be filed with the application if any furniture or structures (chairs, awnings, etc) are going to be used during the event.

Applications must be made during regular business hours; standard applications take 1 - 3 business days to approve.
Only 1 standard permit for up to 3 hours of use allowed per day per applicant.

* Note: special requests will be submitted at the next regular Commissioner's meeting for fee amounts and approval.

Cancellations/refunds: request in writing at least 5 business days before the scheduled event (sorry, no "rain out" refunds).

Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Park Department.

It is expressly understood and agreed that the policies of the Recreation & Parks Commission 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 **NO**

OFFICE USE:

Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Kathy L Wilder
Signature

KATHY WILDER
Name (Please print clearly)

2 WALDRON CT, MHD
Address

781 639-3664
Telephone

Approved by:

Brendan M. Egan
Superintendent, Recreation & Parks Department

5/20/10
Date

Application for park permit

Date of application: 5/13/10	Name of applicant: Kathy Witherell For Seaside Nursery School
Do you plan on using any structures (Chairs, tables, etc.) at your event? (If yes, PLEASE describe structures and see the note regarding insurance below.)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

Day & Date of event: Wednesday 6/16/10	Times (up to 3 hours INCLUDING set up and clean up time): 9:00 - 12:00
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Event description & expected attendance (use next page if needed):
Field day for Nursery School students ages 3-5

Facility desired (NOTE: Any seasonal parking fees are NOT included in the permit fee):

Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (Stramski's) (2 grills in season)	Wedding ceremonies: Chandler Hovey Park, Crocker Park, Castle Rock	Other
Residents fee:		\$25.00		\$100.00 No Security deposit required	Fees based on request (* see note below); please describe on next page
Residents security deposit:		\$25.00			
Non - residents fee:		\$50.00			
Non - residents security deposit:		\$50.00			
Catered event (Clambake, etc.)	\$2 per person (minimum \$100.00) - \$50 Security Deposit				

Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee.
(The security deposit check will be destroyed once the area is checked if all trash was removed from the property)

A copy of a standard 1:3 million insurance certificate naming the Town of Marblehead as an additional insured is required to be filed with the application if any furniture or structures (chairs, awnings, etc) are going to be used during the event.

Applications must be made during regular business hours; standard applications take 1 - 3 business days to approve.
Only 1 standard permit for up to 3 hours of use allowed per day per applicant.

* Note: special requests will be submitted at the next regular Commissioner's meeting for fee amounts and approval.

Cancellations/refunds: request in writing at least 5 business days before the scheduled event (sorry, no "rain out" refunds).

Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Park Department.

It is expressly understood and agreed that the policies of the Recreation & Parks Commission 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 / NO <input checked="" type="checkbox"/>
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OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required?
YES / NO <input checked="" type="checkbox"/> (\$125 per unit)	YES / NO <input checked="" type="checkbox"/>	YES / NO <input checked="" type="checkbox"/>
Detail fee	Usage fee	Other fee

Dates paid and check number(s)

Kathy Witherell
Signature

Kathy Witherell
Name (Please print clearly)

80 Atlantic Ave
Address

781 639 1415
Telephone

Approved by: **Brandi Fagan**
Superintendent, Recreation & Parks Department

5/20/10
Date

Shore Lea Nature Center rental application

Date of application: <i>5/20/10</i>	
Name of applicant: <i>Nancy Oliver</i>	
Day & Date of event: <i>Thursday, June 17, 2010</i>	Times (including set up & clean up): <i>3pm - 6pm</i>
Event description & expected attendance (use separate page if needed): <i>Girl Scout Skills Day - all Marblehead Girl Scouts are invited - ~50 expected</i>	

NOTE: Property is under the jurisdiction of the Marblehead Conservation Commission and requires joint approval. Requests must be compatible with the nature center uses.

Hourly rental fee	\$50.00 (Up to 3 hour rental, \$100 minimum)
Security deposit	\$50.00
Park Staff detail fee	\$125.00
Special requests:	* Note: special requests will be submitted at the next regular Commissioner's meeting (1st and 3rd Tuesday's of each month) for fee amounts and approval.

A copy of a standard 1:3 million insurance certificate naming the Town of Marblehead as an additional insured is required to be filed with the application.

Applications are processed during regular business hours (M - F 8am - 5pm). standard applications take 1 - 3 business days to approve. 1 permit is for up to 3 hours of use (including set up / clean up time)

Please submit the security deposit check at the time of application (made out to "The Town of Marblehead"). Final payment is due within 2 business weeks after approval. Note: Sorry, the Town doesn't accept credit cards. The security deposit check will be destroyed or returned once the property is inspected after use.

Cancellations/refunds: request in writing at least 5 business days before the scheduled event.

**** Alcoholic beverages are prohibited on property. ****

It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Conservation Commission 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 type="radio"/> NO <input checked="" type="radio"/>
OFFICE USE:		
Park detail required? (see detail sheet)	Police required? (631-1212)	Insurance required?
<input checked="" type="radio"/> YES / <input type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO	<input checked="" type="radio"/> YES / <input type="radio"/> NO
<u>\$50.00</u>	(\$125 per unit)	\$
*Security deposit	Park Detail fee	Usage fee
Dates paid and check numbers		

on file

Nancy Oliver
Signature

Nancy Oliver
Name (Please print clearly)

7 Cleveland Rd Marblehead, MA
Address

(781) 629-9178
Telephone

Approved by: *Brandon M. Egan*
Superintendent, Recreation & Parks Department

5/21/10
Date

Approved by: _____
Marblehead Conservation Commission

Date



National Grand Bank

May 3, 2010

Brendan Egan, Superintendent
Recreation, Parks & Forestry Department
Ten Humphrey Street
Marblehead, MA 01945

Re: Harold B. and Elizabeth L.
Shattuck Memorial Fund

Dear Brendan:

As Trustee we are pleased to announce the availability of \$175,000 to be distributed to the five organizations that benefit from the Shattuck Memorial Fund.

Please do not assume that the same amount will be distributed in the future, as this amount will fluctuate depending on market conditions.

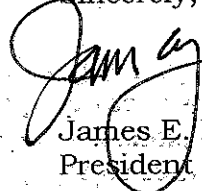
Under the terms of the Trust the beneficiaries must request funds from the Trustee and they shall do so by submitting a request in writing, signed by a duly authorized officer of the organization, which request shall state the amount requested and the purpose for which the requested funds are to be used.

The trust document states that it is the donor's intention that the Trustee shall have the right at any time, or from time to time, to exclude any or all of the beneficiaries and to make unequal distributions. If your organization does not currently have a use for these funds, you certainly may apply for less than an equal share; on the other hand, you may also apply for a greater amount.

Enclosed is a request form that covers the above requirements. I would appreciate your returning the request form to me by Friday, June 12, 2009.

Please call me if you have any questions.

Sincerely,



James E. Nye
President

Enclosure



Town of Marblehead Zoning Board of Appeals

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

FYI

April 29, 2010

NOTICE OF DECISION

The Board of Appeals, after notice, and public hearing on **March 23, 2010** on the application of **Stonehenge Condominiums, LLC** to vary the application of the present zoning bylaw by allowing a special permit to convert a commercial space to a residential space in an existing mixed residential commercial building on a preexisting nonconforming property with less than the required area, side, rear yard setbacks and open area and parking at **257 – 259 WASHINGTON STREET**, located within a **BUSINESS ONE DISTRICT**.

Voted to issue a Special Permit with conditions.

The written Decision was filed with the Town Clerk on April 28, 2010

A copy of the Decision is available for inspection at the Town Engineering Department, 7 Widger Road, Marblehead, MA 01945. Telephone 781-631-1529

A twenty day appeal period begins the day after the decision is filed with the Town Clerk.

After the twenty day appeal period, the Applicant must record the decision at the Registry of Deeds and a receipt from the Registry of Deeds must be returned to the Marblehead Engineering Department showing proof of recording.

A decision of the Board of Appeals does not constitute the granting of a Building Permit. No Building Permit shall be issued prior to recording the decision at the Registry of Deeds.

Failure to act on a decision within one year renders the decision null and void.

Alan Lipkind, Secretary

Notification to Abutters Under the Massachusetts Wetlands Protection Act and Marblehead Wetlands Protection Bylaw

In accordance with Massachusetts General Laws Chapter 131, Section 40 and Marblehead Bylaws Chapter 194, Section 194-5, you are hereby notified of a public hearing before the Marblehead Conservation Commission:

1. The name and address of the applicant is:

**Ara Sakayan
#9 Fort Beach Way
Marblehead, MA 1852**

2. The name and address of the applicant's representative is:

Hayes Engineering, Inc., #603 Salem Street, Wakefield, MA 01880.

3. Type of application

☒ The applicant has filed Notice of Intent with the Marblehead Conservation Commission seeking permission to remove, fill, dredge or alter an area subject to protection under the Wetlands Protection Act and the Marblehead Wetlands Protection Bylaw.

☐ The applicant has filed a Request for Determination of Applicability with the Marblehead Conservation Commission relative to the Wetlands Protection Act and the Marblehead Wetlands Protection Bylaw.

☐ The applicant has filed an Abbreviated Notice of Resource Area Delineation with the Marblehead Conservation Commission relative to the Wetlands Protection Act and the Marblehead Wetlands Protection Bylaw.

4. Location of proposed activity:

#9 Fort Beach Way, Marblehead, MA 01945

**Notice of Intent Application pursuant to patio reconstruction at #9 Fort Beach Way
Marblehead, MA**

5. Copies of the application filed may be examined at the office of the Marblehead Conservation Commission c/o the Marblehead Engineering Department, Mary A. Alley Municipal Building, 7 Widger Road, Marblehead, MA 01945 (781 631-1529) between the hours of 8:00 AM and 5:00 PM on Monday, Tuesday and Thursday and from 8:00 AM to 7:30 PM on Wednesday and from 8:00 AM until 1:00 PM on Friday.

6. Copies of the application filed may be obtained from either the applicant or the applicant's representative as indicated below

Applicant at:

Applicant's representative at:

Hayes Engineering, Inc., #603 Salem Street, Wakefield, MA 01880, (781)246-2800 between the hours of 8 a.m and 4:30 p.m. on the following days of the week: Monday through Thursday by appointment only.

7. Information regarding the date, time and place of the public hearing regarding the application filed may be obtained from the Marblehead Conservation Commission, c/o the Marblehead Engineering Department, Mary A. Alley Municipal Building, 7 Widger Road, Marblehead, MA 01945 by calling 781 631-1529 during normal business hours as previously indicated above.

8. Notice of the public hearing to include the date, time and place will be published in the local newspaper indicated below at least five (5) business days before the hearing.

☒ Marblehead Reporter

☒ Lynn Item



Salem News

9. Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.

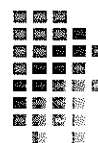
10. You may also contact the Massachusetts Department of Environmental Protection, NERO, 205B Lowell Street, Wilmington, MA 01887 (978 694-3200) regarding this application and the Wetlands Protection Act.

* indicates required fields.

Marblehead Community Access and Media, Inc.



217 Pleasant St.
Marblehead, MA 01945
Phone: 781-631-8213
Fax: 781-631-2263
www.marbleheadtv.org



April 27, 2010

Dear Organization Leader:

I would like to take this opportunity to introduce you to the new MHTV! Last July, operation of MHTV, Marblehead's Public Access Television Station, was handed over from Comcast to Marblehead Community Access and Media, Inc. (MCAM). MCAM is a non-profit organization funded by Comcast, Verizon, memberships and sponsorships.

MCAM's purpose is to provide members with training and equipment use to allow Marblehead residents, organizations, Town Departments and businesses to turn their ideas into programs that can be cablecast throughout the entire town on MHTV (channel 10 on Comcast, channel 28 on Verizon). We would like to invite your group to come and tour our facility, meet the staff of MHTV and find out how we can best serve your needs. Or, if more convenient, we can come to you, talk to your group and listen to your ideas.

Membership to MCAM is only \$50 per year and offers you the following benefits:

- **Open access to training, production equipment, facilities and channel time** - We can train as many members of your group as you need to use our equipment to produce a show, series of shows, or Public Service Announcements about your organization or topics related to your organization. There is no additional fee for these services, and they can be used as many times as you wish over the course of your membership year.
- **Ability to vote in Board of Directors election at our Annual Meeting** - Our five-member Board of Directors has staggered terms, and there will be elections for at least one Board member at each Annual Meeting. Your organization will have one vote at these elections. You also have the chance to run for the Board if you so choose.
- **Subscription to our quarterly newsletter, *MHTV Pipeline*, and weekly Program Schedule through email.**

Even if you decide not to become a member at this time, you can still take advantage of the following free opportunities to get your information out to the Town:

- **The Community Bulletin Board (CBB)** - The message board that runs on MHTV seven days a week, except when programming is scheduled. You can have your own page(s) promoting your organization or event.
- **'Headliner'** - Our weekly news program which profiles Marblehead non-profit organizations and promotes upcoming events. You could be a guest on the show.

Enclosed, please find a form that you can copy and use for your CBB messages as well as an application to become an MCAM Member. If you would like more information or to schedule a visit, feel free to call me at 781-631-8213 or email me at jon@marbleheadtv.org. I hope to hear from you soon!

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Caswell', written over a horizontal line.

Jon Caswell
Executive Director



Marblehead Community Access and Media, Inc.
217 Pleasant Street, Marblehead, MA 01945
Phone: 781-631-8213 Fax: 781-631-2263
www.marbleheadtv.org

Membership Application

Your membership includes: Ability to vote in Board of Director elections at Annual Meeting; subscription to MHTV newsletter/program guide; open access to training, production equipment, facilities and channel time. All memberships are good for one year.

Membership Categories (choose one):

- ☐ **Individual: \$25**
- ☐ **Student (ages 12 - 18): \$10**
- ☐ **Family/Household (family/household members living at the same address): \$40**
- ☐ **Senior (ages 65 and up): Free**
- ☐ **Organization (Non-profit Organization or Town Department): \$50**
- ☐ **Business: \$75**

Name: _____

Organization/Business (if applicable): _____

Address: _____

Primary Phone: _____

Secondary Phone: _____

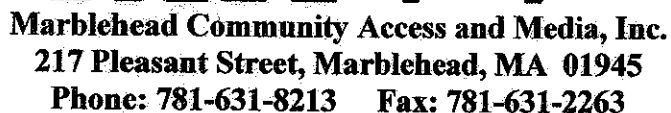
E-mail address: _____

If Family/Household, Organization or Business Membership, please list names of members covered by this membership: _____

FOR OFFICE USE ONLY:

Date Membership Effective: _____

Amount Received: _____ **Check #:** _____ **Staff:** _____



(please print)

Submitted By: _____

Address: _____

E-mail: _____


Home Phone: _____ **Other Phone:** _____

(Circle one) **Personal** **Commercial** **Non-Profit** (Tax ID: _____)

Business/Non-Profit Name: _____

Requested Start Date: _____ Requested End Date: _____

PLEASE USE THE FOLLOWING FORMAT
(printed EXACTLY the way you would like it seen on the screen):



Public Service Announcements for Non-Profit Organizations are free of charge; however, we **must** have your **Tax Exempt ID number**.

All other advertisements must be **pre-paid** at a rate of **\$5 per day**.

Make checks payable to **Marblehead Community Access and Media, Inc.**

Announcements must be received at least **5 business days** in advance of start date.

Mail check and form to address above.

Non-Profit Organizations can fax the form to the number above.

MHTV does not allow political advertisements.