



# TOWN OF MARBLEHEAD

## Recreation & Parks Department



### *Recreation and Parks Meeting Minutes*

04/07/2015

**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 03/23/2015 meeting; all in favor.
- 4) **Appearance:**
  - a) Senior Class. Senior Class would like to request Devereux Beach Parking Lot from April 30<sup>th</sup> – May 3<sup>rd</sup> for the Senior Class Carnival. Insurance will be provided 2 weeks prior to event and we received a \$1,000 deposit. **Motion:** provide the senior class the beach parking lot free of charge. Approved
  - b) Shannon Johnson – Did not appear
- 5) **Old Business/New Business**
  - a) None
- 6) **Reports (attached):**
  - a) Tim Short Report: See attached
    - i) **Motion:** Any day of requests for time off need to be reported to Tim Short or Travis Farley at 6am-6:30am effective April 15th. Approved
    - ii) **Motion:** Would like to hire the following seasonal workers: Canada Stewart (Summer Clerk), Brian Gilbert (Park Maintenance), John Cough (Park Maintenance), and Trey Blackmer (Park Maintenance). Approved
  - b) Travis Farley Report: See attached
    - i) **Motion:** Would like to hire the following seasonal workers: Billy James (Beach Supervisor), Frank James (Ticket Taker), Mark Ember (Playground), Jake Stead (Playground), Maisie Miller (Playground), Claire Dussell (Playground), and Shanice James (Playground). Approved
- 7) **Agenda Items:**
  - a) **Recycle:** Andrew Petty will be purchasing the additional Recycling barrels needed for the town. See Appendix A (provided by Don Morgan)
  - b) **Beach - 2015: Piper Field:**
  - c) **SUP Update:**

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

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TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



- i) **Motion:** Come to agreement with East Coast Style for the rental of Riverhead Beach for the summer of 2015 on the following terms: rent will be up to \$2,750, storage will be provided by tenant, and the town will provide kayaks (100% of the rental profit will come to the town). Approved
- d) Correspondence:
  - (1) ElderAct: Travis Farley will be working with the COA to revitalize the gardens at Stramski Way with hopes of developing some gardening programs. Will work with our Park Staff to complete this project.
- 8) Timekeeping: Meeting Adjourned: 9:30 PM. Next meeting to be determined.

*Attachments: Meeting Notice and Agenda.*



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

April  
Month

7  
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. Appearances:
  - a. Patricia Clough - Senior Class Carnival
  - b. Shanon Johnson - Storage at Riverhead for J/70 N.E. Championship
3. Old/New Business
4. Topics:
  - a. Recycling Update
  - b. Beach 2015
  - c. SUP Update
  - d. 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: April 3, 2015



## Future Recycling Locations

Sites	#Trash Barrels	# Trash Big Belles	# Recycling & Trash Big Belles	# Recycling Barrels	Priority For More Recycling	# More Recycling	Comments
Abbot Hall	3						Recycling inside
Acorn Gallery		1					across from State St Landing
Across from Post office	1				High Use - HS	1	2nd priority for recycling 2015
Arnold Gallery		1					Bus Stop
Java Sun	1				High Use	1	
Bank Square	2	1					too many Bank Sq & Lee Mansion?
Barnacle - Lovis Cove Beach	1				Beach - High Use	1	
Little Harbor/Marblehead Lobster	1				Beach - High Use	1	
Bird Sanctuary	1				High Use	1	
Castle Rock	1				High Use	1	
Comella (near CVS)		1				1	
Commercial Street Landing	3				Public Dock	1	
Community Center	4						Recycling inside
Cresy St. Cemetery	1					1	Bus Stop, 2nd priority for recycling 2015
Crocker Park	2	1			High Use - Park	2	2nd priority for recycling 2015 for 1 of 2
Devereux Beach	14			3	High Use - Beach	3	Already have 37 2 Pavillion, 1 play ground
Devereux Beach - End of Causeway	1						
Five Corners	2	1			High Use	1	1 trash behind Little Theater
Fort Beach turn around	1	1			High Use	1	
Fort Sewall	2	1			High Use	1	
Fountain Park	1						
Gatchell's	7				Ath/Food	7	
Gerry Playground / Stramski's	4				High Use	1	
Grace Oliver's Beach	1				High Use	1	
Hamond Nature Center / Everett Paine	1					1	
Harbor Master	4						4 trash?
High School	6	1			Athletic	7	Near athletic fields
Hobbes/Eveleth	1	1			Athletic	2	
Jack Tarr		1					
Lee Mansion (both Sides)	1	2					Not on Public Property? (Muffin Shop has one)
Chandler Hovey/Light House	4				High Use - Park	2	too many Bank Sq & Lee Mansion?
Memorial Park	2				High Use - Park	2	Unlock gettes
Mino's		1					
Mud Puddle - Moses Maverick		1			High Use	1	
Muffin Shop	1				High Use	1	
Old Town House square	5	3			High Use	2	Mud Puddle toys, Hip Baby Gear, Bus Stop.
Orne playground	2				Athletic	2	
Palmers		1					
Pet Store (School & Pleasant)	1				High Use	1	
Police Station	1						As needed
Vine St Garage - Rec & Park	3						
Red Steps (end of Chestnut Street)	1				High Use	1	
Redd's Pond entrance (Pond St)	1				Athletic	2	
Reynolds' Playground / Lime St.	4						
Riverhead Beach	1						
Seaside Park - Baseball, Basketball	3				Athletic	3	
Seaside Park- Atlantic Ave	2				Ath/High Use	2	
Seaside Park- Tennis Courts	2				Athletic	2	
State Street Landing	4		1		High Use	1	1 more - high enough use?
Veteran's Middle School	4				Athletic	4	Near athletic fields / Farmers Market
Village School	7				Athletic	4	Near all athletic fields
Ware Pond (Marion Rd Ext)	1						
62	116	19	1	3		66	

# Seasonal Trail Worker Job Description

## Marblehead Conservancy Trails Committee

### Summer 2015

#### **Tasks:**

Trim the sides of Trails  
Mow meadows  
Spread wood chips on trails

#### **Tools Used:**

**All tools are dangerous. Training needs to be completed on all of the following:**

String Trimmer (approx .060" string thickness)  
Hedge trimmer (attachment to string trimmer – a **very** dangerous tool.  
Brush mower (string trimmer on mower body – approx .150" string thickness)  
Folding saw – approx. 7" blade for cutting occasional branches larger than 1.25"  
Lopper with 2-3 foot handles for hard wood up to 1.25"  
Wagon (for moving wood chips)  
Pitch fork (long, approx. 5' handle) for loading wagon with wood chips.  
Garden rake (approx. twelve 4" long tines) for spreading wood chips

#### **Task Details:**

The tread of a trail is where the people walk. It is usually bare ground since frequent walking will kill anything that might try to grow there. Our treads are usually 2-3' wide for artery (main) trails and about 1' wide for side trails. If the trail has a grade, rain water will run downhill over it. The steeper the grade the faster the water will run and the worse the erosion will be. For moderate grades, a layer of wood chips can slow the water down and keep it from eroding. Wood chips rot and therefore need to be refreshed every 2-3 years. We try not to use gravel since we are trying to keep the areas "natural".

For a trail to be comfortable to walk on, it needs to be clear. The goal is to be able to carry a piece of plywood 10' tall and 6-8' wide down a trail (width varies depending on whether it's an artery or side trail).

The ground next to trails is often "brushy": grasses, weeds and sprouting shrubs. These need to be cut to 2-4" tall. Do not cut them to the ground which would kill them – just enough to prevent them from growing out over the trail and to prevent ticks from getting on walkers. Killing these plants would just make more of the trail open to erosion. Use a string trimmer or brush mower depending on thickness of brush.

Branches of shrubs and trees next to trails need to be kept back. Use loppers for occasional hardwood, folding saw for larger hardwood and hedge trimmers (last resort) for larger volumes of light hardwood.

Occasionally branches will droop down over a trail. A lopper can be used to keep them up to 8' or so, but 10' requires a hedge trimmer. 8' will do if there is no other reason to bring a hedge trimmer into the area.

Travis Farley

Recreation Supervisor, Town of Marblehead

Tuesday, April 7<sup>th</sup> 2015

#### Assistant Superintendent Report

#### Programming Updates

- Drop in Programs
  - o Pickleball, Volleyball, Badminton, & Indoor Park & Play continue to have good numbers
- Special Events:
  - o Breakfast with the Easter Bunny – 160 tickets sold
- Programs:
  - o Tball – 25 enrolled in prospect & 5 enrolled in rookie division

#### Upcoming/New Programs:

- Programs Starting in the next few weeks
  - o Program week ending on 4/10/15 update
    - Chris Prew – 29 kids registered
    - Karate – 24 kids enrolled

#### Facility & Parks

- None

#### Other:

- Riverhead Vendor
  - o How to proceed
- Online Registration
  - o Set up for next week – had conference call today to finalize
- Present Applications for summer hires for playground & lifeguards

#### Hammond Nature Center

- Met w/ Hammond Nature Committee on Tuesday, 4/21/15
  - o Continue to develop 1, 3, & 5 year plan
  - o Would like to revamp the bulletin board
  - o Need photos of Hammond Nature Center
  - o Working on fall programs & field trips

	Option 1	Option 2	Option 3
Description	Recreation Department handles all rentals & programs in house	1 year seasonal agreement - \$3,000 agreement with no split in programs	1 year seasonal agreement - \$1,500 agreement with 75/25 split in programs
Expenses	Projected \$23,000 expenses during summer (staff, boats, lifevests, etc)	\$500.00 for storage	\$500.00 for storage
Pros	Ceiling much higher from a profit standpoint in the long run, shape our own rentals/program, no tennent to deal with,	no worries w/ possible split of program profit, allow Travis to be buffer and manage tennent, would be able to provide town with good programs, get amount we want for rental, more time spent on other programs	would need to constantly monitor programs to make sure splits are bring done properly, allow Travis to be buffer and manage tennent, would be able to provide town with good programs, more time spent on other programs
Cons	Have only 2 months to hire staff, Summer of 2015 would suffer from a program standpoint, would be fortunate to break even in year one, time devoted to beach would limit my time with other programs	Limited ceiling in profit, would have to manager tennent for summer, limited pool on applicants	Higher ceiling in profit, would have to manage tennent for summer,



**Recreation and Parks Commission Meeting**  
**Superintendent Report**  
**April 7, 2015**

**Andrew Rieley**

Last Thursday I was notified by the Chief of the Fire Department, Jason Gilliland that Andrew's father had been in contact to identify a community service project with the Fire Department. At that time I contacted Adam Costa our town counsel to notify him of this information. I directed Adam to email Andrew Rieley's lawyer and to have him contact Travis no later than this Friday, April 10<sup>th</sup>. Travis has not received any communication from Andrew at this time.

**Lime Rickey's**

John McGinn has informed me that the owners of Lime Rickey's will have the restaurant open by the Senior Class Carnival.

**Chandler Hovey Project**

Travis and I met with Walter Jacob to discuss the Pavilion Project at Chandler Hovey . Would like to invite Walter to come back to a commission meeting to give an update on the project.

**Absence from Work**

- If for any unforeseen reason a staff member is unable to report for work it is their responsibility to notify the Superintendent or Assistant Superintendent no later than 6:00am on the day of the absence of their inability to report to work. Otherwise, the absence will be considered as desertion from duty. Leave form must be completed within same day upon resuming duty.

**Seasonal Hires**

**Summer Clerk**

- Canada Stewart

**Ground Maintenance**

- John Clough
- Trey Blackmer
- Brian Gellert