



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes 06-11-10

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:** Vice-Chairman Derek Norcross called to order the **June 11, 2010** meeting at **4:30 PM**.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Derek, Sam (4:40 PM), Chuck and Linda.
 - b) **Absent:** Chip.
- 3) **Permit application – Eastern Yacht Club (see attached):** **Motion** made and seconded (Linda, Chuck) to approve; all in favor.
- 4) **Discussion (no actions taken):** **Open meeting law meeting results:** complaints to the State Attorney General; posting meetings; and representatives to sub-committees requirements recapped.
- 5) **Gatchells' rest rooms repair and maintenance:** Proposal from Groom Construction discussed (see attached). After discussion: **Motion** made and seconded (Sam, Chuck) to approve proposal pending proof of insurance and building permit. After discussion: **Amendment** (Chuck, Linda) to have a completion date of July 15, 2010. All in favor of amendment, all in favor of motion.
- 6) **Pram permit fines:** Discussion of updating policy. After discussion, **Motion** made and seconded (Chuck, Linda) to have Brendan draft a new policy for the Board's consideration; all in favor.
- 7) **djournalment:** Meeting adjourned at 5:00 PM. Next schedule meeting: 6/17/10 at 7:00 PM in the Marblehead Community Center.

Created from tape by: Ric Reynolds, Dept. Clerk

Application for park permit

Date of application: <u>6/11/10</u>	Name of applicant: <u>EASTERN YACHT CLUB</u>
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	<u>NO</u>

Day & date of event: <u>6/18-20/10 FRI SAT + Sun</u>	Times (up to 3 hours INCLUDING set up and clean up time): <u>2pm FRI - 4:30 pm Sun.</u>
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Event description & expected attendance (use next page if needed):
REGATTA @ EASTERN - OVERFLOW TRAILER PARKING NEEDED (15' BOAT TRAILERS)

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

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 / <u>NO</u>
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required?
YES / <u>NO</u>	YES / <u>NO</u>	YES / <u>NO</u>
(\$125 per unit)	\$ <u>150.00</u>	\$ <u>—</u>
Detail fee	Usage fee	Other fee
<u>—</u>	<u>#58178</u> <u>6/11/10</u>	<u>—</u>
Dates paid and check number(s)		

[Signature]
Signature

Greg Wilkinson - EYC Sailing Director
Name (Please print clearly)

47 Foster St
Address

978 290 1487 (cell)
Telephone

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

6/11/10
Date

* Approved by Board - 6/11/10

Hi Derek,

Per our discussions, Groom Construction would like to do some "refresh" work in the bathrooms at Gatchell's field as a gesture to the community. The following is a list of what we are proposing:

- Install new FRP on Walls
- Install new bathroom stalls in same configuration
- Install Epoxy flooring in both restrooms
- Replace various fixtures (in current locations)
- Paint open deck ceilings
- Install ventilation fans
- Install new mirrors
- Install new paper towel and toilet paper dispensers

Exterior:

- Install new matching siding
- Install new doors with timer locks (same locations)
- Replace trim
- Install new roofing shingles on rear side of building
- Paint

We will not be making any structural alterations, but merely giving the restrooms a much needed facelift. Please let me know if you need any further clarifications.

A certificate of insurance will follow.

Regards,

Dwight

Dwight Groom
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Salem, MA 01970
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fax: 781-593-1480