



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

06-17-10

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) **Called to order:** 06-17-10 at 7:04 P.M.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Chuck, Linda, Sam, and Derek (7:55 PM).
 - b) **Absent:** None.
- 3) **Minutes:**
 - a) **Motion** made and seconded (Linda, Chuck) to approve the 6/3/10 minutes; all in favor.
 - b) **Motion** made and seconded (Linda, Chuck) to approve the 6/7/10 minutes; all in favor.
 - c) **Motion** made and seconded (Sam, Linda) to approve the 6/11/10 minutes; all in favor.
- 4) **Appearances:** None.
- 5) **Reports: see attached. Addendum:**
 - a) Brendan's:
 - i) Sam requested Brendan coordinate a sports sub-committee meeting with the A.D.
 - ii) **Swing sets:** **motion** made and seconded (Sam, Chuck) to authorize Brendan to spend up to \$3200.00 from the revolving fund to have new swing sets installed at Gatchells and Seaside; all in favor.
 - iii) **Bench discussion:** Agreement reached that alternate sources for donations and perhaps volunteer labor need to be explored to get benches refinished.
 - iv) **Crocker bids:**
 - (1) **Motion** made and seconded (Chuck, Linda) to direct Brendan to explore prices for advertising bids to reach a broader market; all in favor.
 - (2) **Motion** made and seconded (Chuck, Linda) to authorize Brendan to spend up to \$500.00 from the FY11 budget to advertise bids; all in favor.
 - v) **Beach Storage:** Dave Haley has all floats and the quonset hut removed. They are working on removing the last of the debris in the resident's parking lot.
 - b) Mike's: Mike absent; report tabled.
- 6) **Old business:**
 - a) **Crocker Park project & bench update:** see Brendan's report.
 - b) **Movie night:** planned for 7/14/10 with a rain date of 7/21/10.
 - c) **Nature programs at Hamond Center:** Brendan coordinating with a vendor from Peabody.
 - d) **Montville bench location:** Board agreed Brendan can pick the best location at Redd's Pond.
 - e) **Beach Chairs:** Brendan will ask Mike for a status report per Chuck's request.
 - f) **Mike's Report:** Brendan will ask Mike to prepare and e-mail an updated report per Sam's request.
 - g) **Recreation programs:** Starting immediately: Mike is to prepare a presentation for approval by the Board concerning all future recreation activities and brochures before anything is released to the public; Brendan will coordinate.

MARBLEHEAD COMMUNITY CENTER

7) **New business:**

a) **Correspondence (attached):**

- i) **Ronan park permit request:** **Motion** made and seconded (Derek, Linda) to approve and waive fees; all in favor. Brendan will coordinate dates.
- ii) **Information (no actions required):** Clerk's summary; Notice of Decision.

b) **Other business:**

- i) **Gatchells football field:** Per Chip: field in good shape; Brendan coordinating the final reparations.
- ii) **Shattuck fund proposals:** Per Chip: feedback concerning replacing Header's Haven encouraging. Request for Hamond Nature Center program funding may not pass at this time.
- iii) **Reschedule next meeting:** Chip requests the next meeting be changed from July 6 to July 13 2010 at 7 PM; board in agreement.
- iv) **Piper field:** Per Chip: Brendan & Chip have an aggressive plan in place for upkeep of Piper now that the turf field proposal was defeated. Discussion of field conditions led to an agreement that Brendan will personally take charge of crew to fix communication problems regarding irrigation, field preparation, cutting schedule, and other maintenance items about which the board is receiving complaints. Board agreed to Brendan's request for a "grace period" to work with the Foreman to address concerns up until the last regular meeting scheduled in August; if issues are not resolved, Board will re-evaluate getting involved with employee scheduling and responsibilities.
- v) **Softball complaints: Jack Attridge and Todd Norman correspondences (attached):** Review of these missives led to an overall discussion of softball's expectations. Board is concerned that softball now expects 4 fields to be maintained and prepared by this department which was never agreed upon as the crew was never expected to line and prepare any athletic fields during the summer. Board also agreed that softball needs to organize similar to baseball and have volunteers help with field preparation if they expect fields to look like Gatchells. After discussion, it was agreed that Brendan will communicate that to them as well as:
 - (1) The replacing of infield mix will be coordinated by Brendan.
 - (2) Cutting and irrigation scheduling is being addressed by Brendan (see item 7iv.), which will also address the clover problem.
 - (3) The agreement to TURN the fields *was for twice a month, not twice a week.*
 - (4) This department cannot "skin" the JV field; it is school property and would be their project to approve.
 - (5) Brendan will remind the crew to remove bases when grooming.
- vi) **Mike Rockett:** Chip received a call from Mike regarding MYB's interest in putting some money into Seaside; Chip is coordinating a meeting with the Board.¹

8) **Timekeeping:**

- a) **9:00 PM:** **Motion** made and seconded (Linda, Sam) to extend the meeting; all in favor.
- b) **9:13 PM:** Meeting adjourned.
- c) The next regular meeting is scheduled for Tuesday, July 13, 2010 at 7:00 p.m. at the Marblehead Community Center.

Respectfully submitted: Ric Reynolds, Department Clerk

Recreation and Parks

AGENDA

Meeting Time 7:00

Approval of minutes from previous meeting
Reports from Superintendent Brendan Egan and Assistant Superintendent Mike Lane

7:30

Dwight Groom of Groom Construction - Gatchells restrooms.
Marblehead Youth Softball - field maintenance

Discussion:

1. Crocker Park project
2. Bench Update

Correspondence:

Old Business:

New Business:

Other Business:

Next Meeting:
July 6, 2010

Recreation Commission Meeting

June 3, 2010

Superintendent's Report

Fields, Parks, Playgrounds

The guys have begun to aerate and fertilize the fields. Since the turf for Piper field was not approved for a prop 2.5 override we will be aggressively working on Piper to get it ready for the fall. I will be meeting with Michael Plansky tomorrow regarding the use of the field for the summer and the possibility of sharing in some of the costs.

Crocker Park

I am prepared to send out the new specs for the Crocker Park work. The first set of specs will be for the pierhead only. The second set will give a list of items as follows. Item 1: Renovate / Rebuild stairs to pierhead, Item 2: Replace handrails', including inserts and bolts, and Item 3: Wall Repairs / Capping. I have asked for a lump sum price for each item and hope to get back some favorable bids.

I have received the bathroom specs back from the building department and will be finishing up rewriting them this week. I will have Becky Curran look them over and put them in a bid document to be sent out next week. I would like to have them back to me by July 7 and start the work soon after.

I met with the Wiring Inspector, Electric Light and Rick Macomber regarding the electrical at Crocker Park. It was agreed the power could easily be restored to the building for the Arts Festival and should be turned on early next week. The Park Staff have been re-installing the fixtures and hope to have everything up and running at the same time as the electrical. Once the Arts Festival is out of the park the service will be removed until the bathrooms have been remodeled

Gatchells

Groom received a building permit Monday morning and has begun the bathroom project. They have gotten through most of the list and the bathrooms are looking better already. I have asked Doug Gordon to trim the limbs on the backside of the building.

I received word from Chief Gilliland that the region did not meet the threshold for damage from the spring storms and we will not be reimbursed for the damaged swing set. I would like to get the swing set at Gatchells and some tough timbers at Seaside installed and pay for them out of the Revolving Account. I have been given a quote of \$3,231 for the swings. I think I can get both of them installed for less. I would like permission to spend no more than \$2,800 on the installation of the swings and tough timbers out of the Revolving Account. *YES*

Benches

Peter Dearborne has given me a verbal quote on the benches at Seaside. After looking at the benches he informed me it would take about 4 hours of work per bench. This would translate into a rate of \$200 per bench. The work would include a light sanding and two coats of stain on each bench. There are a total of 19 benches along Atlantic Ave. A decision needs to be made on the type of stain that goes on the benches. Peter recommends an Australian Timber oil mix, similar to what is used at the Fort.

Old Business

1. Dorothy "Dot" Montville bench location
- 2.

BID FORM

This proposal is for **Repairs and Renovations @Crocker Park** in the Town of Marblehead, Massachusetts in accordance with specifications hereto attached.

The undersigned, as bidder, declares to the Town of Marblehead, that this proposal is made without collusion with any other person, firm or corporation; that he has carefully and thoroughly examined the bidding requirements and all of the contract documents and that he understands and is familiar with all the requirements of same; and that he proposes and agrees, if his proposal is accepted, to contract with the Town of Marblehead, in the form of agreement hereto attached, per the attached specifications in accordance with the requirements of the contract documents and that he will take in full payment therefore the lump sum price for each item:

1. Renovate / Rebuild Stairs to Pierhead

LUMP SUM NET PRICE \$ _____

2. Replace handrails, including inserts and bolts

LUMP SUM NET PRICE \$ _____

3. Wall Repairs / Capping

LUMP SUM NET PRICE \$ _____

(see drawings for limits of lump sum work)

TOTAL LUMP SUM sub total \$ _____

Less Federal Taxes and
Massachusetts State Tax

TOTAL LUMP SUM for three (3) items

\$ _____ , please write below in words

Specification to Renovate / Rebuild Stairs to Pierhead, replace handrails, including inserts and bolts, wall repair and capping and other appurtenant work described herein or shown on accompanying drawing

For: Marblehead Recreation and Park Dept, Brendan Egan, superintendent
10 Humphrey St, Marblehead, MA 01945

SCOPE OF WORK: The work is composed of the below and specific items and is generally described as follows .

The contractor shall renovate and reconstruct the existing stairs, repair and cap wall where needed and supply and install new handrails that match existing handrails on the site and install suitable inserts or anchors. All material and workmanship shall meet the requirements of the present Massachusetts State Building Code 7th Edition Differences between items , specifications , and or drawings shall be brought to the immediate attention of the superintendent or engineer

DEMOLITION AND DEBRIS

The contractor shall provide suitable temporary tarps , covers , scaffolding etc to contain and dispose of debris as per " order of Conditions", signed August 6, 2009 by the Town of Marblehead , Conservation Commission , a copy of which, dated is made a part of this specification. Concrete debris removal shall be removed daily from the site. Existing concrete shall be removed to dense concrete to allow a minimum cover of 6 inches on old concrete and 3 inches on epoxy coated reinforcement as approved by the engineer and treated with a bonding agent such as "WELDABOND" or equal

REINFORCED CONCRETE STAIRS

- Stairs /Concrete shall be a local " waterfront , sulfate resistant , air entrained 5000 psi mix as supplied by a local plant familiar with oceanfront applications . It is anticipated that pumping will be required. All droppings etc that are not in the form shall be removed from the site. NO WASHOUT of mix trucks, pumps, cranes or related equipment used shall be allowed on the site.

All exposed concrete shall be " stone rubbed with a mixture of Portland Cement and water , no voids or " honeycombing" shall be allowed

DOWELS, ANCHOR BOLTS and REINFORCING BARS IN STAIR REPLACEMENT

Dowels (1 " minimum) shall be inserted in the prepared concrete at no less than 24 " on center and shall be embedded 12 " minimum into old concrete and grouted with suitable non Portland cement grout such as "Mater Builders" , " EMBACO" or equal. All reinforcing shall be epoxy coated #4 except in areas where smaller bars may be used to make suitable bends for stair nosing's etc. It is not anticipated that reinforcing mats or welded wire will be used except in landings and walkways In general spacing

shall be 12 on center and 6 inches on stair faces and nosings. No metal stair nosings are included.

All reinforcement shall have a minimum of 3 inches of cover on exposed surfaces

HANDRAIL, WALL REPAIRS, AND CAPPING OF WALLS

All items are to match existing items at the park in size, ht, color texture and material. Handrails must match existing handrails on the site and be installed with suitable inserts or anchors. Wall caps shall have joints at existing intervals. Thickness of caps shall match existing. All concrete work shall have chamfered edges or shall have finishing tooled edges. A small panel of the surface and edging tool shall be prepared for approval before placing walking or landing surfaces for approval by the superintendent or engineer

STANDARDS DRAWINGS AND APPLICABLE CODES

The following specifications and codes shall in all instances apply:

- ACI. American Concrete Institute
- CRSI Concrete Reinforcement Steel Institute
- Mass Building Code 7th Edition
- OSHA and applicable Codes of Safety
- All Town of Marblehead, Contract documents, wage rates, payment schedules etc that are a part of this contract and Town of Marblehead general conditions
- Marblehead Conservation Commission, Order of Conditions
- Drawing: The attached drawing entitled. "Town of Marblehead, Crocker Park, Proposed Stairs, Landing, Walkway and Handrail Renovations and Repairs, prepared for Marblehead Park and Recreation Dept, Lynch, Engineers, 29 Commercial St, Marblehead, Ma" is hereby a part of this contract

Engineer or Town approval shall mean the Town of Marblehead, the Recreation and Park Dept, Superintendent, the engineer or their designated representatives

Application for park permit

Date of application: <i>June 9, 2010</i>	Name of applicant: <i>James J. Ronan</i>
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	NO

Day & Date of event: <i>Tues / Thurs</i>	Times (up to 3 hours INCLUDING set up and clean up time): <i>6:30pm - 8:00pm</i>
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Event description & expected attendance (use next page if needed): <i>11-12 yr old Boys Basketball Clinic</i>
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Facility desired (NOTE: Any seasonal parking fees are NOT included in the permit fee): <i>Seaside Park Basketball Court.</i>

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
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)		

<i>James J. Ronan</i>
Signature
<i>James J. Ronan</i>
Name (Please print clearly)
<i>19 Ocean Avenue</i>
Address
<i>(617) 872-6210</i>
Telephone

Approved by: <i>Brandon T. Egan</i>	<i>6/9/2010</i>
Superintendent, Recreation & Parks Department	Date

Recreation & Parks Clerk's Summary

Period of 3/29/10 – 6/17/10

Note: Spring/summer registration remains ongoing.

- 1) **Deposits: Total deposits 3/29 – 6/14: \$80,502.34**
 - a) Revolving fund (spring/summer recreation programs): **\$65,817.34**
 - b) General or donation accounts (pram racks, park permits, benches, etc.): **\$14,685.00**
- 2) **Bills processed 4/2 – 6/17 (not including bills auto debited by finance department): Totals: 259 bills; \$82,167.06**
 - a) 191 account: 105 bills, **\$28,770.61**
 - b) 192 account: 44 bills, **\$9,179.05**
 - c) Revolving fund: 78 bills, **\$17,414.77**
 - d) Coffin fund: 23 bills, **\$18,288.18**
 - e) Shattuck fund (beach): 2 bills, **\$2,572.00**
 - f) Bench fund: 1 bill; **\$912.00**
 - g) Field donation fund: 3 bills; **\$4,730.45**
 - h) General fund refunds: 3 bills; **\$300.00**
- 3) **Payroll processed 4/1 – 6/17 (including vacations/sick/personal):**
 - a) Park employees: **\$99,166.42**
 - b) Recreation employees (Does not include private vendor's invoicing): **\$5,122.54**
- 4) **Seasonal employees processed to date (CORI/SORI, physicals, payroll history forms): 22 of 22**
 - a) **Total physical exams: 17 at \$85.00 each = \$1445.00** (10 park employees, 7 recreation)
- 5) **Program enrollment processed in RECTRAC to date:**
 - a) Total number of spring/summer programs input (including ran classes): **98**
 - b) Maximum number of participants possible: **1,947**
 - c) Total number registered in programs to date (including ran/cancelled programs): **508**
 - d) Total number of incomplete registrations being held: **0**
 - e) Full programs:
 - i) Seaside playground program (max of 40): 9 on waiting list.
 - ii) Sailing sessions 1 and 2 (max of 12 per session). *NOTE: Session 3 has one slot left, session 4 has three.*
Waiting list for sessions 1 and 2: 1 per each session.
- 6) **Permits processed 3/29 to date (does not include held permit applications awaiting insurance, etc.):**
 - a) Pram Racks (\$100.00 per permit sticker):
 - i) Gerry Playground (66 total racks): **47 taken, 19 available: \$4,700.00 collected**
 - ii) Riverhead (22 total racks): **19 taken, 3 available: \$1,900.00 collected**
 - b) Free garden permits: **10**
 - c) Park permits: **19**
 - d) Facility permits: **7**
 - e) Seaside tennis courts permit money collected to date: **\$86.00**
- 7) **Number of checks returned by bank 3/29 to date (NSF): 2**
 - a) 1 for a park permit.
 - b) 1 for an adult boot camp registration.
- 8) **Meetings minutes processed 4/1 to date: 6**
- 9) **Other:**
 - a) Web page updated as needed for changes to field conditions, recreation programs, etc.
 - b) FY 2010 closes on Wednesday June 30, 2010.
 - c) Summer programs and beach season begins within the next 12 days; all seasonal staff to start.



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)

June 3, 2010

NOTICE OF DECISION

The Board of Appeals, after notice and public hearings on:

JULY 28, 2009

SEPTEMBER 22, 2009

JANUARY 26, 2010

MARCH 23, 2010

APRIL 27, 2010

on the application of **Douglas Schluter**, voted to reverse the decision of the Building Commissioner, thereby allowing the construction of a new single family structure and new carriage house to continue. The new construction will exceed the maximum required height on a preexisting conforming property at **63 BEACH STREET**.

Board voted to reverse the decision of the Building Commissioner with conditions.

The written Decision was filed with the Town Clerk on June 1, 2010

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

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.

Brendan Egan

From: Jack Attridge [jack@allmarblehead.com]
Sent: Friday, June 04, 2010 7:40 PM
To: Brendan Egan
Cc: dkuszmars@bn.com; Gold, Johnny
Subject: feilds

Brendan,

I walked all of the fields between yesterday and today for softball and saw Village last night. I don't think I have ever seen the fields in such poor condition. I have been asked to bring this to your attention from our league.

Just about every year, at least for the last 3 in a row, we get to June 1st and the fields are toasted burnt and it has happened again this year. Is turning the water on that hard? It seems that there must be a reason or almost that it is being done on purpose.

It was my understanding that we had an agreement for turning of all infields 2 times a week. It is very obvious that this is not being done. Bud Orne has been turned two times at the most this year and is full of weeds. I don't see any boy's field in such disrepair and, as I have said in the past, it is clear that the boy's fields are taken better care of. I know this is a big disappointment for High School softball as well.

On top of the above, the grass has not been trimmed at all around the fences at Vet, Village and I am guessing most other parks.

These sentiments are coming from our league, parents on the sidelines, coaches that the fields are not playable and it is bordering, once again, unsafe for play.

Softball has determined that we will not spend any of our money on field repair and construction if that money will just be thrown out the window because the most basic maintenance can not be handled by Park and Rec. I hope this can change for the better. I have enjoyed working with you since you started and I feel confident that you want the same thing that we do, we just need to figure out how to get there.

Thanks

Jack

Jack Attridge
William Raveis Real Estate
Marblehead, MA
781.883.3200 - direct
781.479.4172 - private fax
Jack@allmarblehead.com
www.allmarblehead.com

This email has been scanned by the MessageLabs Email Security System.
For more information please visit <http://www.messagelabs.com/email>

Hey Derek, This is the list of things I have recieved from the softball board I have cut and pasted.

We will be hosting a few District all-star games and its very important grass is cut, infield is raked and lined, etc. I will have a schedule early next week.

Also, summer league starts last week in June and runs through early August. We have 2 U12 teams and 2 U10 teams all playing on Vet 1&2, the high school field and Bud Orne. Each team plays at least one home game a week so the fields will get plenty of use this summer. Again, I should have schedules sometime next week.

- 1 replace the infield mix as agreed upon
2. cut the fields better
3. Turn the fields weekly instead of twice a year It was suppose to be weekly Cut the side lines and trim better around the dug outs and side lines
4. Skin the JV field
5. Don't run over the bases. When preparing the field
- 6 fields where full of clover

Derek what I would like to see is for people to care, If you smithco the infield and you see rocks pick them up. If the bases are on a hill from people sliding pull them out and rake the mix away. Learn how to use the smithco, grooving and making ruts is not the way the infield should be. there should be a drag mat behind the smithco to smoth it out. There is a sprinkler system it would be nice if we could get water on the field also fix the left field area that was eaten by the crows eating the grubs 3 years ago. Thanks Todd