



## TOWN OF MARBLEHEAD

# Recreation & Parks Department



### Recreation and Parks Meeting Minutes

08-04-10

**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:** 08-04-10 at 4:05 P.M.

2) **Attendance:**

- a) **Present (constituting a quorum):** Chip, Derek, Linda, and Sam.
- b) **Absent:** Chuck.

3) **Approval of Minutes:** Not addressed.

4) **Reports: see attached. Addendum:**

a) **Mike's:**

- i) Chip requested Mike look into getting MHS baseball coach Jason Tarasuik for next summer's baseball clinic; Mike will investigate.
- ii) Chip commented that the football coach had made derogatory remarks about the Department due to some of the school's sprinklers going off during the football clinic. Chip wants to ensure it is understood that the school grounds and their sprinkler schedules are under the jurisdiction of the School, not the Recreation & Parks Department.
- iii) Mark Tarmey has been hired to replace Mike Plansky as the Athletic Director.

b) **Brendan's:**

- i) Chip requested Brendan schedule a site visit at the Veterans softball field with Youth Softball and the new AD to show them the extent of the repair project. Brendan will coordinate.
- ii) Rich Matthews (Matty) and Brendan did a tour of the schools to inspect the grounds and playgrounds and plan clean ups and repairs prior to the schools openings. Brendan reports that the School Dept will pay two-thirds of the costs for playground fiber.
- iii) Brendan is in the midst of discussions with a group that has expressed interest in doing bench and roof repairs at Fountain Park and will report the outcome at the next meeting.

5) **Old business:**

- a) **Crocker Park:** See Brendan's report. After discussion, **Motion** made and seconded (Linda, Sam) to have Brendan re-package the bid and re-advertise by September 15, 2010 subject to Board approval; all in favor. Linda suggested Brendan check with the Highway Department to see if Bob Titus could be "borrowed" to do wall capping. Brendan will investigate. The designs for the bathroom have been redone and are now being examined by the Building Inspector; Brendan expects to be meeting and finalizing them before the next meeting. Brendan also suggested and Board agreed chains or planters to deter people driving through the park are needed; Brendan will investigate.
- b) **Field Work:** See Brendan's report.
- c) **Header's Haven:** Two bids have been received for the playground construction. Brendan recommends the bid that has all 4 certifications of approval by the State, has less "hiding spaces" in the design, and is more maintainable by the department. Board in agreement with Brendan's recommendation. Brendan will coordinate with the Family Fund.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

[www.marblehead.org](http://www.marblehead.org)

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

6) **New business:**

a) **Correspondence (see attached):**

i) Permit applications:

- (1) Troop 79 - Gerry playground: **Motion** made and seconded (Linda, Derek) to approve and waive fees; all in favor.
- (2) Donovan – Birthday party: **Motion** made and seconded (Derek, Sam) to approve subject to payment of staffing fees and a security deposit (room fees waived); all in favor.
- (3) Youth Badminton – “Bud Orne Open”: **Motion** made and seconded (Linda, Derek) to approve and waive fees as Mike will staff the event; all in favor.
- (4) Family Fund – Touch a Truck: **Motion** made and seconded (Linda, Sam) to approve and waive fees; all in favor.
- (5) Quigley – Wiffle Ball Tournament: **Motion** made and seconded (Linda, Sam) to approve subject to the same stipulations as last year; all in favor.
- (6) John DeLorey – Seminar: **Motion** made and seconded (Derek, Sam) to deny as the request is for a private business to do business in a municipal non-profit facility; all in favor.

ii) FYI – Notice of Hearing: No action required.

b) **Chip:**

- i) Requested having the turn-around paved at the Hamond Nature Center; Brendan will coordinate with the Highway Department.
  - ii) Reported hearing rumors that Mike was looking into early retirement with the Selectmen; has been told that this would first need to be approved by this Board. Mike explained that he was looking into the Mass Relief Act that the Selectmen are considering and no official action has been taken. Chip requested Mike keep the Board informed.
- c) Linda: Reports she was approached by the MHS football coach and was asked to repair the football field where there is damage from Lacrosse. Chip stated that all requests for school athletic field work needs to go through the Athletic Director; the coaches should not be approaching this department independently. Brendan will coordinate with the AD and Matty to plan a fix; general agreement it is a small job that may be able to be outsourced. Discussion with no actions taken: need for Capital outlay for new field equipment; agreement that the new AD understands this department's role in the upkeep of School properties; damage to the center field of the lower MHS baseball field by the football team practicing on it.

7) **Other business:** None.

8) **Timekeeping/Scheduling:**

- a) 5:15 PM: Meeting adjourned.
- b) The next meeting is scheduled for Tuesday August 17, 2010 at 7:00 PM in the Marblehead Community Center.

**Respectfully submitted: Ric Reynolds, Department Clerk**

*Attachments:*

- *Notice of meeting/agenda*
- *Recreation Supervisor's report*
- *Superintendent's report*
- *Permit application copies (6)*
- *Notice of Hearing*



DATE POSTED:

Town Clerk Use Only

## **MEETING NOTICE & AGENDA**

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

### **Marblehead Recreation & Park Comr**

Name of Board/Committee

Address of Meeting: 10 Humphrey St., Marblehead, MA 01945 Room: Conference Room

Wednesday  
Day of week

August  
Month

4  
Date

2010  
Year

4:00 PM  
Time

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

Approve minutes of previous meeting(s): July 13, 2010

Reports from Superintendent Brendan Egan and Assistant Superintendent Mike Lane.

1. Old business topics

- a. Crocker Park
- b. Field Work

2. New business topics

3. Other

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: July 28, 2010

# Assistant Superintendent/Director of Recreation Report

August 4th, 2010

## *RECREATION*

All our recreation programs and Magicians Sports Clinics are continuing to run very well. The weather has cooperated this year and thus we have only had two indoor days. My Cast this year has been terrific and it has made for a very smooth summer.

## *BEACH*

The beach operation has been running well and up until this week the receipts have been good. This week attendance has dropped off greatly. I am in the process of scheduling the last few weeks of summer with those guards who will remain in Marblehead up until Labor Day. Both Brendan and I are on constant watch and continually visit the beach area to monitor the employees. We have met several times this summer and together we have some ideas for next summer which we feel will enhance the operation at the facility in the future. We will plan to present these ideas to the Board at a future meeting.

## *PROGRAM INFORMATION*

I have prepared for you the next issue of our program brochure. This issue will head to the printer Wednesday, August 10th for a production proof. If you have any comments please get them to me by week's end.

## *VANDALISM*

Vandalism continues to plague the Department. Most recently tennis courts 5 & 6 had motor oil poured all over the end lines. Not only did this present a safety playing issue but an environmental issue as well. Because it was motor oil and not vegetable oil it could not be washed off on to the ground. I purchased three 50 lb. bags of kitty litter and spread it over the oil. I will sweep it up tomorrow in anticipation of reopening the courts for play on Friday. Vandals have continuously moved one of the guard stands at Devereux Beach in the evenings. As a result the guard stand has been damaged and has had to be repaired several times. Headers Haven continues to be a thorn to us. It is a drinking haven and seems to be used most evenings. The Gerry Playground Cast continuously picks up cans, bottles and debris.

## *STRAMSKI ENTRANCE*

The parking lot at the entrance has been taken over by the construction company building the two new homes. This has presented us with yet another health risk for our children in the program as well as anyone using the Park. Brendan and I continue to remind the company that it is not their property and need to remove their equip.

**Recreation Commission Meeting**  
**August 4, 2010**  
**Superintendent's Report**

**Hopkins/Middle Field**

Hopkins and the Middle field are looking good. The new sod has taken nicely and it was cut for the first time this week. Both Hopkins and the middle field will be fertilized by the end of the week.

**Veterans School**

The guys have begun the remake of the Varsity Softball field. The old infield mix has been removed and they will be adding the sand and infield mix over the next two days. Youth softball should be able to resume games there next week.

**Gatchell's / Seaside**

Swing installs – The swings and tough timbers have been installed and the areas filled with playground fibar. Both areas look great.

**Crocker Park**

The bids for the Crocker Park project were sent out to the interested companies and nothing was returned by the deadline.

**Benches**

Peter Dearborne has given me a quote to sand and stain the benches at Seaside. The work would include a light sanding and two coats of stain on each bench. There are a total of 19 benches and he has come up with a price of \$175 per bench.

## Application for park permit

Date of application: <u>August 2, 2010</u>	Name of applicant: <u>TROOP 79, LANNING LEVINE</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	<input checked="" type="radio"/> NO

Day & Date of event: <u>Sunday Sept 19, 2010</u>	Times (up to 3 hours INCLUDING set up and clean up time): <u>3pm to 7pm</u>
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Event description & expected attendance (use next page if needed):  
Annual Boy Scout TROOP 79 KICK OFF - BBQ

Facility desired (NOTE: Any seasonal parking fees are NOT included in the permit fee):  
Stramshi's park - (Beach and Grille only) - Not the playground

Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playround (Stramshi's) (2 grills in season)	Wedding ceremonies: Chandler Hovey Park, Crocker Park, Castle Rock	Other
Residents fee:	\$25.00			<b>\$100.00</b> <b>No Security deposit required</b>	<b>Fees based on request (* see note below); please describe on next page</b>
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 <u>hardship</u> ? (Determined at next Board meeting)		<input checked="" type="radio"/> YES / NO
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required?
YES / NO <input checked="" type="radio"/>	YES / NO <input checked="" type="radio"/>	YES / NO <input checked="" type="radio"/>
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Lanning Levine  
Signature

LANNING LEVINE  
Name (Please print clearly)

30 Gerald Rd  
Address

781-631-4385  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

AUG 02, 2010  
Date

## Marblehead Community Center rental permit application

Date of application: <b>7/13/10</b>		Day & Date of event: <b>9/11/10 SATURDAY</b>	
Room(s) desired (see below): <b>Dining Room</b>			
Times (up to 3 hours, including set up & clean up time): <b>2-5 pm</b>		Name of Applicant: <b>Alessandra Donovan</b>	
Event description & expected attendance (use separate page if needed): <b>10<sup>th</sup> birthday party and fundraiser for Marblehead food pantry</b>			
Rooms available for rentals:	<input checked="" type="radio"/> <b>Dining room</b>	<input type="radio"/> Conference room	<input type="radio"/> Gym (note: no food or beverages allowed)
		<input type="radio"/> Arts & Crafts room	<input type="radio"/> Game room
			<input type="radio"/> Other
Security deposit (separate check due at time of application)*:		\$50.00	
Room fee (up to 3 hours):		\$50.00	
Fee for 2 rooms (up to 3 hours):		\$75.00	
Staffing fee (Friday 5 PM - Sunday 10 PM)		\$25.00 an hour (minimum \$75)	
COA Kitchen:	\$50.00 fee; \$50 Separate security deposit; must be in conjunction with a dining room rental		
Fees based on request (* see note below); please describe on separate page			
Please see rental agreement (next page) for detailed information.			
* Note: special requests will be submitted at the next regular Commissioner's meeting for fee amounts and approval.			
Open fires (bonfires) and alcoholic beverages are prohibited on any properties under the jurisdiction of the Recreation & Park Department.			
It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Building Utilization Committee 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)		<input checked="" type="radio"/> YES / <input type="radio"/> NO	
<b>OFFICE USE:</b>			
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?	
YES / NO	YES / NO	YES / NO	
<b>\$50.00</b>	(\$75 minimum) <b>\$75</b>		
*Security deposit	Staff Fee	Usage fee	
Dates paid and check numbers			

*Alessandra Donovan*  
Signature

Alessandra Donovan  
Name (Please print clearly)

14 Lincoln Park, Marblehead, MA 01945  
Address

781 631 2010  
Telephone

(Continued on next page)

# Marblehead Community Center rental permit application

Date of application: <b>6-29-10</b>		Day & Date of event: <b>Sunday September 12, 2010</b>	
Room(s) desired (see below): <b>Gym and Lobby</b>			
Times (up to 3 hours, including set up & clean up time): <b>1:30 - 4:30 PM</b>		Name of Applicant: <b>COSponsored Marblehead Youth Badminton and Park and Rec.</b>	
Event description & expected attendance (use separate page if needed): <b>Bud Orne Youth Open</b>			
Rooms available for rentals:	Dining room	Conference room	Gym (note: no food or beverages allowed)
			Arts & Crafts room
			Game room
			Other <b>Lobby</b>
Security deposit (separate check due at time of application)*:		\$50.00	
Room fee (up to 3 hours):		\$50.00	
Fee for 2 rooms (up to 3 hours):			
Staffing fee (Friday 5 PM - Sunday 10 PM)			
COA Kitchen:	\$50.00 fee; \$50 Separate security deposit		
Please see rental agreement			
* Note: special requests will be submitted at the next regular meeting			
Open fires (bonfires) and alcoholic beverages are prohibited in the Community Center, Park & Recreation Building			
It is expressly understood and agreed that the policies of the Marblehead Community Center Committee are to be strictly complied with, and that the undersigned further agrees to indemnify the Town of Marblehead from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, which may be incurred by the Town of Marblehead in consequence of such use of the accommodation without expense to the Town, and the undersigned further agrees to hold the Town of Marblehead harmless from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, which may be incurred by the Town of Marblehead in consequence of such use of the accommodation			
Request fee waiver(s) due to hardship? (Determined at next Board meeting)		YES / NO	
OFFICE USE:			
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?	
YES / NO	YES / NO	YES / NO	
<b>\$50.00</b>	<b>\$75</b>	<b>46.50</b>	
*Security deposit	Staff Fee	Usage fee	
Dates paid and check numbers			

Will need Mike L. bars agreed to staff

Security - \$15.50 per hour

Facility Fee

Insurance (on file - check 15 dates valid)

Signature Diane Sears

Name (Please print clearly) Diane Sears

Address 7 Middle St.

Telephone 781-639-5088

Good - 3/1/11 on file

\$15.50 per hour

(Continued on next page)



# Marblehead Community Center rental permit application

Date of application: <b>7/14/10</b>		Day & Date of event: <b>Sunday, Oct. 3<sup>rd</sup>, Rain date: Sunday, Oct. 10<sup>th</sup></b>	
Room(s) desired (see below): <b>Parking Lot for Touch A Truck</b>			
Times (up to 3 hours, including set up & clean up time): <b>11:00am - 2:00pm</b>		Name of Applicant: <b>Marblehead Family Fund</b>	
Event description & expected attendance (use separate page if needed): <b>A Day of hands on fun where kids can get up close &amp; personal with their favorite vehicle</b>			
Rooms available for rentals:	Dining room	Conference room	Gym (note: no food or beverages allowed)
			Arts & Crafts room
			Game room
			Other <b>Parking Lot</b>
Security deposit (separate check due at time of application)*:		\$50.00	
Room fee (up to 3 hours):		\$50.00	
Fee for 2 rooms (up to 3 hours):		\$75.00	
Staffing fee (Friday 5 PM - Sunday 10 PM)		\$25.00 an hour (minimum \$75)	
COA Kitchen:	\$50.00 fee; \$50 Separate security deposit; must be in conjunction with a dining room rental		

Please see rental agreement (next page) for detailed information.

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

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Request fee waiver(s) due to hardship? (Determined at next Board meeting)		<b>YES</b> / NO
OFFICE USE:		
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?
YES / NO	YES / NO	YES / NO
<b>\$50.00</b>	(\$75 minimum)	\$
*Security deposit	Staff Fee	Usage fee
Dates paid and check numbers		

**Kristen H. Lamb**  
 Signature  
 Name (Please print clearly)  
**1 Upland Rd**  
 Address  
**781-631-8007**  
 Telephone  
**617-834-3169**

(Continued on next page)

# Town of Marblehead Recreation & Parks Department

## Application for park permit

Date of application: <u>9/27</u>	Name of applicant: <u>Will Quigley, Thomas Rogers, Elizabeth Quigley</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.)	
<u>YES</u>	<u>NO</u>

Day & Date of event: <u>9/5/10</u>	Times (up to 3 hours INCLUDING set up and clean up time): <u>12:00 - 3:00</u>
---------------------------------------	--

Event description & expected attendance (use next page if needed):  
Wiffle Ball Tournament, 200+

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

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	<u>Other</u>
Residents fee:	\$25.00			<u>\$100.00</u> 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).

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Request fee waiver(s) due to hardship? (Determined at next Board meeting)	<u>YES / NO</u>	
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required?
<u>YES / NO</u>	<u>YES / NO</u>	<u>YES / NO</u>
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

E. Quigley  
Signature

Elizabeth Quigley  
Name (Please print clearly)

5 Coolidge Rd  
Address

781 631-2680  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date

Sent Application  
in July — needed check

# Marblehead Community Center rental permit application

Date of application: <u>7-6-2010</u>		Day & Date of event: <u>Tuesday, October 5, 2010</u>	
Room(s) desired (see below): <u>Dining room</u>			
Times (up to 3 hours, including set up & clean up time): <u>6 to 8:30 PM</u>		Name of Applicant: <u>John DeHarcy</u>	
Event description & expected attendance (use separate page if needed): <u>Seminar 15 to 40 people - classroom style if possible with pull down screen</u>			
Rooms available for rentals:	Dining room	Conference room	Gym (note: no food or beverages allowed)
			Arts & Crafts room
			Game room
			Other
Security deposit (separate check due at time of application)*:		\$50.00	
Room fee (up to 3 hours):		\$50.00	
Fee for 2 rooms (up to 3 hours):		\$75.00	
Staffing fee (Friday 5 PM - Sunday 10 PM)		\$25.00 an hour (minimum \$75)	
COA Kitchen:		\$50.00 fee; \$50 Separate security deposit; must be in conjunction with a dining room rental	

Fees based on request (\* see note below); please describe on separate page

Please see rental agreement (next page) for detailed information.

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

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Request fee waiver(s) due to hardship? (Determined at next Board meeting)		YES / NO
OFFICE USE:		
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?
YES / NO	YES / NO	YES / NO
\$50.00	(\$75 minimum)	\$
*Security deposit	Staff Fee	Usage fee
\$50.00		
Dates paid and check numbers		

Nancy Barry  
Signature

Nancy Barry  
Name (Please print clearly)

34 Spofford Street  
Address  
Newburyport, MA

978-462-1666  
Telephone

978-961-1539

(Continued on next page)

**TOWN OF MARBLEHEAD**  
**Old and Historic Districts Commission**  
**Marblehead, Massachusetts**

**NOTICE OF HEARING**

The Commission will give a Public Hearing to all persons interested on **Tuesday, August 3<sup>rd</sup>, 2010 at 8:15 P.M.** in Abbot Hall, on the application of **James & Amy Hourihan** for the property at **8 Ft. Sewall Lane**.

**Description of work proposed:**

Single story addition. Step and landing from brick patio to enclosed porch.  
Steps and landing covered by roof extension.

By Order of the Old and Historic Districts Commission

Thomas Saltsman  
Chairman