



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

12-07-10

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:** 12-07-10 at 7:00 P.M.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Linda, and Chuck.
 - b) **Absent:** Derek and Sam.
- 3) **Appearances:** Town Planner Becky Curran and Fire Chief Jason Gilliland appeared to discuss the Smart Growth proposals at the old YMCA building adjacent to Memorial Park. They wish to propose to the developer that the Town is willing to widen the Town owned path between the building and the park in order to accommodate fire truck access, allowing more parking for the property on the other side of the building. The developers would be responsible for landscape design and all costs, and all plans are to be approved by the Recreation and Parks Commission. After discussion, **Motion** made and seconded (Linda, Chuck) to approve Becky to approach the Smart Growth developer with the concept of making the path between the park and the new building a fire lane; all in favor. Brendan will help coordinate any specifics to the landscaping design.
- 4) **Minutes:** **Motion** made and seconded (Chuck, Linda) to approve the minutes of the 11/16/10 meeting; all in favor.
- 5) **Reports:** See attached. Addendum:
 - a) **Brendan:**
 - i) **Discussion - Crocker Park bathrooms:** Brendan reports the request for bids will be released on 12/15/10 and are due back by 01/13/11.
 - ii) **Discussion - Header's Haven:** New playground is almost done (see attached picture). Brendan recommends a press release when project is complete.
 - iii) **Discussion - Orne Rink:** Brendan presented the letter from Toby Reiley (attached) requesting the town formally accept the rink. Board in agreement; Brendan will draft a letter to the Selectmen recommending formal acceptance of the rink as a gift to the town. A separate donation fund has been created for maintenance of the rink.
 - iv) **Discussion - winter boat/lobster pot storage:** Brendan recommends the winter boat (see attached) and lobster trap storage policies be changed to be the same as Harbors and Waters policies to allow inter-department consistency. After discussion, **Motion** made and seconded (Chuck, Linda) to approve changing winter boat and lobster trap storage policies to the same as Harbors and Waters; all in favor. Brendan will coordinate the details with the Harbormaster.
 - b) **Mike:** No addendum.
- 6) **Old business:**
 - a) **Stramski building:** Linda proposes the Commission must come up with a strategic plan for use of the Stramski building at Gerry Playground. Discussion of different things the property could be used for ensued. After discussion the board agreed this item is to be added to the 01/04/11 meeting agenda with the idea that the Commissioners draft some ideas for building usage.
 - b) **Hamond Nature Center:** Chip emphasized the need for continued planning of usage with the goal of making the facility self-sufficient. Discussion led to agreement that the commission needs to concentrate on the recreation side of the department with an eye to raising revenue through programming not only at the Hamond Center but throughout all department facilities.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

- c) Turf Blankets: Soccer, Lacrosse, and Football have all agreed to donate funding for turf blankets; checks are already beginning to arrive.
 - d) Possible Warrant Articles: Ideas for possible articles to go on the Town warrant were discussed to include Reynolds Playground renovations, Tennis court resurfacing at Seaside, and staggered 3 year terms for Commissioners. After discussion, **Motion** made and seconded (Linda, Chuck) to have Brendan and Mike create an article to request funds to get the tennis courts resurfaced at Seaside; all in favor. The discussion of staggered 3 year terms for Commissioners was tabled and will be added to the 1/4/11 meeting agenda.
 - e) Chandler Hovey Sub-Committee: No new items to report.
- 7) **New business**:
- a) Chip: Gave the Commission a heads up that a request for beach use will be coming in from Rotary after the first of the year and he is in favor of the proposal.
 - b) Correspondence (see attached):
 - (1) To be decided:
 - (a) Audubon request: Brendan reports Audubon has agreed to be a resource for planning programs at the Hamond Nature Center. **Motion** made and seconded (Chuck, Linda) to approve the application for facility use at the same price with the stipulation that Audubon helps coordinate programs at the Center for the Recreation Department; all in favor.
 - (2) FYI: (No actions required): Letter from National Grand Bank; Notification from Woodard & Curran.
- 8) **Timekeeping/Scheduling**:
- a) 8:45 PM: Meeting adjourned.
 - b) Next meeting scheduled: Tuesday January 4, 2011 at 7:00 PM in the Marblehead Community Center.

Respectfully submitted: Ric Reynolds, Department Clerk

Attachments (in order):

- *Notice of meeting/agenda*
- *Reports: Superintendent and Recreation Supervisor*
- *Picture: Headers Haven*
- *Letter: Orne Rink*
- *Storage requests (2)*
- *Excerpt: former winter boat storage policy*
- *Park Permit request (1)*
- *Correspondence: 1 letter, 1 notification.*



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: Community Center, 10 Humphrey St., Room: Conference

<u>Tuesday</u>	<u>Dec.</u>	<u>7</u>	<u>2010</u>	<u>7:00 PM</u>
Day of week	Month	Date	Year	Time

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

Approval of minutes from previous meeting – November 16, 2010

Reports:

Superintendent Brendan Egan and Assistant Superintendent C Michael Lane

Discussion:

1. Hamond Nature Center
2. Possible Warrant Articles

Old Business Discussion

New Business Discussion

Next Meeting: January 4, 2010 7:00 p.m.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 12/3/10

Assistant Superintendent/Director of Recreation Report

December 7, 2010

RECREATION

"TAKE IT OUTDOORS" will end tomorrow with fire building and perhaps even making smores. The **YOUNG BROADCASTERS of AMERICA** class continues to be going well. Our **SATURDAY BASKETBALL PROGRAM** began last week. Those playing had a wonderful time. Thursday night I will sponsor the famous Rec. Dept. **Holiday Sing-A-Long** to benefit **Toys for Tots** and once again play Santa. In the evenings this week I will be making the **Santa Calls** to local children from the office. Both these programs are free to the residents and provide very valuable customer service from us. I have been offering both programs for over 20 years!

NEW PROGRAMS

Programs "in the works" are as follows :

"HOW TO TEACH BASEBALL BATTING" by Hot Streak Hitting Company

NORTHEAST WRESTLING by PWF Wrestling Promotions, This program will be a fundraiser for our revolving fund.

**Recreation Commission Meeting
December 6, 2010
Superintendent's Report**

Field Maintenance

Piper, Hopkins and Middle Village have been aerated and will be seeded and covered with turf blankets this week. The remaining fields will be aerated one more time before the end of the month.

Crocker Park

North Shore Marine has met with the Town Engineer and has received approval of the containment system used to keep debris out of the harbor. There has been a delay after meeting with the Building Inspector for a building permit regarding the railings. After meeting with the Building Inspector he has given the ok to proceed with the project. The equipment is onsite and work should take a couple of weeks. They have power-washed the growth off the rocks and will begin removing concrete as the tide allows.

Headers Haven

The new Structure has been installed and the contractor is going over the entire structure to make sure everything is installed correctly. They will be installing the safety surface on Wednesday and the entire project should be completed by the end of the week. I will have someone come in and grade the perimeter of the site and prepare it for the spring.

Bud Orne Rink

The rink group has replaced the fencing on the Lime St. side of the rink with smaller diameter mesh. They have also extended the height of the fence poles in order to accommodate the new safety netting. Toby Reiley and the other members of the Rink Restoration group have asked to have the Town of Marblehead accept ownership of the rink (see letter).

Boat / Lobster Pot Storage

I received a call from Charlie DalFerro about fees for storing lobster pots on town property. Last year we received two requests to store lobster pots behind the beach garage and we charged each person differently. I think we need to be consistent with the other town departments that offer the same service. The Harbors and Waters Board voted to charge \$1.00 / square foot for lobster traps and charge \$3.50 / square foot for boats. I recommend we adopt the same fees and make the adjustments to our Float Storage Application.

Flag Pole

We do not currently light our flag poles in the parks. I looked into the cost to light the flag pole at Seaside Park and it would cost us approximately \$15 a month for a directional light to be added to an adjacent light pole by Marblehead Municipal Light Department. I am waiting to hear back from Accent Banner on a cost for the Seaside Flagpole.

Old Business:

1. MA Audubon has agreed to provide program assistance to us for the Hamond Nature Center. I will continue to work with Scott Santino on programs and dates. Approve application?



Brendan-

Thanks for the information. It was timely and most helpful.

As we enter the second winter season of use of the Bud Orne Memorial Rink, we as the group are very proud of the facility and how well it has stood up to the demands of outdoor use (and abuse)! It has certainly performed well. After 12 months since the playing surface was repaved, I think we can all agree the Rink has passed the from the development stage to one of ongoing maintenance.

While we are very pleased that the Town of Marblehead has included the Rink in its insurance policy, and we know that you, Mike Lane and the Rec and Park Board are fully appreciative of the work we have done on behalf of the Town, we as a group would greatly appreciate an official written acceptance by the Town of Marblehead of ownership and responsibility for the Bud Orne Memorial Rink. Given that we are an ad-hoc group which is neither related to any formal organization nor do we have any institutional insurance, we have been counseled to ask for an official written acceptance and release to have on file in case one or more of us is named as a defendant in a future legal action related to the Rink. It will definitely add to our individual "peace of mind" in the future.

We look forward to many seasons of happy users of the Rink.

Thank you in advance.

J. Tobias Reiley, personally and on behalf of:

David Varsarno

Larry Healy

Stuart Woodrow

Scott Garfield

STORAGE PERMIT

FOR MARBLEHEAD RESIDENTS ONLY

NAME: Mike Corneil DATE: 11/30/10
ADDRESS: 1 Cradleskull Ln PHONE: 781 248 1074
DESCRIPTION OF ITEM (S): 50 Traps (20x15 approx)
AREA DESIRED FOR STORAGE: Beach

I the undersigned, as the owner and Marblehead resident, have read and will comply with all Recreation & Parks policies and the ordinances and by-laws of the Town of Marblehead. I understand must be properly stored in the designated area only, and that storage is strictly seasonal in compliance with the policies of the Recreation & Parks Commission as posted on www.marblehead.org and at the Recreation & Parks office.

Please make check payable to The Town of Marblehead.

CHECK #: _____ AMOUNT: _____

SIGNATURE: 

----- (Do not write below this line) -----

The above resident has permission to store the above items at the area assigned in accordance with the policies of the Recreation & Parks Commission for the fee of _____.

Signed: _____
Superintendent, Recreation & Parks Department
10 Humphrey St. Marblehead, MA. 01945

IMPORTANT:

- Illegally stored items are subject to impounding and a fine.
- **PLEASE REMEMBER: Storage is seasonal from November 1st until May 1st.**

**Michael Cornell
1 Cradleskid Lane, Apt 2
Marblehead, MA 01945
781-248-1074**

Recreation, Parks & Forestry Department
Marblehead Community Center
10 Humphrey Street
Marblehead, MA 01945

November 30, 2010

To the Recreation, Parks & Forestry Commission,

I am immediately interested in ascertaining storage space for commercial lobster traps at Devereux Beach parking lot for the winter months. In the past years I have stacked them behind the shed and would agree to the same spot. I understand that there are specific timelines and fees associated with the storage and would be agreeable to them.

The traps can be neatly stacked in any rectangular configuration and occupy the space of a medium size boat.

If there should be any questions, please feel free to contact me at the phone number listed above.

Thank you for your consideration.

Sincerely,

Michael Cornell

November 22, 2010

Marblehead Park & Recreation Department
Humphrey Street
Marblehead, MA 01945

To Whom It May Concern:

My name is David F. McComb. I am a life-long commercial lobsterman in Marblehead and I am in need of place to store a portion of my traps for the winter months; specifically December through May of this upcoming Winter season.

Last year, I was allowed the opportunity by the Park and Recreation Department to store traps down at the backside of Riverhead Beach. It was a 20 x 20 sq. foot area. I would need the same amount of space this year. It is my sincere hope that I will be allowed this opportunity again this year.

I greatly appreciate your consideration.

Thank you.

Sincerely yours,



David F. McComb

2) Building and maintenance of floats:

NOTE: All maintenance and construction of floats MUST be in compliance with the Town's Conservation Commission's policies regarding protection of wetlands. Area must be completely free of all debris after float is launched.

a) OWNER'S RESPONSIBILITY:

- i) Construction space to build a float must be obtained by the OWNER by permit using the same guidelines as storing a float.
- ii) If OWNER has an existing float at the storage facility and is building a replacement, the existing float must first be removed from the property before any new construction begins UNLESS a separate permit to lease space is obtained.

b) BUILDER'S RESPONSIBILITY:

- i) A \$250.00 PER FLOAT building permit must be obtained by the builder.
- ii) If a shelter is to be erected for construction (such as a Quonset hut) a fee of \$500.00 will be assessed.

3) **Storage of boats, trailers, prams, and wind surfers:**

a) WINTER BOAT STORAGE:

- i) Price for the current year is: \$25.00 a foot.
- ii) Permit **MUST** be paid before anything may be stored on Town property.
- iii) Boats cannot be stored before the Wednesday after Labor Day.
- iv) Boats **MUST** be off the property by close of business on May 15th (or the following Monday if 15 May is on a weekend). Non-compliance will lead to the following penalties:
 - (1) \$100.00 a day storage penalty fee after the 1st of June.
 - (2) Removal and impoundment of boat at OWNERS expense until all fines are paid.
 - (3) Denial of future storage privileges on Town property.

Town of Marblehead Recreation & Parks Department

Application for park permit

Date of application: Oct. 1, 2010		Name of applicant: Mass Audubon - Ipswich River WS		
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.)			<input checked="" type="radio"/> YES	<input type="radio"/> NO
Day & Date of event: 3 Weeks July 11-29		Times (up to 3 hours INCLUDING set up and clean up time): Mon-Fri 8:30 am. to 4:00 pm.		
Event description & expected attendance (use next page if needed): Day Camp Program - 45 campers and 3 staff				
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
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)		

Signature

Scott Santino
 Name (Please print clearly)

87 Perkins Row, Topsfield
 Address

(978) 887-9264
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date



National Grand Bank

November 2, 2010

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

Re: Harold B. and Elizabeth L.
Shattuck Memorial Fund
Advance on 2011 distributions

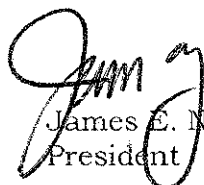
Dear Brendan:

National Grand Bank, Trustee of Harold B. and Elizabeth L. Shattuck Memorial Fund, is pleased to announce the award of a grant to your organization in the amount of \$7,250.00, to be used for the purpose of replacing the flag pole at Seaside Park as identified on the information sheets which you recently submitted. This grant would be an advance on next year's (2011) Shattuck Fund disbursement. Said grant is on the condition that all interest thereon remain with and become part of these grant accounts and shall be expended as part of the grant account without further appropriation by the Town of Marblehead.

You are further advised that under the terms of the Will of Mrs. Shattuck, which created this Trust, any amount received by a department of the Town of Marblehead shall not be taken into account by the Town of Marblehead in determining the operation budget for such department. A breach of this provision may disqualify said department from receipt, in the whole or in part, of future grants.

It is the intention of the Trustee that these grants are given and received in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 53A.

Very truly yours,


James E. Nye
President

JEN/kc

**COMMITMENT & INTEGRITY
DRIVE RESULTS**

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F 978.557.7948



**NOTIFICATION TO THE SITE MAILING LIST
PUBLIC INVOLVEMENT PLAN
FORMER CHADWICK LEAD MILL SITE
SALEM / MARBLEHEAD, MASSACHUSETTS
MassDEP RTN # 3-12695**

November 16, 2010

To Whom It May Concern:

In accordance with the remedial response action process under the Public Involvement Plan (PIP) for the Former Chadwick Lead Mill Site, please be advised that pre-construction work is scheduled to begin on November 18, 2010 with remediation construction anticipated to begin the week of December 6th. A summary of the proposed work to be performed at the site was previously described in both the Phase III Remedial Action Plan (RAP) and Phase IV Remedial Implementation Plan (RIP), both dated August 31, 2010. Each report was prepared in accordance with the Massachusetts Contingency Plan (MCP 310 CMR 40.00000) and copies for public review and comment were supplied to the two repositories established for the site – Abbott Library located at 235 Pleasant Street in Marblehead; and The Enterprise Center located at 121 Loring Avenue in Salem.

A detailed schedule of the remedial construction activities is attached to this notice. In summary, initial site mobilization activities (delivery of equipment and supplies, establishment of erosion control measures, installation of security fencing and gates, etc.) are scheduled to occur between November 18 and December 7, 2010. Of particular note, the closing of the Walking/Bike Trail is scheduled to occur on or about November 29, 2010, after the Thanksgiving holiday. The trail will remain closed for the duration of remaining work, which is currently anticipated to end in May 2011.

Remediation construction activities are scheduled to occur between early December 2010 through April 2011. Initial site restoration activities (i.e., temporary winter stabilization activities) will be on-going throughout the construction work with final spring plantings for coastal and upland remediation areas scheduled to occur in April/May 2011. This restoration work will be performed in accordance with the approved local, State and Federal permits. Note that the restoration of the coastal portion of the site entails substantial restoration of coastal marine wetland resources. The work in this area will be performed in accordance with the Wetland Mitigation and Monitoring Plan (refer to Appendix E of the Phase IV RIP) which includes a 5-year operation and maintenance period for these particular coastal resources. This period is also reflected in the attached schedule.

For more information, contact the applicant's representative, Mike Apfelbaum, at Woodard & Curran Inc., (978) 557-8150.

RECEIVED

NOV 16 2010

RECREATION PARK & FORESTRY

Projected Site Remediation Schedule and Milestones
Former Chadwick Lead Mill Site – Salem/Marblehead MA
November 16, 2010

- | | |
|--|----------------------|
| 1. Site Mobilization/Pre-Construction Work
Begin accepting materials/supplies
Work zone establishment | 11/18/10 |
| 2. Establish Erosion Control Measures
Silt fence/hay bales | 11/29/10 – 12/2/10 |
| 3. Conservation Commission Inspection/Site Walk
Silt fence/hay bales | 11/29/10 or 11/30/10 |
| 4. Install Temporary Fencing/Gates | 11/29/10 – 12/2/10 |
| 5. Bike Trail Closing (not before Thanksgiving) | 11/29/10 |
| 6. Clear/Grubbing, Install Gravel Haul Road and
Bike Trail Crossing | 12/2/10 – 12/8/10 |
| 7. Install Silt Curtain (Harbor) | 12/2/10 – 12/6/10 |
| 8. Conservation Commission Inspection/Site Walk
Silt curtain | 12/7/10 |
| 9. Coastal Resource Area Remediation
Soil/sediment excavation and stockpiling
Stabilization of beach and coastal bank for overwintering | 12/9/10 – 12/28/10 |
| 10. Residential Area Remediation
Excavation and stockpiling
Restoration | 12/13/10 – 12/28/10 |
| 11. Upland Remediation
Glover Eastern Upland, Wyman Woods, and
Bike Trail Non-Utility Sections - Excavation,
Stockpiling, Stabilization, Off-site Disposal, Restoration | 12/9/10 – 4/1/11 |
| 12. Western Upland Remediation
Soil stabilization
Restoration | 2/28/11 – 4/22/11 |
| 13. Completion of Coastal Restoration
Resource Area spring plantings and sand replenishment | 4/4/11 – 5/6/11 |
| 14. Site Demobilization (approximate end date) | May 2011 |
| 15. 5-Year Coastal Resource Area Operation & Maintenance Period | May 2011 – May 2016 |