



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

10/20/2015

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 7:30PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Jerry, Linda, Derek
 - b) **Absent:** Sam
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 10/06/2015 meeting; all in favor.
- 4) **Appearance:**
 - i) **None**
- 5) **Old Business/New Business**
 - a) **Stramski Project:** Will be meeting with Bob Ives to discuss re-zoning of stramski house from residential to commercial.
 - b) **Devereux Beach:** Trailer in back near garage is in process of being removed as well as timbers from parking lot.
 - c) **Customer Service Policy:** **Motion:** The board would like to adopt a formal policy of "Code of Conduct" for Recreation & Parks Department. This policy would ensure that the customer is always correct and should always be treated with respect. **Approved.**
 - d) **Seaside Park:** **Motion:** Spend upwards of \$25,000 on a contribution to renovate Seaside Park baseball field. **Approved.**
- 6) **Agenda Items:**
 - a) **Chandler Hovey:** Public hearing on November 9th at 7pm at Marblehead Community Center
 - b) **Library Update:** Grass has been put in. Tim will be increasing irrigation for the next few weeks to ensure the roots grow prior to winter
 - c) **Correspondence:**
 - i) **Debbie Davis:** Saturday, December 12th from 9am to 12pm to use Community Center. **Motion:** Waive fee. **Approved**
 - ii) **Festival of Arts:** Wednesday, December 4th from 7:30pm to 8:30pm in Art Room. **Motion:** Waive Fee. **Approved.**
- 7) **Reports (attached):**
 - a) Tim Short Report: See attached
 - i) **Motion:** The board will fully back the Christmas Tree burning ceremony for this year. **Approved**
 - ii) **Motion:** Tim Short will be collecting 3 quotes to replace failed hot water boiler in Community Center. The board gives Tim permission to purchase boiler up to \$4,000. **Approved**

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

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TOWN OF MARBLEHEAD
Recreation & Parks Department



iii) **Motion:** The board will allow Tim & Travis to purchase mid-range laptops for work use up to \$1,000.
Approved

b) Travis Farley Report: See attached

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

October

Month

20

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. Old/New Business
3. Topics
 - a. Chandler Hovey
 - b. Library Update
 - c. 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: October 15, 2015

Marblehead
Seaside

Todd			\$ 4,967.40
Sod	29,220 ft. ²	\$.425	\$12,750.00
Stone dust			\$ 4000.00
Topsoil			\$ 2250.00
Compost			\$ 750.00
Irrigation			\$ 4000.00
Mound repairs			\$ 800.00
Home plate repairs			\$ 800.00
Rubber, plate, bases			\$ 300.00
			\$30,617.40

Bleachers, pads, benches	\$15,000.00	B. Crane raise money
Infield mix	\$15,000.00	M. Rockett

Recreation & Parks Commission Meeting
Superintendent Report
10/20/15

Memorial Park

Spoke with Cal Titus to get updates on 6th bench and walk path. Bench will be going in prior to Veterans Day and path will be worked on before the end of the fall. Will stay in touch with Cal to see it finished.

Gatchells Lights

Gallo & Sons will start trenching on Thursday. Mike Hull to be on site at the same time.

Dog Park

Fence repairs and updates have been completed.

Nature Center / Butterfly Garden

Plants & Pleantries has finished work on the switch backs and they are now clearly defined. In the spring we will lay down sod in one quadrant of the garden and look to purchase a bench.

Film Shooting

Crew will be filming at Crocker Park for a German TV movie on Thursday from 9am-12pm. 10-15 crew members and 2 actors. Film Company will be paying \$500 for the use of Crocker Park.

Hopkins/Track

Park men were able to cut and get field ready last week for weekend football games. Ordered 4 In-Ground benches with galvanized frames. Will be delivered tomorrow.

Christmas Tree Burning

Discussion was had with department heads and John McGinn on bringing back tree burning. Would the commission approve the use of Riverhead again?

Field Work

Fertilizer being put down at the following properties, 22 bags each:

Seaside Outfield

Hopkins

Vets

Field Blankets

We currently have 18 Field Blankets. All blankets are up off of the floor on pallets.

Cover Sports – On Sale until Nov 25 / 2 ½ weeks for delivery

60ft \$546.69

90ft \$1,229.40

Shipping \$135.00

Total – \$1,911.09

Ondeck Sports / 2 weeks for delivery

60ft – \$650.00

90ft – \$1450.00

Shipping \$185.00

Total – \$2,285.00

Anthem Sports / 3 weeks

60ft- \$649.95

90ft \$1495.00

Shipping \$149.32

Total - \$2,294.27

Community Center

Pump #1 has failed and needs to be replaced. Stensrud Plumbing & Heating will supply and replace the pump at a cost of \$4,028.00.

Department Laptops

- 1) Current laptop has become unusable to the point where it makes work harder (you can fill in on this as well)
- 2) Due to a virus that had compromised town servers, the town has added additional security which blocks a number of websites that we use to do research on for both recreation & parks.
- 3) Though the town has been good when we ask to have certain sites added to the approved list, this takes time to do on their end and ultimately some sites still have limited functionality with broken links and pages that are not formatted correctly.
- 4) There are times that Travis and I both work from home and having a dedicated computer for recreation & parks business would be beneficial.
- 5) Prices for HP laptops Low End - \$279.99 / Medium range - \$449.99 / High End - \$759.00

Travis Farley

Assistant Superintendent, Town of Marblehead

Tuesday, October 20th, 2015

Assistant Superintendent Report

Programming Updates

- Programs:
 - o Choir/Art Programs at Bell: 48 Enrolled
 - o Babysitting: 14 Enrolled
 - o Guitar: 8 Enrolled
- **Canceled Programs**
 - o Tai Chi & Tommy Hamond Trail Run

Upcoming/New Programs:

- Programs Starting Next week:
 - o Halloween Pumpkin Party: 8 Enrolled
 - o Halloween House Decorating Contest: 8 Enrolled
- September 1st – December 31st 2014, fees collected: \$24,000
September 1st – December 31st 2015, fees collected \$36,800
Difference: + \$12,800

Facility & Parks

- Devereux Beach recommendations for 2016

Hammond Nature Center

- Meeting held on Tuesday, October 20th
 - o Working on new program ideas for Winter/Spring

Other

- After School Program
 - o Tim & I will be meeting with the Bell PTO tomorrow
 - o Need to commit to bus – Would cost \$205 per day (\$1,025 per week)

After School Expense Breakdown

TIME: 2:30pm to 5:30pm

WEEKLY EXPENSES

<u>Description</u>	<u>Fee</u>	<u>Hours</u>	<u>Days</u>	<u>Total</u>
Salary #1	\$13.51	4	5	\$270.20
Salary #2	\$13.51	4	5	\$270.20
Salary #3	\$14.51	4	5	\$290.20
Bus	\$205.00		5	\$1,025.00
Supplies	\$50.00		1	\$50.00
WEEKLY EXPENSE TOTAL				<u>\$1,905.60</u>

REGISTRATION PRICE POINT OPTIONS (TO BREAK EVEN)

<u>Description</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Campers - Price Point #1	\$20.00	95	\$1,900.00
		*19 per day	
Campers - Price Point #2	\$25.00	76	\$1,900.00
		*15 per day	

WEEKLY RATE OPTIONS

Price Point #1	
Two Days	\$40.00
Three Days	\$60.00
Four Days	\$72.00
Five Days	\$90.00

Price Point #2	
Two Days	\$50.00
Three Days	\$75.00
Four Days	\$95.00
Five Days	\$115.00

COMPETITIVE ANALYSIS

YMCA PRICE POINTS

<u>2:30pm to 4:30pm</u>	
Two Days	\$36.00
Three Days	\$54.00
Four Days	\$71.00
Five Days	\$86.00

<u>2:30pm to 6pm</u>	
Two Days	\$60.00
Three Days	\$87.00
Four Days	\$108.00
Five Days	\$125.00

Manchester Recreation Afterschool Schedule

WHAT WE DO DAILY

This program is designed for children in Grades K-5 to have some fun after school. Activities include legos, sports, outdoor play, open gym, arts and crafts, homework time, seasonal activities, board games and snack time daily. The following list is a typical schedule:

3:00 - 3:30 p.m.	Check-in/Snack
3:30 - 4:45 p.m.	Outdoor/Gym Activities
4:45 - 5:30 p.m.	Supervised Homework Time
5:30 - 6:00 p.m.	Free time/ Arts and Crafts
6:00 p.m.	Parent Pick up/Check-out

STAFF

Beach Review of 2015

1. Guards
 - a. Good crew for summer of 2015 while here
 - b. Next season we will be more hard on the work until Labor day policy
 - c. Would not advertise in Wickedlocal again as we only received 7 applicants this season
 - d. 2 replacement guards worked out terrific and we will be looking to rehire again next season
2. Maintenance
 - a. Had difficulty with working until Labor Day
 - b. Would not rehire this past seasons maintenance person
 - c. Very hard to service the beach with only 1 position during the course of the summer. In order to have a maintenance person at the beach every day it would need to be 2 full time positions
3. Ticket Taker/Beach Supervisor
 - a. Average all summer long.
 - b. No issues with the beach money but no real leadership at beach from this position

Recommendations for 2016

1. Reclassify the current "Beach Supervisor" position into a "Beach Ticket Taker" position
2. Add 2 new positions: A true "Beach Supervisor" position and add another Beach Maintenance position

Rationale for position changes: If we would like to make Devereux Beach a true "Beach Hub" we think it is imperative we change these positions. As it stands right now the current "Beach Supervisor" is stuck at the ticket booth taking parking money for the entire day. If there was ever a true emergency, employee issue, or even parking issue this position would need to leave the ticket post to resolve the issue. This would leave the ticket booth unattended or closed. This position also cannot do rounds around the beach to monitor the guards and maintenance person throughout the day. If we create a "Beach Supervisor" position they would oversee the entire beach and have the flexibility to make sure the beach is operating at a good pace and the daily, weekly, and monthly punch list items are being completed. In the down time this position can assist with the maintenance (weeding, weed whacking, trash, etc.). The Beach Supervisor would report directly to Tim and me. If we had to prioritize the two added position we would prioritize this over the additional beach maintenance position.

FACILITY

1. Devereux Beach

- a. We will complete a rock pickup using tractor in early spring to smooth beach out
- b. Center wooden fence along road
- c. We would keep trash containers for Lime Rickey's where they are currently being stored away from the playground and restaurant.
- d. Relationship with Lime Rickey's went very well.
- e. We had very few complaints on trash & recycling at the beach
- f. Clean up outside of shop now that islands are all gone
- g. Insert temporary planters with chains to ease parking in new empty resident lot

2. Riverhead Beach

- a. Would hire back Dean Cuzner to assist with parking lot and area prep for season
- b. More snow fence near kayak rack
- c. Add another kayak rack for residents at Riverhead
- d. Continue to patrol trailer/boats
- e. Need to reconfirm with Dave Haley that all floats are removed for start of beach season
- f. Remove all old kayaks, sailboats, and dock from corner of Riverhead Beach near homes