



## TOWN OF MARBLEHEAD

# Recreation & Parks Department

### Recreation and Parks Meeting Minutes

12/07/2015



**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 7:00PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Jerry, Sam, Linda
  - b) **Absent:** Derek
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 12/2/2015 meeting; all in favor.
- 4) **Appearance:**
  - i) **Robert Picariello, Marblehead Chief of Police:** Spoke to the safety concerns that residents brought up at the previous public meeting concerning Chandler Hovey. Discussion took place about the gate remaining open during winter months to allow for plowing. Tim Short will work with Robert to ensure that the gate is being locked at 10:00 p.m. every night during the year.
- 5) **Old Business/New Business**
  - i) **Christmas Walk Parade:** Discussion concerning the department's involvement and organizing of the parade. **Motion:** Commission directs Tim Short to write a letter to the Chamber of Commerce Christmas Walk Board to inform them that it is no longer feasible for the Recreation & Parks Department to participate in the organization of the Christmas Walk Parade after an evaluation of the resources and mission of the Department. **Approved**
- 6) **Agenda Items:**
  - a) **Chandler Hovey:** Chip opened the meeting by ensuring residents in attendance that no votes would be taken tonight concerning the pavilion and that there will be additional discussions concerning the project in 2016. Walter Jacob walked through the designs of the pavilion and discussed some of the changes including using grass instead of stone and spoke to the height of the proposed pavilion in respect to the current pavilion. Walter also spoke about the improvements in accessibility for those with disabilities.  
  
Residents raise questions pertaining to the proposed pavilion being a performance center, taking a holistic view of the park, how Chandler Hovey was selected and size of proposed pavilion.  
  
Tom Millett discussed a proposal to allow for a 501(c) (3) non-profit group called Friends of Chandler Hovey to raise money for various projects at the park, including the replacement of and keeping the same design of both pavilions. This is offered as an alternative to current designs proposed by Walter Jacob and Lynn Breed.  
  
Tim Short will work with Walter Jacob ahead of the next public discussion to get the feasibility of Walter producing Computer Animated Drawings to aid in the presentation.
  - b) **Correspondence:**
    - i) **Marblehead Garden Club:** Would like to utilize the community center for a work shop coming up on March 2, 2016 from 6:30 p.m. - 9:30 p.m. **Motion:** \$100.00 nonprofit fee. **Approved**
    - ii) **Marblehead Making Ends Meet:** Would like to utilize the community center to organize and distribute to families. Requesting the use of the game room on Friday, December 18, 2015 from 12:00 p.m. to 5:00

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

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## TOWN OF MARBLEHEAD

# Recreation & Parks Department



p.m. and Saturday, December 19, 2015 from 8:00 a.m. to 4:00 p.m. Fee waiver requested. **Motion:**  
Waive room fees, but would need to pay staffing fee on Saturday. Use of the game room during two days during the week should also be presented as an option. **Approved**

7) **Reports (attached):** None

8) **Timekeeping:** Meeting Adjourned: 9:30 P.M. 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: Dining Room

Monday  
Day of week

December  
Month

7  
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 Pavilion
  - b. All other matters transacted by the Recreation & Parks Commission
4. Next meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: November 10, 2015

# Marblehead Community Center rental permit application (JULY 2015)

APPLICANT (Name of person or group paying for the permit):

Marblehead Garden Club

Application date:

12/2015

EVENT day/date:

Wed. March 2, 2016

Room(s) requested:

Dining Room

Begin/end times (INCLUDE SET UP & CLEAN UP!):

6:30 - 9:30 pm

Event description & expected attendance (use separate page if needed):

Pressed Flower Card Workshop - 30-35 people

Maximum hours per standard permit: 3 hours per day (which also includes ALL set up and clean up).

FEES (see special requests and restrictions below)	Arts & Crafts room OR Conference room	Game room OR Dining room	Gym (NOTE: no food or beverages allowed in gym)	COA Kitchen (coordinated with COA)
ONE hour fee:	\$50.00	\$75.00	\$30.00	\$50.00
Additional hourly fee (up to 2):	\$30.00	\$50.00		
Security deposit (due at application):		\$50.00		
Staffing fee (Friday 5 PM - Sunday 10 PM):		\$25.00 an hour (minimum 3 hours)		

**SPECIAL REQUESTS:** Any special requests are decided by the Commission at their next regular meeting, INCLUDING fee changes.

**RESTRICTIONS:** NO Alcoholic beverages or open bonfires are allowed on ANY property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1). Youth MUST have ADULT supervision AT ALL TIMES. See next page for more information.

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? (determined at next Board meeting)

YES / NO

Reason: Marblehead Garden Club

## OFFICE USE:

Custodian required (separate fee)?	Office Staffing fee? (3 hour minimum)	Insurance required?
YES / NO	YES / NO	YES / NO
Security deposit due at application:	Staff Fee total:	Usage fee total:
\$50 check (attach)	—	\$175.00
Date paid and check #:		

Signature of Applicant

Lia Jeffries Dearborn

Name (Please print clearly)

Lia Jeffries Dearborn

Address

17 Summer St.

Telephone

781-639-7827

(Continued on next page)

\*Fee Waiver requested