



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

01/07/14

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 Osborne called the meeting to order at 7:01 PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Chip, Derek (departed 7:57 PM), Linda (arrived 7:03 PM), Jerry, and Bob (arrived 9:00 PM).
 - b) Absent: None.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 12/03/13 meeting; all in favor.
- 4) **Appearances:**
 - a) Community Preservation Act: Charlene Tyler, Mimi Hollister, Star Campbell, Kurt James, Don Gardner, and Judy Gates appeared to discuss the CPA proposal as outlined in the attached pamphlet and seek the Commission's support. Discussion included how the funding is obtained and could be used. After discussion, **Motion** made and seconded to support the CPA proposal; all in favor.
 - b) MYB Shed proposal: Jac Bently and Mike Cronin appeared to seek approval to build a new shed at Gatchells' as outlined in the attached proposal. Discussion included type of shed, approval from Conservation, and it being a gift to the Town. After discussion, **Motion** made and seconded to approve proposal contingent on approval from the Conservation Commission and receipt of all necessary permits, with construction to be done when weather and field conditions allow; all in favor. Brendan will contact Conservation to begin the process.
- 5) **Reports:**
 - a) Tim's: see attached. Tim absent; Brendan read report. No addendum.
 - b) Brendan's: see attached. Addendum:
 - i) The following motions were corrected and re-voted (attached):
 - (1) **Motion** made and seconded to Amend Chapter 236-2 to allow for towing of Vehicles as stated in attachment; all in favor.
 - (2) **Motion** made and seconded to authorize the Police Department to tow from Chandler Hovey Park after 10:00 PM as stated in attachment; all in favor.
 - ii) Memorial Park: Brendan displayed a sample of the granite blocks to be used for commemorative plaques, and asked the board for feedback as to plaque size, format, placement, and pricing. After discussion it was agreed that a plaque size of 4x10 inches centered on the granite with up to 2 veteran's full names, branch of service, and born/died dates would be appropriate. Brendan is going to contact vendors to come up with a firm material pricing list, and the Board can then vote on the fees at the next meeting.
 - iii) Bud Orne Rink: Board agreed that temporary above ground wiring for the new lights is fine until the weather allows for the wiring to be buried. Linda reported that an unofficial group is starting a league at the rink and has pictures up on the internet; the Board asked Brendan to contact this group and instruct them to cease and desist as they have no permits or permissions and have not sought any affiliation with the department.
- 6) **Old Business:** see Brendan's report.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

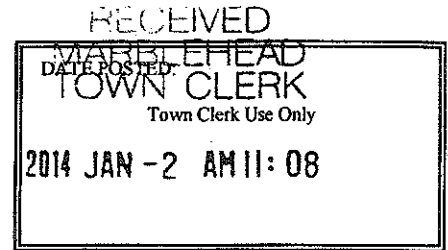
FAX: (781) 639-3420

7) **New Business:**

- a) See Brendan's report.
- b) **Chip:** Notified the Board that Reggie Berry has officially submitted in writing his intent to retire in February 2014. A proposal is being discussed regarding the possibility of replacing this position with an Administrative Turf Manager and giving trash collection responsibilities to the Health Department in the future. This proposal would be contingent on several things including union approval and funding and would be coordinated through the Town Administrator's office.
- c) Correspondence (see copies):
 - i) The following attached requests were moved and approved pending any noted conditions:
 - (1) Kelly Daggan - Parking permit: Approved as requested with regular fee.
 - (2) Larry Healy – Bud Orne hockey tournament: Approved as requested.
 - (3) Tim Short – Facility rental: Approved as requested.
 - ii) FYI (no actions required): MFT letter; Facility Maintenance Committee memo; Notification to abutters.

8) **Timekeeping:** Meeting Adjourned: 9:10 PM. Next meeting scheduled: 01/21/14 at 7:00 PM in the Community Center.

Attachments: Meeting Notice and Agenda; CPA information pamphlet; MYB shed proposal; 2 reports with attachments; 2 permit applications; MFT letter; Facility maintenance memo; 1 Notification to Abutters.



MEETING NOTICE & AGENDA

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

Recreation and Parks Commission

Name of Board/Committee

Address of Meeting: Community Center, 10 Humphrey Street Room: Conference Room

<u>Tuesday</u>	<u>Jan.</u>	<u>7</u>	<u>2014</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)

1. Approval of minutes from the December 3, 2013 meeting
2. Appearance: 7:05 p.m. - Community Preservation Act (CPA) committee represented by Kurt James, Mimi Hollister and Charlene Tyler
3. Appearance: 7:30 p.m. - MYBA - Jac Bently - discussion on shed
4. Superintendent and Recreation Supervisor reports
5. Discussion of Release form

Next Meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 1/2/14

What is the Community Preservation Act?

The CPA enables cities and towns in Massachusetts to create a local dedicated fund for open spaces, historic preservation, community housing, and outdoor recreation projects and to also receive funds from the state Community Preservation Trust Fund each year for these projects.



How does CPA work?

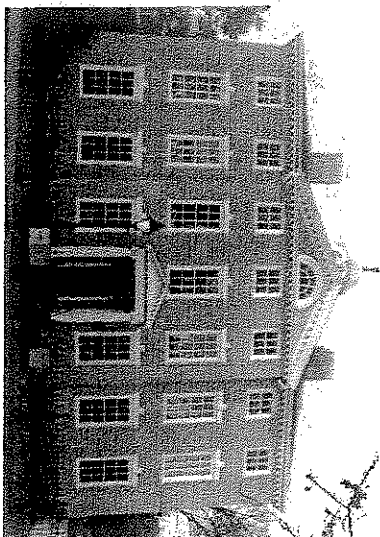
- Marblehead citizens vote to adopt CPA
- Marblehead property owners pay on average \$65 a year (\$6 a month) on real estate property taxes
- 10% of the funds are used or saved each year for each of the following three CPA goals:
 - Open Space
 - Historic Preservation
 - Community Housing
- The remaining 70% may be spent or reserved for future projects including outdoor recreation projects
- The state distributes matching funds every year to Marblehead from the CPA Trust Fund

For the past 12 years, Marblehead has missed

CPA Funding opportunities

What Marblehead projects can CPA funds support?

- Upgrade our ball fields and recreational fields
- Restore and preserve our historic buildings such as Lee Mansion, Abbot Hall, and the Old Town House
- Protect and enhance our waterfront access
- Preserve trails for walking and biking
- Create museum quality archives for price-less town documents and artifacts
- Protect our treasured open spaces and conservation areas such as Steer Swamp, Crocker Park, Fort Sewall
- Preserve our historic cemeteries and burial grounds
- Create community housing for senior, young families, and town employees



How much will CPA cost?

Assessed property Value	Minus \$100,000 residential exemption	Annually you would pay
\$400,000	\$300,000	\$38.90
\$500,000	\$400,000	\$51.90
\$600,000	\$500,000	\$64.90
\$700,000	\$600,000	\$77.80
\$800,000	\$700,000	\$90.80
\$900,000	\$800,000	\$103.80
\$1,000,000	\$900,000	\$116.80

Who is exempt?

- First \$100,000 of assessed value is exempt for all residential property owners
- Family of 4 whose income is less than \$75,520
- Seniors whose income is less than \$75,520
- Property owners with current property tax exemption

Who controls the money?

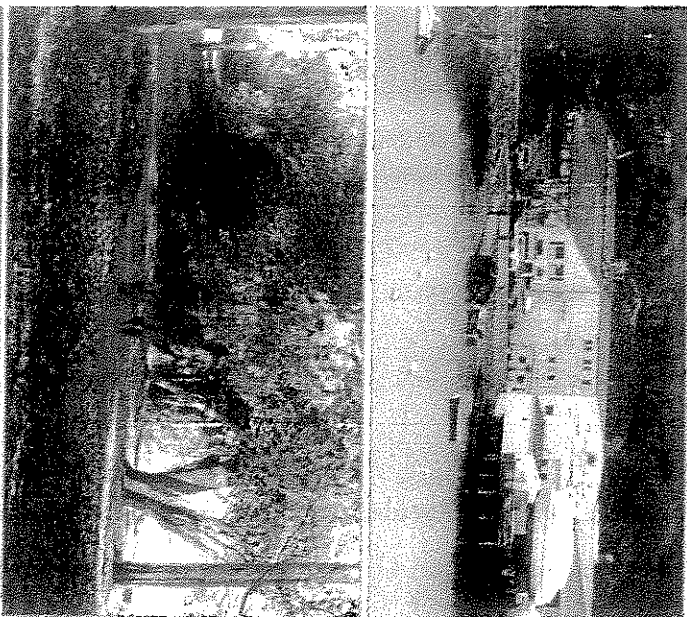
After the adoption of CPA, the Selectmen appoint a local Community Preservation Committee with up to 9 Marblehead citizens who will review and select projects. Town Meeting will then approve all CPA expenditures – a public process.

VOTE YES!

For CPA
of Town Meeting

What's in it for Marblehead?

- State matching funds: we get an immediate return on our local investment
- Gives Marblehead an edge for grants - the local funding source required for grant programs
- Creates reliable funding for projects most vulnerable to cuts: parks, playgrounds and libraries



16 of our neighbors have adopted CPA such as:

Acornham	Salem	Beverly
Hamilton	Manchester	Rockport
Gloucester	Newburyport	Nahant

A total of 155 communities across the Commonwealth have adopted CPA!

Preserve what you love about Marblehead.

Adopt the CPA at Town Meeting

Find out more...

www.communitypreservationinmarblehead.weebly.com

Get in touch:

MarbleheadCPA@gmail.com

Marblehead

Community Preservation



Give a little bit
Save a lot

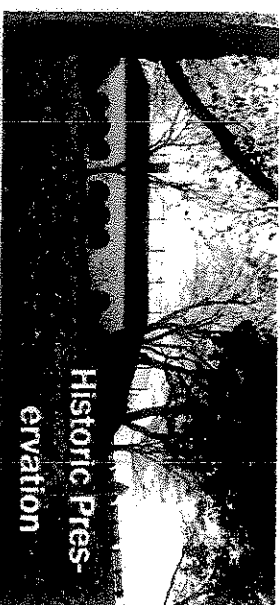
Adopt the

Marblehead
Community Preservation

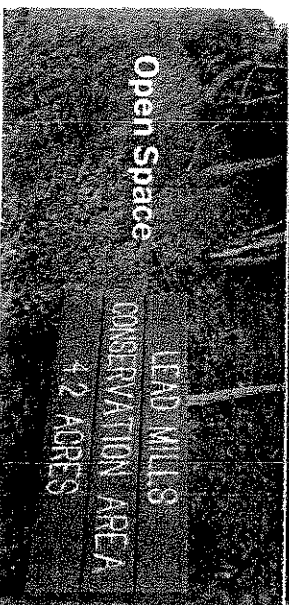


Give a little bit
Save a lot

COMMUNITY PRESERVATION ACT

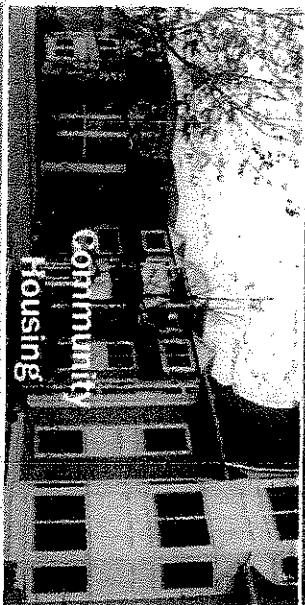


Historic Pres-
ervation



Open Space

LEAD MILLS
CONSERVATION AREA
4.2 ACRES



Community
Housing

VOTE YES FOR CPA

2014 Marblehead Town Meeting



Shed at Gatchell's Proposal

Park and Recreation Meeting
January 7, 2014

What:

Marblehead Youth Baseball and Marblehead Youth Football propose to place an 8' x 10' Cedar shingle shed between Single A and AA fields. Shed will hold tools, equipment, and field supplies during baseball season. In fall, MYF can store football equipment in a more convenient location. Shed will have double doors, no windows. See attached pictures.

Why:

- Allows Park and Recreation to use shed near Majors field, as originally intended.
- Allows for better maintenance of baseball fields, especially A and AA fields.
- Parents will have easier access to tools and equipment to take care of fields.
- MYF can store equipment in a more convenient location, and empty out of current shed.

Where

Near woods between Single A and AA fields, off to side, out of way. See attached satellite photo.

When

Shed will be purchased from Post Woodworking, and installed in Spring 2014.

How

Marblehead Youth Baseball will purchase shed with possible support from MYF and Marblehead All Sports Foundation.

Thank you-

Jac Bentley - President, MYB

Mike Cronin - Field Supervisor, MYB

Google

To see all the details that are visible on the screen, use the "Print" link next to the map.



Tim Short
Recreation Supervisor, Town of Marblehead
Tuesday, January 7, 2014

Recreation Supervisor Report

Programming Updates

- Finalizing Winter/Spring Booklet. Goal is to have it proof read and off to the printers by Friday.
- Little Dragons/Ninjas Karate program(s) started last night with 8 kids registered in each program. Instructor – Steve Nugent
- Daddy Daughter Dance Tickets available. Dance will take place on Friday, February 7th at MCC, 6:30pm. DJ John Dudley will be providing entertainment again this year. 3 tickets have been sold.
- Discounted Ski passes to Attitash and Wild Cat Mountain available.
Young Adult – 8 tickets sold
Adult - 5 tickets sold

Advertising/Promoting

- Social Media – Continued use Facebook has gone well. Interaction with residents certainly helps with getting the word out about our programming. Looking at other social media options for the future: Twitter & Pinterest
- MHTV – Met with John Caswell from MHTV. I'll be filming an interview piece with John tomorrow. We will be shooting a small segment about the department and our programs next week. Eventually I'd like to do a monthly program about the department with special guest and live shots around town. There is also a possibility to do a MHTV Video Boot Camp program in the near future.

Goals for 2014

- Online Registration/Payment System (this is a big one!)
- Continue to increase participation #'s across all programs and special events.
- New Special Events: Breakfast with the Easter Bunny, Movies in the Park and Halloween Costume Swap
- Better understanding of how we compete with JCC and YMCA, but also form partnerships with both organizations to strengthen the community. In the next few weeks I plan on setting up meetings with leaders from both organizations to see how I can accomplish the aforementioned goals.

Recreation Commission Meeting
January 7, 2014
Superintendent's Report

Parks / Playgrounds / Properties

The staff has been busy with plowing and did a great job keeping the building clear during the most recent storm. They are now shifting gears to winter projects like trash barrels, boardwalks, signs and benches.

Community Center

The Marblehead for Teens group has moved all of their furniture out of the building and only has electronics left to remove this month. They have graciously donated their Keurig coffee machine, supply of k-cups and a large rug to the Community Center. They have asked to have a small plaque placed by the Keurig machine recognizing the donation, which they will provide.

Chandler Hovey

At the November 5, 2013 Recreation and Park Commission meeting a vote was taken to amend parking regulations for Chandler Hovey Park and the regulation number listed was incorrect. I would like to ask that a vote be taken to amend the November 5 vote with the correct regulation number. (see attachment)

Memorial Park

- The benches and trash barrels for Memorial Park have been received and put together. We will be storing the benches at the Park garage for the winter and will install them in the spring. Greg Snow and Bob Gillis are making forms for concrete pads the bench legs will be mounted to. The pads will be below ground level.
- Sample of flush marker
- I spoke with Dave Rogers today about the memorial benches and he has two families interested. I would like to finalize the fees for benches and fence sections tonight and begin to accept applications. What are your thoughts?

Bud Orne Rink

The lights that were approved at the November 19, 2013 meeting were installed on the poles with the help of the Electric Light Department. The wiring was scheduled to go underground between the two poles but is not able to happen at this time because of the weather. The lights are ready to be connected and I would like to get approval to have them temporarily connected above ground and then moved to conduit underground in the spring.

Old Business

- Gerry Playground: I went to remove the bells on the play structure and the bolts just spun in place. I contacted the manufacturer and they are coming out to remove the bells.
- Fort Sewall – we have received 6 proposals for the assessment and treatment plan at the fort and will be selecting three firms to interview next week. The assessment will take place between February and May and at the end we will have detailed documents on how best to preserve the historic integrity of the fort and enrich the visitor's experience.

New Business

- Foreman, Peter James has been selected for Grand Jury duty and will be serving on a Grand Jury, Mondays, Wednesdays and Thursdays until the end of March.

Next Meeting: January 21, 2014

Motion

Amend Chapter 236-2 to Allow for Towing of Vehicles

Motion: I move that the Recreation and Park Commission adopt the following amendment to Chapter 236:

(Proposed amendment in bold typeface)

Town of Marblehead
Recreation and Park Commission
Regulation

§236-2 Parking Regulations

- A. Chandler Hovey Park. This parking area closes at 10:00 p.m. and all vehicles must be out at this time. **Any vehicles remaining past this time shall be removed to a convenient place under the direction of an officer of the Police Department, and the owner of the vehicle so removed or towed away shall be liable to the cost of such removal and storage, if any, as set forth in § 264-3. The owner of any vehicle removed or towed away under the provisions of this section shall also be subject to the penalties provided in MGL c. 90, § 20A.**

By a vote of 4 in favor and 0 opposed, Voted this the 7th day of January, 2014

J. E. Reynolds

Clerk Certification

Town of Marblehead
Recreation and Parks Commission

Motion

Authorize Police Department to Tow From Chandler Hovey Park

Chair: I move to authorize the Marblehead Police Department to tow vehicles from the parking area at Chandler Hovey Park if and when vehicles remain parked there after 10:00 p.m in violation of §236-2.

By a vote of 4 in favor and 0 opposed, Voted this the 7th day of January, 2014

J.E. Reynolds III

Clerk Certification

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 1-6-14	APPLICANT (name of person paying for permit): Kelly J. Duggan
INSURANCE REQUIREMENT FOR ALL WEDDINGS & LARGE EVENTS: (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)	
* IMPORTANT: A copy of a 1 million occurrence / 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is REQUIRED to be provided with the request <u>at the time of application</u> .	
EVENT Day & Date: 1-23-14	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 3 hrs. 3:30-6:30
EVENT DESCRIPTION & expected attendance (use another page if needed): Rolling Video Truck to be parked in lot for Birthday party. 20 kids	
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Getchels	

Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	Due at time of application		\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required	Fees based on request (*see note); please describe on another page
Resident fee:	\$25.00	Due upon approval			
Non - residents security deposit:	\$50.00	Due at time of application			
Non - resident fee:	\$50.00	Due upon approval			
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit				

PAYMENT: 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 to ensure all trash was removed from the property.

APPROVAL: 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 determined by the Board at their next meeting, including fee amounts and any restrictions.

CANCELLATIONS / REFUNDS: requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).

RESTRICTIONS: Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.)

It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above 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) <u>due to hardship</u> ? (waivers determined at next Board meeting)	<input checked="" type="radio"/> YES <input type="radio"/> NO
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OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Signature of applicant

Kelly J. Duggan
 Name (Please print clearly)

4 Emerald Ave M.H.
 Address

781 576 9287
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <div style="font-size: 1.2em;">12/18/2013</div>	APPLICANT (name of person paying for permit): <div style="font-size: 1.2em;">Larry Healy</div>
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INSURANCE REQUIREMENT FOR ALL WEDDINGS & LARGE EVENTS:
(PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)

★ **IMPORTANT:** A copy of a 1 million occurrence - 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is **REQUIRED** to be provided with the request at the time of application

EVENT Day & Date: <div style="font-size: 1.2em;">Bud Cup Hockey Tournament 1/17-18</div>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.2em;">Jan 17th 5-9pm, Jan 18th 8am-1pm</div>
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EVENT DESCRIPTION & expected attendance (use another page if needed): <div style="font-size: 1.2em;">Ice Hockey Tournament on the Bud Orne Rink (if frozen) *</div>
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FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <div style="font-size: 1.2em;">Bud Orne Rink</div>

Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	Due at time of application		\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required	Fees based on request (*see note); please describe on another page
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Non-residents security deposit:	\$50.00	Due at time of application			
Non-resident fee:	\$50.00	Due upon approval			
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit				

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Request fee waiver(s) <u>due to hardship</u> ? (waivers determined at next Board meeting)	<div style="font-size: 1.5em; border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">YES</div> / NO
---	---

Larry Healy
Signature of applicant

Larry Healy

Name (Please print clearly)

46 A Peach Highlands

Address

781-631-5895

Telephone

OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Approved by: _____	Date approved: _____
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Superintendent, Recreation & Parks Department



December 10, 2013

Brendan Egan
Superintendent
Marblehead Recreation &
Parks Department

Teri Allen McDonough
Director
Marblehead Council on Aging

Dear Brendan and Teri,

The purpose of this letter is two-fold:

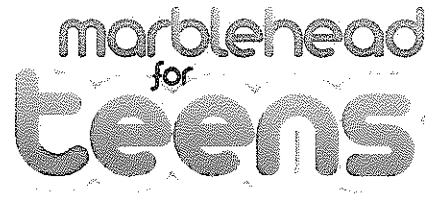
- First, as notice that Marblehead for Teens (MFT) will not be using the space you have leased to us for the remainder of 2013 and that we will not seek to renew our lease of the space.
- Second, to thank you, on behalf of the MFT board of directors and Teen Leadership council, for affording us use of the space this year.

There are several related factors that led us to this decision:

- Our extensive research prior to opening the teen center found that successful and long-running teen centers invariably use space that is both dedicated to teen use and that occupy physically separate structures that teens can make their own. Our hope and intent has been that the Community Center's proximity to the high school and middle school would allow us to get things started while raising funds to facilitate eventually opening a separate and dedicated teen center.
- Being open to teens only a handful of hours one day a week due to (and combined with) the absence of a Teen Director (to engage more teens and allow for expanded hours of operation) has mitigated the ability to grow utilization. As you know, we conducted a Teen Director search this Fall, and narrowed the pool of candidates to a single viable finalist; unfortunately she accepted another position prior to our offer. At best, given the time of year, it would be several months before a new search resulted in the hiring of another suitable candidate that would enable us to expand hours of operation and teen outreach that would increase utilization.
- Our research of other successful teen centers showed that growing teen utilization would be a marathon not a sprint. Still, while we are gratified that over 100 Marblehead teens have visited the teen center, and an average of six to ten (from both public and private schools) use it during the hours it's open, it is difficult to justify our keeping the space which prohibits other groups and individuals in the community from using it when it's sitting idle 80% of the time.

marblehead for teens

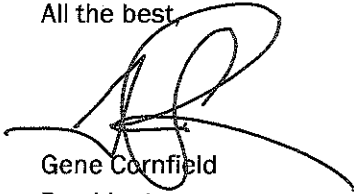
One Driftwood Road, Marblehead, MA 01945 | www.marbleheadforteens.org | info@marbleheadforteens.org



Presently we are working with our other community partners that have been instrumental in supporting and staffing the teen center (the YMCA and Marblehead Counseling Center) on determining the best path to continuing our shared mission of providing Marblehead teens with opportunities to lead, participate in, and grow from teen-driven and adult-supported activities and experiences. Next up... The 2nd Annual Teen Job & Resource Fair on February 25, 2014!

Again, on behalf of the entire Marblehead for Teens board and Teen Leadership Council, thanks to the both of you and your respective boards and organizations for your support of this mission as well.

All the best



Gene Cornfield
President

And the Marblehead for Teens Board of Directors:

Paul Crosby

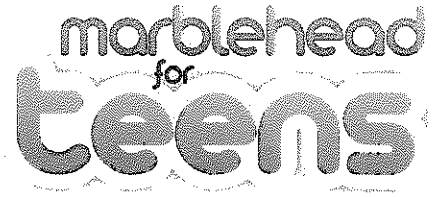
Ellen Petersen

Karen Rosenberg

Sally Schreiber-Cohn

marblehead for teens

One Driftwood Road, Marblehead, MA 01945 | www.marbleheadforteens.org | info@marbleheadforteens.org



December 10, 2013

Brendan Egan
Superintendent
Marblehead Recreation &
Parks Department

Teri Allen McDonough
Director
Marblehead Council on Aging

Dear Brendan and Teri,

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marblehead for teens


One Driftwood Road, Marblehead, MA 01945 | www.marbleheadforteens.org | info@marbleheadforteens.org



Presently we are working with our other community partners that have been instrumental in supporting and staffing the teen center (the YMCA and Marblehead Counseling Center) on determining the best path to continuing our shared mission of providing Marblehead teens with opportunities to lead, participate in, and grow from teen-driven and adult-supported activities and experiences. Next up... The 2nd Annual Teen Job & Resource Fair on February 25, 2014!

Again, on behalf of the entire Marblehead for Teens board and Teen Leadership Council, thanks to the both of you and your respective boards and organizations for your support of this mission as well.

All the best,



Gene Cornfield
President

And the Marblehead for Teens Board of Directors:

Paul Crosby

Ellen Petersen

Karen Rosenberg

Sally Schreiber-Cohn

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MEMORANDUM

TO: School Comm., Parks & Recreation Comm., Library Trustees, and all Department Heads
FROM: Jeff A. Chelgren
RE: Facility Maintenance Advisory Committee
DATE: November 25, 2013

The Facility Maintenance Advisory Committee (FMAC) is a capital planning tool designed to promote the most efficient use of building maintenance funding allocated by the Town during each fiscal cycle. The committee relies upon a volunteer pool made up of residents with building-related skills (e.g., Architects, Engineers, Contractors, etc.) to review and make recommendations related to the maintenance of our facilities. It has become apparent to me that the effort expanded too quickly this year and has placed too heavy a demand on the current volunteer resource. The result is that I believe that the FMAC effort is unable to perform as expected and it will be my recommendation to the Board of Selectmen that this committee be discontinued and that all impacted Boards, Committees, and Departments revert back to using the original capital budgeting process in the development of the FY2015 budget.

I have spoken with the FMAC members regarding my recommendation and it is generally agreed that this is the best course of action at this time. I have been monitoring this issue for the past month and it has been my intent to make this decision before mid-December in order to allow all of us to seamlessly shift back to the historic capital budget process if needed. This original process begins in January and the timing of the shift is now ideal.

I would like to thank the members of the FMAC for their dedicated, hard work and their willingness to participate in this alternative capital planning exercise. I have enjoyed working with all of the volunteers involved in this effort.

Thank you for your attention to this important matter and please feel free to contact me should you have any questions.

Sincerely,



Jeff A. Chelgren

Marblehead Town Administrator

Cc: Board of Selectmen
Finance Committee

**Notification to Abutters under the Massachusetts Wetlands Protection Act and
Marblehead Wetlands Protection Bylaw**

In accordance with Massachusetts General Laws Chapter 131, Section 40 and Marblehead Bylaws Chapter 194, Section 194-5, you are hereby notified of a public hearing before the Marblehead Conservation Commission:

1. The name and address of the applicant is:

Andrew Petty
Town of Marblehead Board of Health
7 Widger Road PO Box 98
Marblehead MA 01945

2. The name and address of the applicant's representative is:

Stephen E. Wright, P.E.
Kleinfelder
215 First Street Suite 320
Cambridge MA 02142

3. Type of application:

The applicant has filed a Notice of Intent with the Marblehead Conservation Commission seeking permission to remove, fill, dredge, or alter an area subject to protection under the Wetlands Protection Act and the Marblehead Wetlands Protection Bylaw. **Work consists of excavating waste fill and impacted soils from bordering vegetated wetlands and upland areas and backfilling these areas with clean fill and restoring wetlands with new wetland plantings.**

4. Location of proposed activity:

151 Green Street and a portion of the Town's abutting landfill property at 5 Woodfin Terrace, Marblehead, MA 01945. **The location of the work is shown on the map provided on the reverse side of this notification.**

5. Copies of the application filed may be examined at the office of the Marblehead Conservation Commission c/o the Marblehead Engineering Department, Mary A. Alley Municipal Building, 7 Widger Road, Marblehead, MA 01945 (781 631-1529) between the hours of 8:00 AM and 5:00 PM on Monday, Tuesday and Thursday and from 8:00 AM to 7:30 PM on Wednesday and from 8:00 AM until 1:00 PM on Friday.

6. Copies of the application filed may be obtained from either the applicant or the applicant's representative as indicated below:

Marblehead Board of Health, 7 Widger Road, Marblehead, MA 01945 (781 631-0212) between the hours of 8:00 AM and 5:00 PM on Monday, Tuesday and Thursday and from 8:00 AM to 6:00 PM on Wednesday and from 8:00 AM until 12:30 PM on Friday.

Applicant's representative at Kleinfelder 215 First Street, Cambridge, MA 02142 (617 498-4624) between the hours of 9:00 AM and 5:00 PM Monday through Friday.

7. Information regarding the date, time and place of the public hearing regarding the application filed may be obtained from the Marblehead Conservation Commission, c/o the Marblehead Engineering Department, Mary A. Alley Municipal Building, 7 Widger Road, Marblehead, MA 01945 by calling 781 631-1529 during normal business hours as previously indicated above.
8. Notice of the public hearing to include the date, time and place will be published in the local newspaper indicated below at least five (5) business days before the hearing.

Marblehead Reporter

9. Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.

