



# TOWN OF MARBLEHEAD

## Recreation & Parks Department

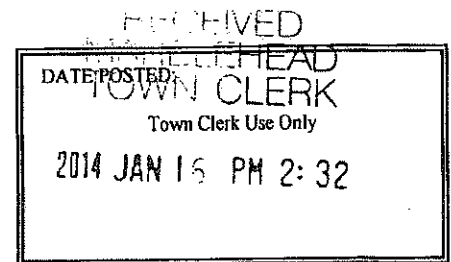


### Recreation and Parks Meeting Minutes

01/21/14

**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 called the meeting to order at 7:02 PM.
- 2) **Attendance:**
  - a) Present (constituting a quorum): Chip, Linda, and Jerry.
  - b) Absent: Derek and Bob.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 01/07/14 meeting; all in favor.
- 4) **Reports:**
  - a) Tim's: see attached; no addendum.
  - b) Brendan's: see attached. Addendum:
    - i) Memorial Park: Brendan distributed information (attached) regarding benches and plaques. Discussion included qualifications to be used to determine eligibility, such as length of residency and condition of discharge. Board agreed 20 years residency for benches and 10 years residency for fence sections was reasonable. Brendan will discuss other qualifications with the Veteran's agent and write up a list of qualifications for Board approval. After discussion:
      - (1) **Motion** made and seconded to approve specifications for plaques as outlined in the attachment, with benches for deceased resident Veterans (only) to cost \$2500.00 and fence sections for living or deceased resident Veterans to cost \$1000.00; all in favor. Board agreed memorials will be in perpetuity.
      - (2) **Motion** made and seconded to price all memorial benches approved at any location under Department jurisdiction at \$2500.00 each to address rising costs of purchasing and installment; all in favor.
- 5) **Old Business:**
  - a) See Brendan's report.
  - b) Chip: Inquired if architects have been contacted regarding Reynolds' Playground. Brendan plans on working on an RFP in February after the budget is settled.
  - c) Linda: Inquired if there's been any movement on the Stramski house project or the replacement pavilion at Chandler Hovey. Brendan reported the Pier Project has been approved by the courts, but will now be on hiatus until the sewer line project is completed. Discussion of facility operational plans ensued with no actions taken. There has been no further contact from the proposing party regarding the replacement pavilion at Chandler Hovey. Brendan reports several neck residents asking for details from various Town Officials, who have referred them here. The President of the Neck Association has asked to be put on the next meeting's agenda (see Brendan's report).
- 6) **New Business:**
  - a) See Brendan's report.
  - b) Consent & Release Form: a copy of the new form (attached) as approved by MIAA and Town Counsel was distributed for the Board's consideration. After discussion: **Motion** made and seconded to accept; all in favor.
  - c) FY 2015 Budget: The Draft (attached) was distributed for the Board's consideration; Brendan requested they submit any changes to him by the end of the week. The meeting with the Finance Committee is scheduled for 02/24/14.
  - d) Annual Report: The Draft (attached) was distributed for the Board's consideration; Brendan requested they submit any changes to him by the end of the week. The final draft is due by 01/31/14.
- 7) **Timekeeping:** Meeting Adjourned: 8:07 PM. Next meeting: TBD.



## **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

Tuesday  
Day of week

Jan.  
Month

21  
Date

2014  
Year

7:00 PM  
Time

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

1. Approval of minutes from the January 7, 2014 meeting
2. Superintendent and Recreation Supervisor reports
3. Discussion of Release form
4. Memorial Park bench / fence plaques
5. FY 15 Budget / Annual Report

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 1/16/14

Tim Short  
Recreation Supervisor, Town of Marblehead  
Tuesday, January 21, 2014

## Recreation Supervisor Report

### Programming Updates

- Winter/Spring Booklet Update
- Winter Indoor Track completed its second week on 1/19/14 with 14 participants.  
Instructor – Mike Toomey
- Coach Karl Programs are running well. Following numbers are participants registered / max participants allowed in program:
  - Multi Sports Tuesday 11/12
  - Multi Sports Thursday 6/12
  - Mini Sports Thursday 11/11
  - Mini Sports Friday 7/10
  - Multi Sports Friday 6/12
- Nature Programs: Spoke with Lynn Nadeau from Clifton Improvement Association who is interested in working with me on new programming. Also spoke with Joan McDuff from Marblehead Conservancy on additional programming ideas. Next step is to research other recreation departments around the state/country.
- Daddy Daughter Dance Tickets Sold - 45
- Discounted Ski passes to Attitash and Wild Cat Mountain  
Young Adult – 10 tickets sold  
Adult - 5 tickets sold

### Advertising/Promoting

- Social Media – We now have a Twitter account! Our Twitter handle is @MHDRcParks. This should be another great way to spread the word about our events and programming.
- MHTV – Short clip introducing myself to the Marblehead Community was shown recently. Next up will be a promo for the Daddy Daughter Dance.

**Recreation Commission Meeting  
January 21, 2014  
Superintendent's Report**

**Parks / Playgrounds / Properties**

- **Devereux Beach** - The beach took a small hit with the last storm and we lost some boardwalks. We will be repairing and replacing the boardwalks as needed.
- **Seaside Park** – The tennis fence project began last week and is coming along nicely. They have about half of the line posts installed around the courts and will continue to work as the weather allows.
- **Bud Orne Rink** – The extra fencing and lights have been installed at the rink (per the agreement at the Nov. 3 meeting) and the lights should be connected this week. I did receive a call from a neighbor with concern to the height of the new fencing and have asked Larry Healy to engineer a section of netting over the Zamboni doors.

**Memorial Park**

I would like to finalize the application for the memorial benches and fence sections for the park. This includes qualifications, number of family per plaque, plaque vs direct engraving, inscription size and fees. (handout)

**Old Business**

- Fort Sewall – we have interviewed four potential architects for the Fort Sewall Conditions Assessment and Treatment Plan and all of the applicants were worthy of the project. 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.
- Gatchell Playground shed – I have spoken with Willie Lamphear, Engineering and Conservation Administrator, and he is working on approval for the shed location.

**New Business**

- Tom Millet, president of the Marblehead Neck Association, has inquired about getting on the agenda for the next meeting.

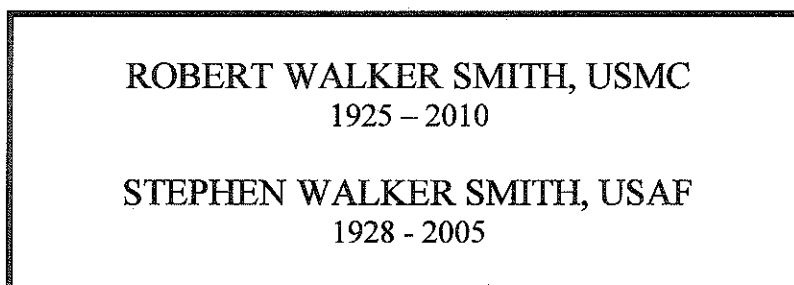
**Next Meeting:** February ?, 2014

# Memorial Park Bench Plaques

January 2014

## Plaque Specifications:

- 7" X 14" granite flush marker
- 10" X 4" bronze plaque
- 2 lines of text per person, centered
  1. first, middle, last and branch of service
  2. (smaller font) birth and death dates (ex: 1925 – 2010)
- Maximum of 2 family members per plaque



- Benches: deceased veterans only
- Fence sections: living or deceased veterans

I spoke with Jeff at Kimball Memorial and he gave me prices for the inscription engraved into the granite markers and markers with a plaque mounted on them. He said the bronze plaques over 20 years will turn green and will need to be refurbished. Below please find the quotes for both.

## Granite Flush Markers – Kimball Memorials

- 7" X 14" marker, lettering engraved into granite - \$425.00 each
- 7" X 14" marker with 10" X 4" bronze plaque installed - \$550.00 each

***\*\*Swenson granite does not carry the markers and suggested going through a memorial company.***

## Framers Modern Series Contoured Bench

- 6' black steel bench - \$1,498.00 each

MARBLEHEAD RECREATION & PARKS DEPARTMENT  
CONSENT & RELEASE FORM

I, \_\_\_\_\_, the undersigned ☐ PARENT OR ☐ LEGAL GUARDIAN of the above-named participant(s) OR ☐ PARTICIPANT do hereby consent to participation in the above listed athletic and/or recreational program(s) of the Town of Marblehead.

I agree and covenant to forever RELEASE, acquit, discharge and hold harmless the Town of Marblehead, its Recreation and Parks Department and any and all Town employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in the voluntary athletic or recreational programs of the Town of Marblehead (hereinafter, collectively, the "Town of Marblehead") from any and all claims of any nature or kind whatsoever, actions, rights of action and causes of action, damages, costs, expenses and fees, except those resulting from the Town's gross negligence or intentional, reckless or willful misconduct, that may have arisen in the past or which may arise in the future, directly or indirectly, from any and all known or unknown personal injuries to the participant or property damage, which the participant has suffered or may hereafter suffer, resulting from or in any way growing out of, directly or indirectly, participation in the Town of Marblehead voluntary athletic and/or recreational programs and/or activities.

I hereby forever RELEASE, indemnify, defend and hold harmless the Town of Marblehead against any and all legal claims of any nature or kind whatsoever and proceedings of any description, with the exceptions referenced above, that may have been asserted in the past or may be asserted in the future, directly or indirectly, arising from personal injuries to the participant or property damage resulting from or in any way growing out of, directly or indirectly, participation in the Town of Marblehead voluntary athletic and/or recreational programs and/or activities.

I further hereby affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that participation in these programs is voluntary and that the participant is free to choose not to participate in said programs. By signing this Form, I affirm that I have decided the participant may participate in the Town of Marblehead's athletic and/or recreational programs and/or activities with full knowledge that the Town of Marblehead will not be liable to anyone for any personal injuries to the participant or property damage suffered while in the voluntary participation of the Town of Marblehead athletic and/or recreational programs and/or activities.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**TOWN OF MARBLEHEAD**  
**RECREATION & PARK DEPARTMENT**  
**BUDGET ESTIMATES - FISCAL 2015**

To the Finance Committee:  
 We respectfully request you recommendation to the Annual Town Meeting of the following estimates, which are herewith submitted as the appropriations believed necessary for the upcoming year.

	1	2	3	4	5	6	7	8
	Expended FY 2012	Expended FY 2013	Budgeted FY 2014	Expended 7-1-13 to 12-31-13	Bal Available 1-1-14 to 6-30-14	Budget Requested FY 2015	Col 6, Compared to Col 3 Incr/Deer	Percentage Incr/Deer
190 - PARK SALARIES	547,514.77	559,299.20	581,163.00	287,434.18	293,728.82	580,499.00	(664.00)	-0.11%
191 - PARK EXPENSE GENERAL	165,605.57	171,590.00	171,590.00	91,869.34	79,720.66	171,590.00	-	0.00%
192 - PARK FACILITY EXPENSE	37,354.72	35,821.14	46,093.00	18,056.26	28,036.74	46,093.00	-	0.00%
<b>TOTAL BUDGET FOR DEPARTMENT</b>	<b>750,475.06</b>	<b>766,710.34</b>	<b>798,846.00</b>	<b>397,359.78</b>	<b>401,486.22</b>	<b>798,182.00</b>	<b>(664.00)</b>	

List Reserve Fund Transfers on a separate page.

Please forward 11 copies of your budget to the Clerk of the Finance Committee before January 31st

Date: \_\_\_\_\_

\_\_\_\_\_ To be signed by Fin Comm Member as recommended

\_\_\_\_\_ To be signed by Department Head



## TOWN OF MARBLEHEAD

### RECREATION & PARK DEPARTMENT - SALARIES

#### BUDGET ESTIMATES - FISCAL 2015

	Appropriated FY 2013	Expended FY 2013	Appropriated FY 2014	Expended 7-1-13 to 12-31-13	Budget Requested FY 2015	Increase/ Decrease
<b>190 - PARK SALARIES</b>						
5004 Department Head	78,702.18	78,701.48	80,584.00	38,594.00	81,390.00	806.00
5006 Asst Dept Head #2	63,666.36	55,770.52	61,983.00	15,616.64	56,159.00	(5,824.00)
5018 Senior Clerk	45,388.98	45,388.72	46,475.00	22,258.00	46,939.00	464.00
5024 Park Maint/Groundskeeper	160,515.60	159,068.75	164,356.00	77,270.67	166,000.00	1,644.00
5025 Field Craftsman Mechanic	45,388.98	45,388.72	46,475.00	22,258.00	46,939.00	464.00
5045 Park Maint Craftsman	40,128.84	40,128.92	41,089.00	19,678.53	41,500.00	411.00
5056 Working Forman Build/Grounds	45,388.98	45,377.08	46,475.00	22,258.00	46,939.00	464.00
5076 Seasonal Beach Supervisor	12,180.84	8,710.79	12,424.00	7,128.98	12,550.00	126.00
5083 Seasonal Grounds Caretaker	41,872.02	48,714.92	42,880.00	36,697.72	43,309.00	429.00
5087 Seasonal Lifeguard	24,287.22	20,197.43	25,222.00	17,208.28	25,474.00	252.00
5145 Overtime	3,000.00	3,758.29	3,000.00	2,455.53	3,000.00	-
5154 Longevity	5,600.00	5,200.00	5,200.00	5,900.00	5,300.00	100.00
5156 Holiday		-		-		-
5159 Out of Rank		893.58		109.83		-
5161 Sick Bonus - Annual	5,000.00	2,000.00	5,000.00	-	5,000.00	-
	<b>571,120.00</b>	<b>559,299.20</b>	<b>581,163.00</b>	<b>287,434.18</b>	<b>580,499.00</b>	<b>(664.00)</b>



Position	Group	Step	Weekly Salary	# Weeks	Annual Salary	Longevity	Budget	7-1-14 to 6-30-15	Without longevity:
Department Head (Brendan)	55	5	\$ 1,559.20	52.2	\$ 81,390.00	\$ 300.00	\$	81,690.00	\$ 81,390.00
Recreation Supervisor (Tim)	53	2	\$ 1,026.69	19.4	\$ 19,918.00	\$ -	\$	56,159.00	\$ 56,159.00
	53	3	\$ 1,104.90	32.8	\$ 36,241.00	\$ -	\$		
Senior Clerk (Ric)	26	5	\$ 899.22	52.2	\$ 46,939.00	\$ 600.00	\$	47,539.00	\$ 46,939.00
Park Maint - Grounds (hire)	24	5	\$ 795.02	52.2	\$ 41,500.00	\$ -	\$	41,500.00	
Park Maint - Grounds (Mike)	24	5	\$ 795.02	52.2	\$ 41,500.00	\$ 700.00	\$	42,200.00	\$ 166,000.00
Park Maint - Grounds (Brad)	24	5	\$ 795.02	52.2	\$ 41,500.00	\$ 600.00	\$	42,100.00	
Park Maint - Grounds (Pat)	24	5	\$ 795.02	52.2	\$ 41,500.00	\$ 600.00	\$	42,100.00	
Field Craftsman Mechanic (Greg)	26	5	\$ 899.22	52.2	\$ 46,939.00	\$ 600.00	\$	47,539.00	\$ 46,939.00
Park Maint - Craftsman (Bob)	24	5	\$ 795.02	52.2	\$ 41,500.00	\$ 900.00	\$	42,400.00	\$ 41,500.00
Working Foreman (Pete)	26	5	\$ 899.22	52.2	\$ 46,939.00	\$ 1,000.00	\$	47,939.00	\$ 46,939.00
Heavy Equipment Operator					\$ -	\$ -	\$		
Special Clerk					\$ -	\$ -	\$		
SEASONAL									
Seasonal Beach Supervisor 1	25	3	\$ 697.17	9.0	\$ 6,275.00	\$ -	\$	6,275.00	\$ 12,550.00
Seasonal Beach Supervisor 2	25	3	\$ 697.17	9.0	\$ 6,275.00	\$ -	\$	6,275.00	
Seasonal Park Police					\$ -	\$ -	\$		
Seasonal Grounds Caretaker 1	20	3	\$ 519.40	16.0	\$ 8,310.00	\$ -	\$	8,310.00	
Seasonal Grounds Caretaker 2	20	3	\$ 519.40	16.0	\$ 8,310.00	\$ -	\$	8,310.00	
Seasonal Grounds Caretaker 3	20	2	\$ 513.23	16.0	\$ 8,212.00	\$ -	\$	8,212.00	
Seasonal Grounds Caretaker 4	20	2	\$ 513.23	12.0	\$ 6,159.00	\$ -	\$	6,159.00	\$ 43,309.00
Seasonal Grounds Caretaker 5	20	2	\$ 513.23	12.0	\$ 6,159.00	\$ -	\$	6,159.00	
Seasonal Grounds - Beach	20	2	\$ 513.23	12.0	\$ 6,159.00	\$ -	\$	6,159.00	
						\$ -	\$	-	
Seasonal Lifeguard 1	22	2	\$ 553.78	10.0	\$ 5,538.00	\$ -	\$	5,538.00	
Seasonal Lifeguard 2	22	2	\$ 553.78	10.0	\$ 5,538.00	\$ -	\$	5,538.00	
Seasonal Lifeguard 3	22	2	\$ 553.78	9.0	\$ 4,984.00	\$ -	\$	4,984.00	\$ 25,474.00
Seasonal Lifeguard 4	22	2	\$ 553.78	9.0	\$ 4,984.00	\$ -	\$	4,984.00	
Seasonal Lifeguard 5	22	2	\$ 553.78	8.0	\$ 4,430.00	\$ -	\$	4,430.00	
Annual Sick Bonus			\$ 500.00	10.0	\$ 5,000.00		\$	5,000.00	\$ 8,000.00
Overtime			\$ 3,000.00	1.0	\$ 3,000.00		\$	3,000.00	
TOTALS					\$ 575,199.00	\$ 5,300.00	\$	580,499.00	\$ 575,199.00



# TOWN OF MARBLEHEAD

## RECREATION & PARK DEPARTMENT - OPERATIONAL EXPENSE

### BUDGET ESTIMATES - FISCAL 2015

	Appropriated FY 2013	Expended FY 2013	Appropriated FY 2014	Expended 7-1-13 to 12-31-13	Budget Requested FY 2015	Increase/ Decrease
<b>191 - PARK EXPENSES GENERAL</b>						
5198 In Service Training	300.00	-	300.00	-	300.00	-
5211 Electricity	2,000.00	1,741.04	2,000.00	1,825.07	2,000.00	-
5213 Heating Gas	3,000.00	911.96	3,000.00	408.57	3,000.00	-
5231 Water/Sewer	8,000.00	8,039.10	8,000.00	187.35	8,000.00	-
5241 R&M Motor Vehicles	9,000.00	6,663.79	9,000.00	2,210.71	9,000.00	-
5244 R&M Boat	500.00	-	500.00	-	500.00	-
5260 R&M Building & Grounds	8,000.00	2,625.22	8,000.00	971.93	8,000.00	-
5261 R&M Water Control	-	126.89	-	-	-	-
5263 R&M Gas Pumps	-	128.90	-	217.44	-	-
5265 R&M Playground Equipment	4,000.00	1,081.43	4,000.00	-	4,000.00	-
5268 R&M Restrooms	6,500.00	925.65	6,500.00	1,017.33	6,500.00	-
5269 R&M Other Equipment	11,000.00	6,924.38	11,000.00	3,012.49	11,000.00	-
5275 Container Rental	900.00	825.00	900.00	375.00	900.00	-
5278 Office Equipment Rental	500.00	-	500.00	-	500.00	-
5279 Photocopying Rental	-	-	-	716.29	-	-
5306 Doctors	1,000.00	1,785.00	1,000.00	170.00	1,000.00	-
5312 Legal Notices	300.00	502.11	300.00	207.08	300.00	-
5319 Other Professional & Tech.	27,500.00	27,022.10	27,500.00	34,158.82	27,500.00	-
5341 Telephone	1,500.00	1,433.92	1,500.00	607.92	1,500.00	-
5343 Telephone - Alarm	850.00	1,311.34	850.00	301.45	850.00	-
5344 Cellular Phones	800.00	851.36	800.00	343.90	800.00	-
5346 Internet Access	300.00	191.96	300.00	102.82	300.00	-
5429 Misc. Office Supplies	2,900.00	1,420.07	2,900.00	809.20	2,900.00	-
5435 Paint Supplies	5,500.00	7,767.22	5,500.00	3,762.59	5,500.00	-
5451 Cleaning Supplies	-	2,739.00	-	145.04	-	-
5461 Groundskeeping Tools & Supp	3,200.00	16,378.95	3,200.00	3,714.64	3,200.00	-
<b>SUB-TOTAL</b>	<b>97,550.00</b>	<b>91,396.39</b>	<b>97,550.00</b>	<b>55,265.64</b>	<b>97,550.00</b>	<b>-</b>



# TOWN OF MARBLEHEAD

## RECRATION & PARK DEPARTMENT - OPERATIONAL EXPENSE

### BUDGET ESTIMATES - FISCAL 2015

	Appropriated FY 2013	Expended FY 2013	Appropriated FY 2014	Expended 7-1-13 to 12-31-13	Budget Requested FY 2015	Increase/ Decrease
<b>CARRIED FORWARD</b>	97,550.00	91,396.39	97,550.00	55,265.64	97,550.00	-
5462 Landscaping Materials	45,040.00	34,865.62	45,040.00	13,344.59	45,040.00	-
5464 Grass Seed	12,500.00	8,981.00	12,500.00	10,239.00	12,500.00	-
5481 Unleaded Regular Gas	8,500.00	9,124.41	8,500.00	7,444.97	8,500.00	-
5483 Diesel Fuel	1,500.00	4,399.26	1,500.00	4,381.06	1,500.00	-
5484 Oil & Grease	800.00	116.42	800.00	293.19	800.00	-
5581 Uniforms	2,000.00	1,961.01	2,000.00	605.89	2,000.00	-
5590 Recreational Supplies	1,200.00	-	1,200.00	-	1,200.00	-
5710 In State Travel	300.00	42.92	300.00	-	300.00	-
5731 Dues	500.00	480.00	500.00	160.00	500.00	-
5732 Subscriptions	175.00	-	175.00	75.00	175.00	-
5740 Insurance Premiums	1,200.00	1,132.00	1,200.00	-	1,200.00	-
5784 License & Permits	325.00	-	325.00	60.00	325.00	-
5842 Grounds Improvements	-	17,890.97	-	-	-	-
5889 Other Equipment	-	1,200.00	-	-	-	-
<b>191 - Park General Expense</b>	<b>171,590.00</b>	<b>171,590.00</b>	<b>171,590.00</b>	<b>91,869.34</b>	<b>171,590.00</b>	<b>-</b>
<b>192 - Park Facility Expense</b>						
5211 Electricity	19,500.00	15,076.36	19,500.00	6,847.20	19,500.00	-
5213 Heating Gas	17,500.00	8,221.74	17,500.00	2,100.59	17,500.00	-
5231 Water/Sewer	2,093.00	2,167.85	2,093.00	1,395.50	2,093.00	-
5260 R&M Building & Grounds	4,500.00	4,006.63	4,500.00	4,158.74	4,500.00	-
5268 R&M Restrooms	-	1.61	-	-	-	-
5319 Other Professional & Technical	-	526.28	-	-	-	-
5343 Telephone - Alarm	500.00	-	500.00	531.76	500.00	-
5451 Cleaning Supplies	2,000.00	5,797.81	2,000.00	3,022.47	2,000.00	-
5590 Recreational		22.86		-		-
<b>191 - PARK FACILITY EXPENSE</b>	<b>46,093.00</b>	<b>35,821.14</b>	<b>46,093.00</b>	<b>18,056.26</b>	<b>46,093.00</b>	<b>-</b>

(Detail data on extra sheet if necessary)

## DRAFT

### RECREATION AND PARKS

The Recreation and Parks Commission submits this report for the year ending December 31, 2013.

The Commission is made up of five residents who are elected annually at a general town election on the second Monday in May each year. The Commission's regularly scheduled meetings are held on the first and third Tuesday of each month at 7:00 PM in the Community Center at 10 Humphrey Street. These meetings consist of reports, the appearance of persons or groups on the agenda, the review of correspondence submitted for consideration, discussions of plans and objectives, and reviews of policies, rules, and regulations as needed. The Commission reviews and approves the hiring of personnel when recommendations are presented. Programs and budgets are reviewed by the Commission annually and they act as an advocate with the Finance Committee and at Town Meeting. The Commission also reviews and approves the fees and charges made for various uses and programs concerning the department. The Commission has responsibility for overseeing the programming, rental, and operation of the Community Center. Night and weekend fees and rental charges are used from the Revolving Fund to contribute to the operating and utility costs of the Community Center.

#### Fields and School Athletic Facility Maintenance

The Department maintained the fields and was responsible for the field preparation, including lines, for the following sports: High School (Varsity, Junior Varsity, and Frosh): football, baseball, softball, lacrosse, soccer, and field hockey; Youth Sports baseball, lacrosse and football; men's softball and soccer, and co-ed softball.

Spring required the lining of fields for Varsity school sports first followed by Youth Sports, mid-April through the summer, adult softball through September followed by Varsity/JV soccer, field hockey, and football at the end of August. In September, October, and November, all varsity, junior varsity and middle school football, soccer, and field hockey fields and youth sports fields were maintained for their seasons.

The mowing and trimming of athletic fields is done on weekdays with school in session due to extensive usage on afternoons, evenings, and weekends. Line marking with latex paint and/or non-caustic chalk is also done while classes are inside the schools. Mowing of properties began in early April and continued through November on a five day per week schedule. Leaf cleanups ran October through November, and spring cleanups ran March through May. In cooperation with the school department special playground fiber (surfacing) was purchased and added to all school and town playgrounds as needed for safety to reduce the chance of injuries due to falls. The department was unable to "manicure" the grounds at the Schools due to budget and manpower limitations; plantings and mulch were added as time and materials allowed.

Budget and staff limitations, requests for extra work, and changes on short notice remained a continual problem. Early spring and late fall field scheduling depended on when fields were dormant, wet, frozen, or overused in any one area. Fall remains the best time to do seeding and sod work on fields but was frequently in conflict with the demands of the activities scheduled and the department's continual shortage of funds, materials, and manpower vs. those demands.

In June conditions became normalized and the landscaping and horticultural problems slowed down, allowing the department to begin fertilizing, aerating, seeding and mowing.

## DRAFT

The department continued to utilize money from the operating budget to complete necessary projects on athletic fields. This year the department completed work on several athletic fields. The Gatchell Playground Single A infield was completely renovated. The infield including 4' around the perimeter of the infield was stripped and removed from the site. The area was power tilled to the depth of 2", graded to provide a healthier environment for the turf to establish and then received 8,600 square feet of turf. The pitcher's mound, which has an electrical outlet for the pitching machine, will be rebuilt and the bases cut out in the spring of 2014. The work at Gatchells' was completed by full-time Recreation & Parks Department employees with some assistance from seasonal labor and Marblehead Youth Baseball Association.

After extensive use by high school, youth and adult sports leagues the center areas of Hopkins and Piper fields and the goal area of Lower Village field were renovated. This work was completed after the spring / summer seasons and before the fall sports season began. The work consisted of removing the existing surface, tilling the subsurface and adding root zone mix before installing new turf.

During the year a sports utilization group met at the Community Center with Sam Ganglani and Linda Rice Collins acting as liaisons for the Commission. The group kept communications and scheduling concerns open so the various town sports teams and coaches could minimize conflicts and maximize usage.

The Recreation and Parks Department continued its participation in the Property Tax write off program. There were a number of residents who provided outstanding assistance as part of the program at various times during the year. They assisted with cleanups and projects at Memorial Park, Fort Sewall, Redd's Pond, Old Burial Hill, Seaside Park, Village School athletic fields and the Recreation and Park Department office. Volunteers also helped with a number of other tasks including Carol Green at Devereux Beach, and Jim Zeiff and Fred Alling who assisted with keeping the dog waste bag stations supplied at Fort Sewall and Crocker Park.

All line marking, mowing, and field schedule changes were coordinated by Grounds Foreman Peter James. In the spring and fall seasonal employee, Bill James maintained the lines on varsity and youth sports fields. His efforts continually earned praise from the school athletic department and youth sports leagues. The field paint budget continues to be strained by additional field requests and rising paint costs.

The parks maintenance expense budget was again level funded while material and delivery costs continued to increase. With these restrictions, and the limited available seasonal maintenance staff, one of the park's seven full time employees was again switched to a Wednesday – Sunday schedule and dedicated to trash removal and restroom maintenance and repairs during the summer season.

The Commission received numerous requests for fund raising and business use of the Community Center and the parks. These requests must be approved by a vote of the Commission as required in the Town By-laws. Among those approved were:

- At the community center:
  - The Board of Health Flu Shot Clinics
  - The Marblehead Arrangers Garden Club Christmas plant and arrangement sale during the Christmas Walk
  - The Democratic Town Committee Caucus

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- Scouting functions
- Marblehead Family fund "Touch a Truck"
- Marblehead Youth Badminton
- Marblehead Youth Basketball
- Adult Futsol
- Youth Volleyball
- Free seminars
- New Recreation opportunities
- Hamond Nature Center:
  - The Massachusetts Audubon Society sponsored a camp program during July with the staff from the Ipswich River Sanctuary supervising.
  - Increased Recreation offerings by Recreation Supervisor Jim Sullivan
- Devereux Beach and parking areas:
  - Senior Class Carnival
  - The M.S. Walk in April
  - The Boston Children's Hospital "Cycle for Life" used the beach to begin and end its fund raising bike ride
  - Marblehead Rotary Club's Great Race
  - Several other bicycle and road races used the beach to begin and end events
  - Rack storage for prams/kayaks
  - Winter dock storage
- Gerry Playground:
  - The Republican Town Committee
  - Several Cub Scout outings
  - Eco Farm Co-operative Market from spring through fall
  - Rack storage for prams/kayaks
  - Intergenerational Gardens
- Other fields:
  - Boy Scout Troop 11 for the sale of Christmas trees at Gatchells Playground

### **Building and Comfort Station (restroom) Maintenance**

In addition to the community center other buildings required more attention due to increased demand. The department continuously maintained a workshop and equipment storage at Devereux Beach, the garage on Vine Street, Gerry Playground garages and playground room storage and the Seaside Park grandstand storage area.

The department also maintained comfort stations (restrooms) at the following locations: Chandler Hovey Park, Devereux Beach, Crocker Park, Fort Sewall, Reynolds Playground, Gerry Playground, Gatchells Playground, and Hamond Nature Center on a seasonal basis. Water & Sewer costs, electricity, cleaning supplies, and paper goods came from the department budget. Doggie bags were provided through the department's budget at Chandler Hovey Park, Crocker Park, Redd's Pond and Fort Sewall. Dogs are prohibited from all athletic fields and children's playgrounds; all other Parks require dogs to be leashed and dog waste is required by law to be disposed of in proper safe receptacles designed for fecal waste disposal (not public trash barrels).

### **Park Improvements**

Through hard work and dedication by a number of community groups and residents the following park improvements were made possible.

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- In September the final phase of the Memorial Park renovation project began. This phase included installing wrought iron fencing around the park from the middle walkway to the flag pole on both sides of the park (Essex St. and Pleasant St.). In the spring of 2014 memorial benches will be installed along the planting bed and new trash barrels and a bubbler will be installed around the perimeter of the park. Seasonal bulbs were planted around the perimeter of the park and provided early season color to the park.
- Hopkins field received a major renovation after the end of the spring sports season. The middle section of the field (60' x 360') was sod cut and removed from the site. The area was then power tilled to the depth of 5", graded, rolled and top soil was added to re-establish the crown before receiving 23,000 square feet of turf
- The fencing around the tennis courts at Seaside Park was removed in November and the installation of new fencing began in December. The new fencing will be completed before the start of the spring 2014 tennis season.
- Devereux Beach was the recipient of a number of improvements.
  - The parking shed received a fresh coat of paint and a new roof.
  - The planters on either side of the main entrance were rebuilt, painted and replanted by the Driftwood Garden Club.
  - New signage was placed around the bathroom building.
  - A new shower tower was purchased and the shower area was moved next to Lime Rickey's
  - New boardwalks were built and placed around the playground, connecting it to the shower area and Lime Rickey's
- A group of Girl Scouts, which included Claire Caplan, Olivia Indelicato, Ava McGarry and Eve Rice completed their Silver Award by inventorying the memorial and park benches located on town property. The group spent their summer locating, cleaning and inventorying the benches and compiled a detailed list of all benches to be kept on file in the Recreation and Parks office.
- A number of memorial benches were refinished, including benches at Crocker Park and Chandler Hovey Park.
- In coordination with the Marblehead Council on Aging an Intergenerational Garden was established at Gerry Playground. The program began in May and the garden's provided a great harvest in August and September.

### Anticipated Capital Improvements

- Completion of phase three of the Memorial Park renovation.
- Improving the Marblehead Community Center outdoor storage area.

### Leased Properties

The Devereux Beach Concession Stand changed hands and was operated in 2013 by Ms. Victoria Farnsworth and Mr. Anthony Marino doing business as "Lime Rickey's" in accordance with M.G.L. Chapter 30 with permission of the Board of Selectmen and the Recreation & Parks Commission.

The Gerry Playground House (A.K.A the Stramski House) lease still remained vacant. The Commission began to actively seek usage of the facility compatible with recreation & park programs and policies.

# DEPARTMENT REPORTS

## DRAFT

### Equipment Replacement and Seasonal Staffing

The department continued to look for reliable seasonal maintenance staff from April through November, utilizing college students during the summer school break which left us short staffed during spring and fall months when we needed them the most. This has resulted in the shifting of budget monies to allow for use of sub contracting in some areas to meet the demands of grounds maintenance.

### Facility & Grounds Landscape Maintenance Program

The Parks staff was responsible for the landscape maintenance, mowing, trimming of trees and shrubs, and removal of litter on the following properties in 2013 (Note: "\*" denotes athletic fields requiring continuous mowing, lining, and reconditioning for the Town's sports programs):

<b>Recreation, Parks, &amp; Forestry Properties:</b>	<b>Cemetery &amp; Historic Grounds:</b>	<b>Public Landings:</b>
Castle Rock Park	Cressy Street Cemetery	Barnegat trash
Chandler Hovey Park	Green Street Cemetery	Clark Landing trash
Community Center	Hooper Tomb Cemetery	Cloutmans trash
Crocker Park	Harris Street Cemetery	Commercial Street trash
Devereux Beach	Old Burial Hill Cemetery	Parker Yard trash
Fort Beach	Redd's Pond	Tucker Wharf Trash
Fountain Park	Waterside Cemetery (when requested by Cemetery Department)	
Gerry Playground	<b>School Dept. properties:</b>	<b>Other Public Grounds:</b>
* Gatchells Playground	Beacon/Green Street reserve	Fort Sewall
* Hobbs Playground	Bell School	Gas House Beach
* Orne Playground	Coffin School	Grace Oliver's Beach
* Reynolds Playground	Eveleth School	Red Steps Way
* Seaside park	Gerry School	Fort Sewall turnaround
Memorial Park	Glover School	Brookhouse Drive
Devereux Beach garage	* Marblehead High School	Gallison Avenue Way
Vine St. Garage	Lincoln Ave. reserve	Gatchells Green
	* The Village Middle School	Lovis Cove Beach
	* The Veterans Junior High School	
<b>Other:</b>	<b>Other Public Building's properties:</b>	<b>Conservation Commission Lands (As labor permits):</b>
All public shade trees	Abbot Hall	Bicycle, Exercise, & conservation trails
Traffic Islands (donated)	Abbot Library	Robinson Farm
All Public litter barrels	Gun House	Hamond Nature Center



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	Mary Alley Building	Forest River
	OKO Building	Hawthorn Pond
	Old Town House	Steer Swamp
	Powder House	Wyman Woods
	Tower Way Grounds	Ware Pond

**Recreation Programs: Winter and Spring 2013**

The Recreation side of the department had another change during 2013. Recreation Supervisor, Jim Sullivan left the department for an opportunity closer to his home town. Jim brought a number of new programs and skills to the department including updating the seasonal brochure, creating and maintaining a Facebook page and he was responsible for reviving a summer program that began to fade over the last few years. During his time with the Recreation and Parks Department, recreation program offerings were dramatically increased. We wish Jim the best of luck in his new position.

Tim Short was hired to be the next Recreation Supervisor. Tim spent the last two years as the Recreation Supervisor for the Salem, MA Recreation Department. He comes to Marblehead with new ideas and a great amount of energy. Tim plans to continue the successful programs started under Jim Sullivan, while putting his own stamp on the department by adding new and exciting opportunities. Tim will continue to brand the recreation department and make it a valuable asset to the community.

The department continued to offer programs at the Community Center and other town facilities including: an adult boot camp, Saturday morning Youth Basketball, a winter pre-school "indoor park", pre-school T-ball, after school sports clinics, "Wicked Cool for Kids" science classes, Lego workshops, piano lessons, kids boot camp and a basketball program for girls in grades 2 – 8. The first annual Daddy / Daughter Dance took place in February and quickly became the event of the season for dads and daughters. Evenings featured adult pickup volleyball on Mondays and Thursdays, a new adult pickup basketball program and youth volleyball on Tuesdays and adult badminton on Wednesdays and Sundays. Marblehead Youth Badminton and Marblehead Youth Basketball also rented time in the gym for their programs on weekday afternoons.

A number of free community events such as the second annual Ham Jam, Halloween house decorating contest and the yearly Christmas Parade were enjoyed by many.

**Summer and Fall 2013 Recreation Programs**

The department continued providing numerous summer outdoor programs (with rain locations provided) including the newly revamped Summer Park program for children (ages 5 – 11). The new program met at Gatchell playground for seven weeks, from June to August. The revamped program averaged 120 participants a week and became the most talked about program around town. Other programs offered included Magician's football, field hockey, basketball, baseball, and lacrosse clinics; the Roger Day baseball clinic, a soccer clinic; tennis lessons; youth sailing classes at Gerry Playground; and kayaking instruction through the Little Harbor Boat House. During the fall, the number of indoor programs at the Community Center increased and included new programs such as: Junior League Soccer, Little Ninjas Karate, Futsol and First Aid and CPR

## DEPARTMENT REPORTS

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programs. New programs to be on the lookout for include Breakfast with the Easter Bunny, Snow Shoeing and Adult Fitness programs.

### Department Staff

The Recreation and Parks Department is very fortunate to have a great staff of full and part-time employees. Our employees strive to make a positive difference and are committed to our community and, are willing to go the extra mile.

We want to thank the Department's employees for their dedication to our Town's natural resources and recreation opportunities. The following people worked for the Departments during the past year:

- Brendan Egan, Department Superintendent
- Jim Sullivan, Recreation Supervisor
- Tim Short, Recreation Supervisor
- Ric Reynolds, Senior Clerk
- Peter R. James, Working Foreman/Building and Grounds
- Robert Gillis, Parks Maintenance Craftsman
- Greg Snow, Maintenance Craftsman/Mechanic
- Reginald Berry, Mike Attridge, Brad Delisle, and Pat Sylvester, Maintenance / Groundskeepers.

There are many instructors who worked in the various recreation programs, playground, and other leisure services within the department in the parks and at the Community Center. Also, there were seasonal maintenance workers and caretakers for the parks, and summer maintenance workers and lifeguards at Devereux Beach.

The Commission would like to thank the staffs of the Tree, Highway, Health, Harbormaster, Building, Schools, Finance, Municipal Light, Cemetery, Police, Fire, and Water/Sewer Departments for their continued support and the Town Administrator, Town Clerk's, and Selectmen's office for their assistance during the past year.

Every year there are many who volunteer with maintenance and recreation programs for the Town. The Commission wants to express its thanks on behalf of all the residents who benefit from the countless hours volunteered, making Marblehead a great place to live.

Respectfully submitted,

Chip Osborne, Chairman  
Derek Norcross  
Linda Rice-Collins  
Gerald Tucker  
Robert Jackson

Brendan Egan  
Superintendent, Recreation & Parks

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Town of Marblehead