



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



***Recreation and Parks Meeting Minutes***

02/24/14

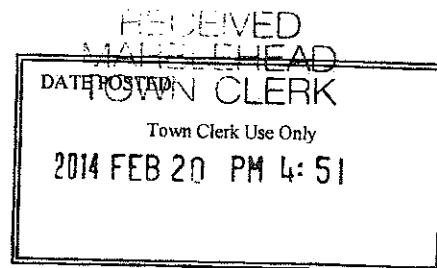
**NOTE:** The following is a **summary** of matters submitted at a meeting of the Recreation and Parks Commission in accordance with M.G.L Chapter 39 and the Massachusetts Open Meeting Laws. Meetings are often recorded and tapes used as an aid.

- 1) **Call to order:** Chip Osborne called the meeting to order at 6:08 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Linda, and Jerry (6:20 pm).
  - b) **Absent:** Bob.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 01/21/14 meeting; all in favor.
- 4) **Reports:**
  - a) **Tim's: see attached. Addendum:** Board fully in support of online registration and asked Tim to get pricing for next meeting from Vermont Systems.
  - b) **Brendan's: see attached. Addendum:**
    - i) **Memorial Park Benches & Fence Sections:** Brendan distributed the draft of the policies and application for the Board's consideration (attached). Board recommended changing "Inscription desired" to simply "Inscription". After discussion, **Motion** made and seconded to approve with change; all in favor.
    - ii) **Memorial Park lighting:** After discussion, **Motion** made and seconded to approve pedestrian lights with square tops; all in favor. Brendan will coordinate and look for lights that will complement the Town's new street lamps.
    - iii) **Memorial Park donation account:** After discussion, **Motion** made and seconded to approve creating a Memorial Park donation account; all in favor. Board agreed that after Memorial Park benches are sold the money spent from the Memorial bench donation account to purchase them will be replenished.
    - iv) **Surplus equipment:**
      - (1) **Motion** made and seconded to declare the 1999 Polaris Ranger as surplus equipment; all in favor.
      - (2) **Motion** made and seconded to declare the 1992 Smithco sweeper as surplus equipment; all in favor.
- 5) **Old Business:**
  - a) **Memorial Park:** See Brendan's report.
  - b) **Stramski's:** Chip reported the estimates for redoing the basement level floor has come in between \$70K to \$125K. After discussion, Board agreed to put the project on hold until after the pier is installed, then investigating a possible partnership with Harbors and Waters to refurbish the building. The department will address all safety and regular maintenance items as usual.
  - c) **Budget:** The Board adjourned at 6:55 PM to attend the Finance Committee meeting and reconvened at 7:46 PM.
  - d) **Gatchells' practice area lighting:** Poles are installed and all equipment has been purchased. An Electrical Inspector and electrician as well as MMLD and Water & Sewer Department will be involved in completing the project.

6) **New Business:**

- a) **Signatures and permit request:** After discussion, **Motion** made and seconded to allow Tim to sign any required paperwork that normally requires the Superintendent's signature until a new Superintendent is hired; **Amended Motion** made and seconded to allow the Senior Clerk to approve routine permits, with any special requests to go to Tim: All in favor of amendment, all in favor of motion.
- b) **Interviews for Superintendent:** After discussion the Board agreed that all initial interviews for the Superintendent's position will be posted as public meetings, and Peter James will be included in the interview process. Mailed applications will be kept in Brendan's office for Board review or e-mailed to [marbleheadrp@gmail.com](mailto:marbleheadrp@gmail.com).
- c) **Shattuck fund:** Board will consider requesting funds for 2 new sailboats for program. Family Fund has expressed an interest in a proposal for a new playground at Devereux Beach which will be considered.
- d) **Reynolds Playground project phase 2:** Town planner will need to put out bid to create a conceptional master plan.
- e) **Chandler Hovey:** Walter Jacobs and Lynne Breed have been working on a second option for Chandler Hovey and would like to meet with the Neck Association in the future.
- f) **Correspondence (see copies):**
  - i) The following attached requests were moved and approved pending any fees or insurance required:
    - (1) Jr. Aide Society Run at Devereux Beach, May 10, 2014.
    - (2) Touch a truck event at Community Center parking lot, September 21, 2014, with a rain date of September 28, 2014.
    - (3) B&S Station at Gatchells to hand out water for race, March 1, 2014.
    - (4) National MS Society Walk at Devereux Beach & Chandler Hovey, April 12, 2014.
    - (5) YMCA fun-run at Seaside Park, April 27, 2014.
    - (6) Food Co-op stand at Stramski Way, June 10 – November 23, 2014
    - (7) Marblehead Arrangers use of Community Center rooms for green sale preparation, December 4 & 5, 2014.
    - (8) Marblehead Rotary Easter egg hunt at Seaside Park, April 20. 2014.
  - ii) **FYI items (No actions required):** 4 legal notices, 1 Notification to abutters.
- 7) **Timekeeping:** Meeting Adjourned: 8:35 PM. Next meeting scheduled: Tuesday March 4, 2014 at 7:00 PM in the Community Center conference room.

*Attachments: Meeting Notice and Agenda; 2 reports with attachment; 7 permit requests; 4 legal notices; 1 Notification to abutters.*



## **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: Game Room

Monday

Day of week

February

Month

24

Date

2014

Year

6:00 PM

Time

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

1. Approval of 01/21/14 meeting minutes.
2. Reports: Recreation Supervisor and Superintendent.
3. Discussion:
  - a) Budget
  - b) Memorial Park
  - c) Permit requests

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: February 20, 2014

Tim Short  
Recreation Supervisor, Town of Marblehead  
Monday, February 24, 2014

#### Recreation Supervisor Report

##### **Programming Updates**

- Lots of great programs starting up this month: Junior League Soccer, Lacrosse, ect.
- Daddy Daughter Dance: Great Success! Over 160 tickets sold. Orange Leaf donated a gift card for best dancer
- Work has begun on Summer Booklet. Targeting early April for release
- Met with last year's Playground Program Director, Jackie Barthelmes. I've also met with a few instructors from last year's program as well
- Discounted Ski passes: Young Adult – 16 tickets sold / Adult - 12 tickets sold
- Met with Jac Bentley from Marblehead Youth Baseball to talk about partnering with MYB to host a MLB Pitch, Hit & Run event at Getchell in the spring
- In the process of applying for Playful City USA designation. Peabody is the only North Shore City to have received this designation.
- Breakfast with the Easter Bunny April 12<sup>th</sup> Gerry 5. Tickets to go on sale on Friday, March 7<sup>th</sup>. Looking to Walmart and Walgreens for donations.

##### **Online Registration**

- Parents continue to ask about online registration
- Need to obtain more information from Vermont Systems as well as from the Town
- Department should set a goal to have online registration available for residents by summer

**Recreation Commission Meeting**  
**February 24, 2014**  
**Superintendent's Report**

**Parks / Playgrounds / Properties**

- The staff has been busy repairing trailers, painting barrels and benches and building benches for spring installation.

**Equipment**

I would like to request the Commission declare the following equipment as surplus so it can be placed on Munic Bid.

- 1999 Polaris Ranger 6 X 6 (needs work to run and was replaced by 2010 John Deere Gator)
- 1992 Smith Co Sweeper

**Memorial Park**

- I would like to finalize the policy and application for the memorial benches and fence sections for the park. I emailed each of you a draft of a policy/application which included qualifications, number of family per plaque, locations and inscription size and fees. I have made changes and have copies for you tonight.
- I would also like to request that you establish a Memorial Park donation account to be used for the future care of Memorial Park.
- The benches will be installed this spring when weather permits.

**Interim Superintendent?**

I have spoken to the Finance Department about signatures for the payroll and bills once I am gone. I would like to ask that Tim be given the authority to sign bills, payroll, permits and other items that come up on a daily basis that do not require a signature from the Commission. The payroll and bills would still require the signature of the Commission Chair or Vice Chair each week.

**Shattuck**

- The Marblehead Family Fund is working hard on fundraising for a new playground at Devereux Beach. They have inquired about the possibility of applying for funds from the Shattuck Fund, as we did for the Gerry Playground.

**Resignation**

I would like to thank the commission for all of your support and encouragement over the last five years. I hope that your search for a new Superintendent is successful and the new person can continue to grow the department and take it to a higher level. Please do not hesitate to contact me if you have any questions.

**Next Meeting:** 3/4/14

# MEMORIAL PARK

## BENCH AND FENCE POLICY

Residents of Marblehead may submit a written request for a Memorial Bench or Fence Section, in Memorial Park, to commemorate former human residents whom served in the military.

The following criteria must be met for approval of a bench as voted on by the Recreation & Parks Commission. Conditions are subject to change as deemed necessary by the Commission. Please ensure your request meets the following:

- **APPLICANT(S):**
  - Benches: Reserved for deceased Veteran and must have been a resident of Marblehead for no less than 25 years (as determined by the Town Clerk's office).
  - Fence Sections: Must be a resident of Marblehead for no less than 15 years (as determined by the Town Clerk's office).
  - Assumes all costs of materials and installation. An additional fee, in addition to the cost of the bench, will be charged as an endowment for routine maintenance of the park. All fees are due after Board approval and prior to installation.
  - Applicants must have served in a branch of the military and have been honorably discharged
  - Maximum of two (2) names per plaque
  - Memorial benches and fence sections are in perpetuity
- **FEES:** determined by the current prices of benches and installation fees
  - **Currently:**      *Bench: \$2,500      Fence Section: \$1,000.*
  - The fee includes a 7" X 14" granite flush marker with a 10" X 4" bronze plaque installed on the granite.
- **LOCATIONS:** There are five (5) dedicated spots in Memorial Park for benches and all fence sections are available. All locations are on a first come, first served basis and are subject to the approval of the Recreation and Parks Commission. Applicants should specify the desired location and if an alternate location would be acceptable.

**RECREATION & PARKS DEPARTMENT**  
**REQUEST FOR MEMORIAL PARK BENCH / FENCE SECTION**

Today's Date: \_\_\_\_\_ Circle one: **Bench** **Fence Section**

Resident in memoriam: \_\_\_\_\_

Branch of Service (circle one): **USN** **USA** **USAAF** **USMC** **USAF** **USCG**

Dates of residency: \_\_\_\_\_

1<sup>st</sup> Location desired: \_\_\_\_\_

Alternate location desired: \_\_\_\_\_

Inscription desired (see example below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ROBERT WALKER SMITH, USMC  
1925 – 2010

STEPHEN WALKER SMITH, USAF  
1928 - 2005

**I understand and will comply with the Marblehead Recreation & Parks Department Memorial Park bench and fence policy attached.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fee: \_\_\_\_\_ Paid: \_\_\_\_\_

Application approved by: \_\_\_\_\_  
Superintendent, Recreation & Parks

\_\_\_\_\_  
Date

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <div style="font-size: 1.2em;">2.24.2014</div>	APPLICANT (name of person paying for permit): <div style="font-size: 1.2em;">CARA BEDNAR (Junior Aid Society)</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;">May 10 2014 Saturday</div>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.2em;">7:30 - 10:30 am</div>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

350 runners / walkers / friends / family

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):

Devereux Beach Parking Lot

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		<b>\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required</b>	<b>Fees based on request ("see note"); please describe on another page</b>
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 (Climbake, 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.

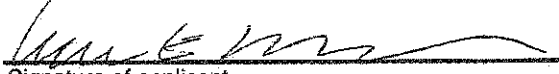
\* Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions.

**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)		YES / <input checked="" type="radio"/> NO
<b>OFFICE USE:</b>		
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

CARA BEDNAR

Name (Please print clearly)

362 Ocean Ave Marblehead

Address MA 01945

781 424 3760

Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved



→ EVENT DONE IN CONJUNCTION TO PAKES + ASC  
Marblehead Community Center rental permit application

APPLICATION date: <b>2/24/14</b>		APPLICANT (Name of person paying for the permit): <b>Kristin Gorskoop</b>					
DAY/DATE of event: <b>SUN 21ST OF SEPT / MIN DATE 9/28</b>							
TIMES (begin & end times up to 3 hours; includes set up & clean up): <b>11-3 PM</b>				NAME of group/organization (if applicable): <b>MARBLEHEAD FAMILY FUND</b>			
Event description & expected attendance (use separate page if needed): <b>TOUCH A TRUCK 300 PEOPLE OUTDOOR PARKING LOT</b>							
Circle room(s) requested:	Gym (note: no food or beverages allowed)	Game room	Dining room	Conference room	Arts & Crafts room	COA Kitchen	
Security deposit (separate check due at time of application):				\$50.00		\$50.00 fee; \$50 separate security deposit; in conjunction with a dining room rental	
One Room fee (up to 3 hours):				\$50.00			
Two room fee (up to 3 hours):				\$75.00			
Fee per room for permit over 3 hours:				\$25.00 an hour			
Staffing fee (Friday 5 PM - Sunday 10 PM):				\$25.00 an hour; minimum \$75.00			
Please see the next page for office hours and other information.							
SPECIAL REQUESTS: decided by the Commission at their next regular meeting INCLUDING fees and restrictions.							
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.) Children MUST have ADULT supervision AT ALL TIMES. See next page for other restrictions.							
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(s) due to hardship? (Determined at next Board meeting)		<input checked="" type="radio"/> YES <input type="radio"/> NO <b>DONE W/ PAKES + ASC</b>					
OFFICE USE:							
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?					
YES / NO	YES / NO	YES / NO					
\$50.00	(\$75 minimum)	\$					
*Security deposit	Staff Fee	Usage fee					
Dates paid and check numbers							

Signature of Applicant  
**Kristin Gorskoop**  
Name (Please print clearly)

Address  
**4 VAUGHAN RD. MARBLEHEAD, MA 01945**

Telephone  
**(617) 388-6861**

(Continued on next page)

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>2/19/14</b>	APPLICANT (name of person paying for permit): <b>Ashley Steeves (BTS Event management)</b>
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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: <b>3/1/14</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>8:00am - 11:00am!</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

**15-20 people - ??? (Private Event?)**

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):

**Gatchell Park (Top of grass / closest to Lafayette).**

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	(Gatchell Park) Other
Residents security deposit:	\$25.00	Due at time of application		<b>\$100.00 fee;</b> <b>Insurance required with ALL applications (see above);</b> <b>No security deposit required</b>	<b>Fees based on request (*see note); please describe on another page</b>
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) due to hardship? (waivers determined at next Board meeting)	YES / <b>NO</b>
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OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / <b>NO</b>	YES / <b>NO</b>	YES / <b>NO</b>
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

  
Signature of applicant

**Ashley Steeves**  
Name (Please print clearly)

**10 Hemmerway Rd Salem, MA 01970**  
Address

**978-836-0271**  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <span style="font-size: 1.2em;">2/12/14</span>		APPLICANT (name of person paying for permit): <span style="font-size: 1.2em;">Aileen Callahan, National MS Society</span>	
<b>INSURANCE REQUIREMENT FOR ALL WEDDINGS &amp; LARGE EVENTS:</b> (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)			
* <b>IMPORTANT:</b> A copy of a 1 million occurrence / 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is <b>REQUIRED</b> to be provided with the request at the time of application.			
EVENT Day & Date: <span style="font-size: 1.2em;">Saturday, April 12th, 2014</span>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <span style="font-size: 1.2em;">9am - 12pm</span>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <span style="font-size: 1.2em;">5 mile walk for people with MS, family and friends. Expected attendance = 350-400</span>			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <span style="font-size: 1.2em;">Devereux Beach &amp; Chandler Hovey Park</span>			
Available Facilities:	Devereux beach - barbecue pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)
Residents security deposit:	\$25.00	Due at time of application	
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		
Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock			
Other			
Insurance required with ALL applications (see above): No security deposit required			
Fees based on request ("see note"); please describe on another page			
<b>PAYMENT:</b> 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.			
<b>APPROVAL:</b> 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.			
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<b>RESTRICTIONS:</b> 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.)			
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Request fee waiver(s) due to hardship? (waivers determined at next Board meeting)		YES / <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">NO</span>
<b>OFFICE USE:</b>		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">NO</span>	YES / <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">NO</span>	YES / <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">NO</span>
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Aileen M. Callahan  
 Signature of applicant

Aileen M. Callahan  
 Name (Please print clearly)

101a 1st Ave. Suite 6, Waltham MA  
 Address

02451  
 Telephone

(w) 781-693-5102; (c) 267-481-5111

Approved by:

Superintendent, Recreation & Parks Department

Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>2/18/14</b>	APPLICANT (name of person paying for permit): <b>Meredith McDonald</b>
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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: <b>Sunday, April 27, 2014</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>11am - 2pm</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

**Children's Fun Run**

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):

**Seaside Park**

Available Facilities:	<u>Devereux beach -</u> barbeque pavilion (2 grills in season)	<u>Devereux beach -</u> Garfield Pavilion (2 grills in season)	<u>Gerry Playground (on</u> Stramski Way) (2 grills in season)	<u>Wedding ceremonies:</u> Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	Due at time of application		\$100.00 fee; <u>Insurance required with</u> <u>ALL applications (see</u> <u>above);</u> 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				

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The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property.

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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.

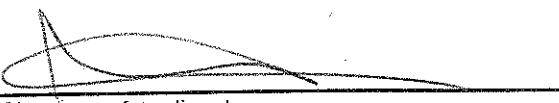
**CANCELLATIONS / REFUNDS:** requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).

**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)	YES / 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

**Meredith McDonald**  
Name (Please print clearly) Assoc. Health & Wellness Director

**40 Leggs Hill Rd.**  
Address

**781-990-7023**  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

**Notify baseball of race**

APPLICATION date: <b>2.12.14</b>	APPLICANT (name of person paying for permit): <b>Farm Direct Coop</b>
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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: <b>June 10 → NOV. 23<sup>rd</sup></b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>1pm - 7pm 2x's/week - Tues + Thurs.</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):  
**Distribution of organic/Local Produce**

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): **Stramski way**

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		<b>\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required</b>	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)		YES / NO
<b>OFFICE USE:</b>		
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)		

*Julie Pottier Brown*  
 Signature of applicant **OPERATIONS MANAGER**  
**Julie Pottier-Brown**  
 Name (Please print clearly)  
**P.O. Box 1146**  
 Address **Marblehead, MA**  
**FDC cell - 978-304-2627**  
 Telephone

Approved by: \_\_\_\_\_  
 Superintendent, Recreation & Parks Department

Date approved \_\_\_\_\_

**501C (non-profit) organization**  
**OR Marblehead Civic programs/groups**  
**Marblehead Community Center rental permit application**

**HOURS AVAILABLE FOR RENTALS:** 3 PM - 9:45 PM Mondays - Thursdays; 3 PM - 4:45 PM on Fridays.  
 Events requested during hours NOT listed above are considered *regular* rentals of the facility: standard permit application and fees are required.

**GYM RENTAL:** Approved on a case by case HOURLY basis.

**MEETINGS:** permit is good for one meeting a week (UP TO 3 HOURS) for one year during normal building hours.

**SPECIAL REQUESTS:** decided by the Commission at their next regular meeting INCLUDING fees and restrictions.

**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.) Children MUST have ADULT supervision AT ALL TIMES. See next page for other restrictions.

*Abby Lavoie for*

APPLICATION date: <i>02-20-14</i>	APPLICANT (Name of person paying for the permit): <i>The Arrangers of Marblehead</i>
DAY/DATE of event (if a repeating event put all days, dates, and times; use separate page if needed): <i>12/04/14 and 12/05/14 Thursday &amp; Friday</i>	
TIMES (begin & end times; includes set up & clean up): <i>9-3</i>	NAME of group/organization: <i>The Arrangers of M'head</i>
Event description & expected attendance (use separate page if needed): <i>Preparing greens for sale</i>	

Room requested (circle ONE):	Dining room	Conference room	Gym (note: no food or beverages allowed)	<u>Arts &amp; Crafts room</u>	<u>Game room</u>	Lobby
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FEES: Due before event(s)	Hourly Fee: 25% off regular hourly room fee for ALL rooms including gym (currently 25% off = \$18.75 an hour)
	Yearly Fee (GYM excluded): \$100.00 for 1 calendar year of 1 meeting per week during regular building hours.

*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(s) due to YES / NO  
hardship? (Determined by Board)

OFFICE USE:		
Park detail required? (see detail sheet)	Special staffing required?	Insurance required?
YES / NO	YES / NO	YES / NO
	(\$75 minimum)	\$
Detail fee	Staff Fee	Usage fee
Dates paid and check number(s)		

*Abby Lavoie*  
 Signature of Applicant

*ABBY ANN LAVOIE*  
 Name (Please print clearly)

*2 FOSTER ST*  
 Address

*781 799-9231*  
 Telephone

*Cell*  
*781 639-8224*  
*home*

(Continued on next page)

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>FEB. 24, 2014</b>	APPLICANT (name of person paying for permit): <b>ROTARY CLUB OF MARBLEHEAD / F. CARLTON SIEGEL</b>
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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. **INSURANCE CERT. ON FILE WITH SELECTMEN**

EVENT Day & Date: <b>EASTER SUNDAY, APR. 20, 2014</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>1 PM - 2 PM</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

**EASTER EGG HUNT - 200 CHILDREN + ADULTS**

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):

**HILL AT SEASIDE PARK**

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		<b>\$100.00 fee;</b> <b>Insurance required with ALL applications (see above);</b> <b>No security deposit required</b>	<b>Fees based on request (*see note); please describe on another page</b>
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)	YES / 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)		

F. Carlton Siegel  
Signature of applicant

F. CARLTON SIEGEL  
Name (Please print clearly)

98 EVANS RD., M'HEAD  
Address

781-771-6394  
Telephone

Approved by:

Brendan M. Egan  
Superintendent, Recreation & Parks Department

Date approved



**Town of Marblehead  
Zoning Board of Appeals**

Mary Alley Municipal Building  
Engineering Department  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529

**LEGAL NOTICE  
TOWN OF MARBLEHEAD  
BOARD OF APPEALS**

The Board of Appeals will hold a public hearing on **Tuesday February 25, 2014 at 7:30 PM** in the Selectmen's meeting room of Abbot Hall, 188 Washington Street, Marblehead, on the application of **Murray & Jill Goodman**, to vary the application of the present Zoning By-law by allowing a Special Permit to subdivide the property at **25 Stramski Way** in a Single Residence District and Shoreline Single Residence District on a pre-existing non-conforming property.

This hearing is held in accordance with the provisions of the Marblehead Zoning Bylaw, and Chapter 40A of the General Laws as amended. All interested persons are invited to attend.

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

Alan Lipkind, Secretary  
Board of Appeals





**Town of Marblehead  
Zoning Board of Appeals**

Mary Alley Municipal Building  
Engineering Department  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529

**LEGAL NOTICE  
TOWN OF MARBLEHEAD  
BOARD OF APPEALS**

The Board of Appeals will hold a public hearing on **Tuesday, March 11, 2014 at 7:30 PM** in the Auditorium of Abbot Hall, 188 Washington Street, Marblehead, on the application of **Timothy Guy** to vary the application of the present Zoning By-law by allowing a Special Permit to construct an addition and porch at **6 Wyman Road** in a Single Residence District on a pre-existing non-conforming property.

This hearing is held in accordance with the provisions of the Marblehead Zoning Bylaw, and Chapter 40A of the General Laws as amended. All interested persons are invited to attend.

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

Alan Lipkind, Secretary  
Board of Appeals



**Town of Marblehead  
Planning Board**

**FYI**  
Mary Alley Municipal Building  
Engineering Department  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529

**Legal Notice  
Wireless Communication Facilities  
Public Hearing  
Marblehead Planning Board**

The Marblehead Planning Board will hold a public hearing on the application of **Cingular Wireless LLC by and through AT&T Mobility Corp.** for the installation of antennas on a pre-existing non-residential building at **67 Cornell Road (Map 71 Lot 31)**. This public hearing will be held under the Marblehead Zoning Bylaw Section 200-39 Special Permit for Wireless Communication Facilities on **Wednesday February 12, 2014 at 7:30 pm in Abbot Hall**, second floor auditorium. All interested persons are invited to attend. Plans are on file and available for review at the office of the Town Engineer Mary Alley Building 7 Widger Road.

Philip Helmes  
Chairman



**Town of Marblehead  
Zoning Board of Appeals**

Mary Alley Municipal Building  
Engineering Department  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529

**LEGAL NOTICE  
TOWN OF MARBLEHEAD  
BOARD OF APPEALS**

The Board of Appeals will hold a public hearing on **Tuesday, February 25, 2014 at 8:15 PM** in the Selectmen's meeting room of Abbot Hall, 188 Washington Street, Marblehead, on the application of **Thomas Rice** to vary the application of the present Zoning By-law by allowing a Special Permit to construct an addition at **10 Warwick Terrace** in a Single Residence District on a pre-existing non-conforming dwelling.

This hearing is held in accordance with the provisions of the Marblehead Zoning Bylaw, and Chapter 40A of the General Laws as amended. All interested persons are invited to attend.

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

Alan Lipkind, Secretary  
Board of Appeals

**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.
10. You may also contact the Massachusetts Department of Environmental Protection at DEP Northeast Regional Office, 205B Lowell Street, Wilmington, MA 01887 (978 694-3200) regarding this application and the Wetlands Protection Act.