



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

03/31/14

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, Derek, Linda, Jerry, and Bob (8:39 PM).
 - b) **Absent:** None.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 03/19/14 meeting; all in favor.
- 4) **Appearances:**
 - a) **Toby Riley:** Appeared to discuss the sailing program. He feels, based on some personal observations and what his son, who was a co-instructor in the program, has told him, that last season's program was unsafe with many maintenance issues. He also feels the sailing leader was not qualified for the position; he suggested the leader should be at least a USA Sailing certified level 1 instructor. The Board thanked him for his time and explained they have already formed a sailing sub-committee to address the program for this year and moving forward.
 - b) **Doug Koopman-Marblehead Youth baseball:** Appeared to discuss baseball scoreboards at Seaside. They would like to have the painted scoreboard restored on the grandstand, and would like to move the controls for the electronic scoreboard to the home team bench side. After discussion, **motion** made and seconded to approve restoring the painted scoreboard; all in favor; **motion** made and seconded to allow Youth baseball to investigate getting proper permits and contacting the wiring inspector to move the electronic scoreboard controls to the home bench side; all in favor.
- 5) **Report:** Tim's: see attached. Addendum:
 - a) **Seasonal Hires:** Tim presented 5 candidates for seasonal positions (see report). After discussion, the following **motions** were made and seconded pending successful completion of any required CORI/SORI checks and physical exams:
 - i) Jackie Barthelmes as Playground Director; all in favor.
 - ii) Robert Graves, Trey Blackmer, and Liam Gillis for Maintenance staff; all in favor.
 - iii) The application of Paul Acciaiuatti was held for clarification from the Foreman; the Board feels residents should be given first priority. Chip asked Tim to find out from the Foreman exactly how many positions he wants to hire this season.
 - b) **Lime Rickey's:** The owners of the "Lime Rickey's" business in the concession stand at Devereux Beach wrote a request to paint the facility (attached). After discussion, board agreed that (a) they need to see color samples; (b) the Conservation Commission needs to be contacted to see if any permit or order of conditions is required; and (c) Town Counsel will need to be contacted to see about using volunteers to paint the facility as stated in the letter. Tim will coordinate with the owners.
 - c) **Sailing sub-committee:** Linda and Tim reported they met with prior Sailing Director Wade Cammett to discuss last year's program and re-interview him for this year's position. Wade explained that all the maintenance problems from last year including those listed on the attachment were reported to both prior Recreation Supervisor Jim Sullivan and Superintendent Brendan Egan. He also reported to them that the classroom supplies and curriculum that had been previously developed were missing when they opened the classroom. None of these issues were addressed by Jim or Brendan last season, so Wade had to "make do" with what he had. After the interview, both Linda and Tim concluded that Wade had been thrown into the position without the proper tools and equipment needed to run the program properly, and that he is qualified to do so given the proper support. After discussion, **Motion** made and seconded to re-hire Wade Cammett as the Sailing director pending his completion of the USA Sailing level 1 instructor's course, which the department will reimburse tuition upon successful completion; all in favor. Tim also reported he has appointments scheduled to inspect the boats and get started on maintenance.

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

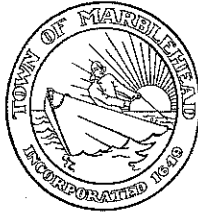
6) **Old Business:**

- a) **Field updates:** Chip reported that the rain has immensely helped the fields thaw out and the Staff will be able to begin field preparations this week. He also spoke with Town Planner Becky Curran and reports the IFQ for Reynolds' Playground is being finalized and will be advertised soon.
- b) **Shattuck fund proposals:** With the deadline approaching, the Board discussed what upcoming projects could be submitted for a Shattuck fund grant. After discussion, **motion** made and seconded to request \$40K for the joint project with the Family Fund to redo the playground at Devereux Beach; all in favor. Chip will draft a request.
- c) **Superintendent search:** After reviewing all resumes, the Board feels that they need to re-write the description and re-advertise the position. After discussion, the Board agreed that a new draft description for advertisement will be created by the next regular meeting and more places to advertise will be investigated.
- d) **Beach Supervisor:** Chip inquired if Bill James had been contacted regarding the Beach Supervisor position. After discussion, Chip agreed to set up a meeting with Bill.

7) **New Business:**

- a) **Derek:** Met with AD Mark Tarmey and discussed field conditions and scheduling. His requests have been given to the Foreman. Derek also requested the field materials in the lower Gatchells' Parking lot be removed; this will also be relayed to the Foreman.
 - b) **Correspondence (see copies):**
 - i) **FYI (no actions required):** notice of hearing.
 - ii) **To be decided:**
 - (1) **Bike Race Permit:** Geoff Hamilton resubmitted his previously approved permit application to request a fee waiver. After discussion, the Board agreed the fee was fair and no changes were made.
 - (2) **Marblehead Youth Badminton:** Application requests fee waiver of regular weekend fees. After discussion, **motion** made and seconded to waive rental fees but require regular staffing fees; all in favor.
- 8) **Timekeeping:** Meeting Adjourned: 9:00 PM. Next meeting: TBD.

Attachments: Meeting Notice and Agenda; Report with attachments; 1 notice of hearing, 2 permit requests.



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

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

Recreation & Parks Commission

Name of Board/Committee

Address of Meeting: 10 Humphrey Street, Marblehead MA. 01945 Room: Conference Room

Monday
Day of week

March
Month

31
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 last meeting minutes
2. Appearance: Doug Koopman regarding Seaside Park baseball scoreboard
3. Report: Recreation Supervisor
4. Topics:
 - a) Shattuck fund proposals
 - b) Superintendent search
5. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: March 24, 2014

Tim Short
Recreation Supervisor, Town of Marblehead
Monday, March 31, 2014

Recreation Supervisor Report

Programming Updates

-2nd Session of Karate Programs started up today.

- Little Ninjas 13
- Little Dragons 4
- Junior Karate 4

- 58 tickets have been sold for Breakfast with the Easter Bunny.

-10 spaces have been sold for the Community Yard Sale.

-Sailing update: Spoke with Mark Ryan from Ryan Marine Service. Will be meeting with him on Thursday to have him view the boats. Met with Nate Burke today and inspected the mainsails, of which we have a total of 7 of.

Online Registration

-Meeting with John McGinn, Chief of Finance and Patty Murray rescheduled to April 2nd.

Summer Staffing

- Summer Playground Program

Recommending the board hires the following Playground Staff.

Jackie Barthelmes – Playground Director

- Maintenance

Recommending the board hires the following Maintenance Staff.

Robert Graves

Trey Blackmer

Paul Acciaiuatti

Liam Gillis

Park Permit

- Geoff Hamilton is requesting that the fee is waived

Other

Victoria Farnsworth and Anthony Marino is requesting approval from the commission to paint the exterior of Lime Rickey's.



LIME RICKEY'S

March 26, 2014

To The Marblehead Recreation & Parks Commission:

We are writing today to express our interest in painting the exterior of Lime Rickey's on Devereux Beach. Over the years the weather has taken its toll on the facade, leaving the current lack-luster paint job chipped and cracked in places. Being new owners as of last year, and having worked through one summer already, we know that a new paint job would have quite a positive impact on our business and the overall aesthetic of the beach.

We would like to paint it a new color that would complement the beach and emphasize the summer beach feel of the location. We have colors picked out, a light cape-yellow for the walls, white on the trim, and we had planned on using a solid stain. A solid stain will hold up against the harsh weather on Devereux Beach and remain looking nice for years to come, maintenance free. We wanted to brighten it up but use colors that are currently on homes and businesses in Marblehead.

We also intended on having our family and friends help us get the painting done in time for the season. They are not inexperienced and know how to do a great job in a timely manner, and in adherence to the environment. Since we need running water to get this accomplished, we have a very small window of opportunity to get this project completed before we open.

With your consent we'd love to get started as soon as possible. Please give us your thoughts and recommendations, and let us know if there's anything specific we need to do in order to get started.

Thank you!

Victoria Farnsworth

Anthony Marino

105 Ocean Ave Marblehead, MA 01945
781.631.LIME
www.limerickeys.com

Below please find some notes of a few things we note on the photos he sent to us of your Precision 15 Sailboats.

Our P-15 parts page in our web site can be accessed, click on: [P15PARTS](#)

1. One boat needs a new bow hatch, you may want to inspect the other boats to make sure all of them are operational. New Hatch Each \$129.00 plus shipping
2. At least one boat will need a new centerboard hanger (pivot) but would inspect all boats, given the age of the boats, may want to replace all of them CB Hanger Each \$55.00
3. Would replace all centerboard control lines (Pennants) Each \$8.00
4. Looks like one boat has had it's hull drain plug removed and plugged. Important to have these to drain out any water or condensation that may get into the hull of the boats, replace all and install correctly. Drain Plugs Each \$6.75 and would always have a few spares on hand.
5. It has been mentioned to us that some boats were getting some water into the hulls during use. All the boats need to have their 2 X cockpit drain tubes re-sealed and one boat is missing the 2 X Drain tubes completely. Drain Tubes Each \$15.00
6. It appears to use that at least one boat is missing it's centerboard completely, when all CB hangers are installed, would inspect each centerboard to make sure they are not damaged and put back in correct working order. New Centerboard Each \$495.00 plus approximately \$150.00 shipping cost.
7. The rudder pintles on all boats look to be bent & possibly broken welds to some degree and showing signs on many of them not having correct Stainless Steel fasteners due to the large amount of rust stains we see. Would inspect each boat and consider replacing all 12 pintles & fasteners with new pintles. New Pintles Each with new Fasteners \$39.50
8. One boat has the Harken mainsheet swivel block & cam cleat completely missing. Should have a repair shop inspect all boats in this area for correct mounting & operation. Will need your local fiberglass repair shop to rebuild that area and install new Swivel W/Block, Swivel with Cam is \$152.60, Single block price is \$29.00
Single block with becket Each \$32.00
9. In general, please consider having someone come over to inspect all the mast/standing rigging/running rigging to ensure complete parts are there as well as inspect for any damages to ensure safe operation. And inspect the sails as well. Old sails do not allow the boats to sail properly and make a huge difference in the performance & sailing traits of any sailboat.
10. I have attached several P-15 photos so you can see what a new P-15 looks like in some of the areas mentioned above.



**Town of Marblehead
Old and Historic
Districts Commission**

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

FY1

**NOTICE
TOWN OF MARBLEHEAD
OLD AND HISTORIC DISTRICTS COMMISSION**

The Commission will hold a Public Hearing on **Tuesday, April 15, 2014 at 7:00 P.M.** in the Selectmen's Meeting Room at Abbot Hall, 188 Washington St. Marblehead, MA to all persons interested on the application of **James Hourihan** for property located at **8 Fort Sewall Lane**.

Description of work proposed:

- Greenhouse addition

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

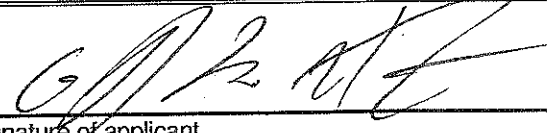
By Order of the Old and Historic Districts Commission
Charles Hibbard,
Chairman

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 3/10/14		APPLICANT (name of person paying for permit): Geoff Hamilton			
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 <u>naming the Town of Marblehead as an additional insured</u> is REQUIRED to be provided with the request <u>at the time of application</u> .					
EVENT Day & Date: 4/6/14			TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 7 AM - 1 PM		
EVENT DESCRIPTION & expected attendance (use another page if needed): Bike Race					
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Parking lots @ Devereaux Beach					
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)	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 <u>prohibited</u> 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
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)	\$ 25-	\$ 25-
Detail fee	Usage fee	Other fee
-		
Dates paid and check number(s)		


 Signature of applicant
Geoff Hamilton
 Name (Please print clearly)
318 Atlantic Ave.
 Address
781-631-3111
 Telephone

Approved by: 
 Superintendent, Recreation & Parks Department

3/20/14
 Date approved

C.L. to an ✓ Insurance ✓ Amount L 1 0 need for 4/1/14

**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.

APPLICATION date: 3/25/14		APPLICANT (Name of person paying for the permit): Marblehead Youth Badminton				
DAY/DATE of event (if a repeating event put all days, dates, and times; use separate page if needed): 4/12/14						
TIMES (begin & end times; includes set up & clean up): based on availability 10-12 or 1-3					NAME of group/organization: MYB	
Event description & expected attendance (use separate page if needed): Badminton event - demo & badminton play						
Room requested (circle ONE):	Dining room	Conference room	Gym (note: no food or beverages allowed)	Arts & Crafts room	Game room	Lobby
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 hardship? (Determined by Board) **YES** / NO

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

Signature of Applicant

Name (Please print clearly)

Address

Telephone

(Continued on next page)

Approved by board 4/1/14 - need staffing fee (\$75)