



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

05/20/2014

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 7:00 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Linda, Jerry, and Derek.
 - b) **Absent:** Bob.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 4/29/14 and 5/08/14 meetings; all in favor.
- 4) **Appearances:** Brian Grey and Tom Koopman – Marblehead Youth Hockey: Appeared to request permit approval for a "Bud Cup" street hockey tournament at Bud Orne Rink (attached). After discussion, **Motion** made and seconded to approve with the conditions that all safety equipment must be worn and all participants must register at the office and have parents/guardians sign the standard consent and release form for department co-sponsorship, and any money raised will go to Marblehead Youth Hockey this 1 time; all in favor.
- 5) **Organization of Commission:**
 - a) **Motion** made and seconded to select Chip as Chairman of the Commission; all in favor.
 - b) **Motion** made and seconded to select Derek as Co-Chairman of the Commission; all in favor.
- 6) **Reports:**
 - a) **Tim's: see attached. Addendum:**
 - i) **E-mail marketing:** Discussion regarding creating an e-mail marketing list for Recreation. Tim will look into services such as "Constant Contact" to see if it would be beneficial to the department.
 - ii) **Contract:** No new contract has been completed with East Coast SUP as yet; Tim is working with Becky Curran.
 - iii) **Sailing:** **Motion** made and seconded to approve purchasing parts from Precision Boat Works as listed on the estimate (attached); and approve labor fees up to \$4000.00; all in favor.
 - iv) **Part time seasonal clerical:** **Motion** made and seconded to approve hiring a part time seasonal office clerical person 20-30 hours a week at step 1; all in favor.
 - v) **Gym floor cleaner:** **Motion** to approve purchasing an "Orbital Scrubber" from Lancelot Janitorial in a 2 year lease-to-own contract as outlined on attachment; all in favor. Tim will coordinate contract with Finance and Lancelot Janitorial.
 - b) **Foreman's report: see attached. Addendum:** **Motion** made and seconded to approve hiring Peter Connor for part time weekend trash removal and light maintenance; all in favor.

7) **Old Business:**

- a) **Memorial Park:** Discussion of parade and dedication. Chip and Tim will be putting Chip's Stone in on Friday. Bob Donovan has been hired to install the benches. Tim is meeting with Jay Anderson from MMLD to discuss pedestrian lights.
- b) **Superintendent search update:** Binders with all resumes received to date handed out. Status of latest advertising report distributed (attached). Tim will investigate "LinkedIn" to see if it is an advertising resource.
- c) **Shattuck request:** Chip read the request letter (attached) and the Board approved; office will hand deliver it to Jim Nye.
- d) **Recreation "drop in" Badminton Program:** Discussion of income, scheduling, and format. Board agreed to support Tim to "revamp" the program as he sees fit which may include discontinuing Sunday Badminton and moving it to a week night in the fall. After discussion, **Motion** made and seconded to allow Tim to set up the existing program to continue adult participation as "drop in" but also allow 13-18 year olds to play by registering for 5 week sessions with: fee commensurate to the current cost of adult drop in badminton, registrations forms with consent and release filled out by parent/guardians, and ask David Soul to be the volunteer coordinator; all in favor.
- e) **Field work done by Mike Rockett:** Situation discussed; Board in support of crew's complaints regarding grooming mistakes on the fields. Derek will ask Mike to cease and desist. Tim and Derek will organize a meeting with Mike and department staffers Pete, Greg, and Bob to discuss doing Saturday ONLY grooming the way the grounds keeping crew wants it, so they do not have to fix fields every Monday.

8) **New Business:**

- a) **Summer Staffing:** see Tim and Foreman's report.
 - b) **Budget-remainder of FY14:** Discussion of remaining money in FY14 budget. Chip is keeping a close eye on expenditures and has asked the department to come up with a list of expected necessities to be purchased by the end of June.
 - c) **Evans Road Garden plots:** A resident has asked to be allowed to have 2 plots. Discussion of plot layouts and current usage. Board agreed that a complete clean out, York raking, and re-defining plots may be needed this fall. After discussion, **Motion** made and seconded to allow only 1 plot per household; all in favor.
 - d) **Correspondence (attached):**
 - i) **Gatchells permit request:** **Motion** made and seconded to approve pending receipt of required insurance; all in favor.
 - ii) **Tennis fund raiser:** Board agreed that the event would require insurance, waivers for any youth participating, donations could not be collected in the Park, and these things could not be accomplished by the requested date. After discussion, it was suggested the applicant approach the school athletic director and see if the Veteran's School courts would be more appropriate for this type of event as it is a school team fund raiser.
 - iii) **Marblehead Festival of Arts permit requests:** Tabled for June 3, 2014 meeting.
 - iv) **FYI (no action required):** 1 Notice of Decision.
 - e) **Other:**
 - i) **Jerry:** Reported the Charter School is doing a "playground" fund raiser.
 - ii) **Linda:** Reported the Neck Association is having a meeting on June 17, 2014 and has asked Linda and Jerry to attend.
- 9) **Timekeeping:** 9:00 PM: **Motion** made and seconded to extend meeting; all in favor. Meeting Adjourned: 9:26 PM. Next meeting scheduled: Tuesday June 3, 2014 at 7:00 PM in the Community Center.

Attachments: Meeting Notice and Agenda; Rink Permit application; 3 Reports with attachments; Shattuck request letter; 2 permit applications; Notice of Decision.



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

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

Recreation & Parks Commission

Name of Board/Committee

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

Tuesday

Day of week

May

Month

20

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 past meeting minutes
2. Reports: Recreation Supervisor; Foreman
3. Topics:
 - a. Summer Staffing
 - b. Superintendent search update
 - c. Budget
 - d. Drop in badminton program
 - e. Correspondence
4. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: May 16, 2014

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 5/1/14		APPLICANT (name of person paying for permit): Tom Koopman	
** IMPORTANT: THE TOWN REQUIRES INSURANCE FOR ALL WEDDINGS & LARGE EVENTS: SEE BELOW ** At the time of application, a copy of an insurance certificate is required along with this form and payment in order to reserve any facility for any wedding or large event. Insurance must have 1 million occurrence / 3 million aggregate coverage and name "The Town of Marblehead" as additionally insured. Please contact an insurance provider of your choice for assistance.			
EVENT Day & Date: Sunday 20th Sunday, May 18th		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 9-12pm	
EVENT DESCRIPTION & expected attendance (use another page if needed): Street Hockey Fundraiser for Marblehead Youth Hockey			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Green Street 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		\$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.

REFUNDS: written requests must be received at least 5 business days before the 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 <u>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)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Signature of applicant
Tom Koopman
 Name (Please print clearly)
3 Amherst Rd
 Address
781-718-5286
 Telephone

Approved by:
 Superintendent, Recreation & Parks Department

5/20/14
 Date approved

Tim Short
Recreation Supervisor, Town of Marblehead
Tuesday, May 20th

Recreation Supervisor Report

Programming Updates:

- Zumba Session II starting up tomorrow (Final program for late spring to start)
- Sending out program evaluation email to participants for Winter/Spring, asking for feedback on the programs as well as the Recreation & Parks Department.
- Summer Programs continue to do well. Sessions 1 & 2 of Sailing is maxed out.
- All Access Program Sign Up Day planned for June 21
- Check box for opting into "notify me" on registration form. Currently 1,273 email address on notify me.
- Land to Sea with SUP East Coast Style

Sailing Program Updates:

Received quote from Precision Boat Works on parts (hand out)
Submitted application to Corinthian Sailing foundation for this year's grant

Summer Staff:

Day Playground Program: 2

Life Guards: 1

Conducting 3 Sailing Interviews this week

Finalizing physicals and paperwork for all summer seasonal employees

Atlantic Ambulance CPR/FIRST AID Training class to be set up for employees

Summer Clerical Position

Met with last year's summer intern Mackenzie Condon who will be coming back again

Community Center:

- Floor Machine Handout

Memorial Park

Received :

Frederic Lausier, USA AC

1915-2004

Edna Elizabeth Lausier, USN

1908-1980

Joseph F Lausier, USA

1911-1982

Paul L Lausier, USA

1927-2007

Donald R Humphreys, USMC

1923-2014

James N Dempsey, USAF

1932-2005

PRECISION BOAT WORKS

1511 18TH AVE. DR. EAST
PALMETTO, FL.
34221

Estimate

Date	Estimate #
5/19/2014	39

Name / Address
MARBLEHEAD PARKS & REC. TIM SHORT 10 HUMPHREY STREET MARBLEHEAD, MA. 01945 781. 631. 3350

			Project
Description	Qty	Cost	Total
P15 & P185 DRAIN PLUG	12	6.75	81.00
P15/185 MAST TABERNACLE	3	50.00	150.00
CENTER BOARD BRACKET P-15 TO P-23	4	55.00	220.00
P15 RUDDER ASSEMBLY, WOOD BLADE AND TILLER EXTENSION	2	568.00	1,136.00
P15 CENTERBOARD (NOTE: HEAVY ITEM SHIP UPS PACK & SHIP SPECIAL)	2	495.00	990.00
P15 RUBRAIL	6	62.50	375.00
PINTLE 15/165/18 (LOWER)	3	39.50	118.50
PINTLE 15/165/18 (UPPER)	4	39.50	158.00
P-15/185 TRACK-DINGHY JIB LEAD 15" (EACH) P OR S.	4	32.15	128.60
OWNERS MANUAL	4	10.00	40.00
P15 JIB CAR STARBOARD (EA.)	2	123.10	246.20
P15 JIB CAR PORT (EA.)	2	123.10	246.20
P15 SHROUD ADJUSTER, STD. STRAP STYLE	10	8.40	84.00
P15 MAST W/ FITTINGS & 2 X SPREADERS	3	535.00	1,605.00
P15 STANDING RIGGING (FOR HANK ON JIB BOATS, 3 SHROUDS TOTAL)	3	145.50	436.50
LARGE CAP PLUGS & FASTENERS TO INSTALL CENTERBOARD HANGERS	8	1.50	12.00
SUBTOTAL			6,027.00
COMMERCIAL USE DISCOUNT		-10.00%	-602.70
SUBTOTAL			5,424.30
PACKAGING AND SHIPPING COSTS UPS GROUND SMALL PARTS	1	47.76	47.76
PACKAGING AND SHIPPING COSTS UPS LARGE CENTERBOARDS & RUDDER/TILLER ASSEMBLIES	1	297.87	297.87
PACKAGING AND SHIPPING COSTS TRUCK FREIGHT THREE (3) MASTS TO MARBLEHEAD	1	187.35	187.35
		Total	\$5,957.28



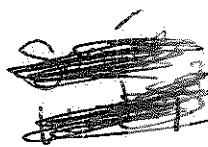
Monthly municipal quotes:

Leasing

(24 months - \$263.43)
36 months - \$182.52
48 months - \$142.20



*Pacific 5-20 orbital
scrubber \$5,863.50*



Annual municipal quotes:

2 years - \$3,048.57
3 years - \$2,112.24
4 years - \$1,645.57

Tony Hunt

Program Manager

All-Lines Leasing

P: 888-705-0498

F: 800-288-4959

tony@all-linesleasing.com

www.all-linesleasing.com

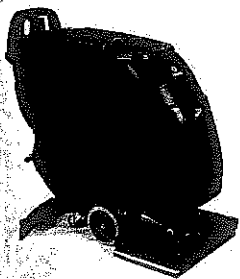
Simple. Like Financing Should Be.

Confidentiality Notice: The document(s) accompanying this email may contain confidential information that is legally privileged. The information intended only for the use of the recipient named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you received this email in error, please notify us immediately.

Confidentiality Notice: The document(s) accompanying this email may contain confidential information that is legally privileged. The information intended only for the use of the recipient named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you received this email in error, please notify us immediately.

PACIFIC FLOORCARE PRODUCTS

ORBITAL SCRUBBERS



S-20 ORBITAL

- 11-gal solution tank
- Up to 4 hours battery run time
- 75 & 100 lb pad pressure
- 65 dBA sound level

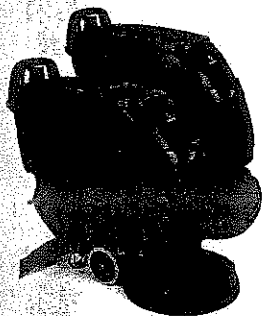


SHIPPING
EARLY
2014

S-28 ORBITAL

- 22-gal solution tank
- Up to 5.5 hours battery run time
- 70, 110 & 160 lb pad pressure
- 65 dBA sound level
- TTS - tank treatment system
- HEPA filtration

DISK SCRUBBERS



S-20 / S-24XM

- 11-gal solution tank
- Up to 3.5 hours battery run time
- 60 & 90 lb pad pressure
- 63 dBA sound level



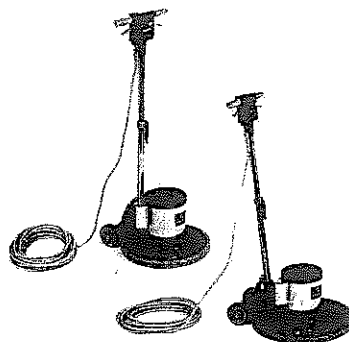
S-24 / S-28 / S-32

- 22-gal solution tank
- Up to 5.5 hours battery run time
- 70, 110 & 150 lb pad pressure
- 65 dBA sound level
- TTS - tank treatment system
- HEPA filtration

SHIPPING
EARLY
2014

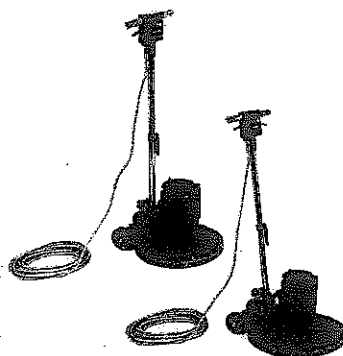
BATTERYSHIELD™

Protects wet batteries from low water damage. Saving thousands of dollars versus unprotected batteries. Available on all S-Series scrubbers in early 2014.



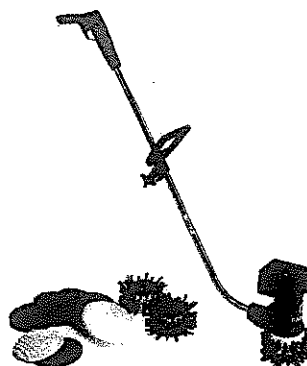
FM-17 & FM-20 - HEAVY-DUTY FLOOR MACHINES

- 17" and 20" cleaning paths
- Single speed 175 rpm or dual speed 175/300 rpm versions
- 1.5 hp drive motor



FM-17EHD & FM-20EHD - EXTREME HEAVY-DUTY FLOOR MACHINES

- 17" and 20" cleaning paths
- Totally enclosed, fan-cooled, 1.5 hp drive motor
- Industrial grade construction



FM-ME - MINI-EDGER / FLOOR MACHINE

- 765 rpm
- Specializes in baseboard / edge cleaning
- Multiple accessory options



B-1500 & B-2000 - HIGH-SPEED BURNISHERS

- 20" burnishing path
- 1,500 or 2,000 rpm versions
- Cast aluminum or ABS construction

Peter James
Park Foreman, Town of Marblehead
Tuesday, May 20, 2014

Park Foreman Report

Mowing crew is on a cutting schedule and everything has been cut at least once.

Prepping cemeteries and memorial park for Memorial Day this week.

Have to hire another seasonal maintenance because Nick Haller will be leaving for a full time job he has been a great help this year and all the years he has worked here.

All fields have been fertilized,aerated and seeded except for school properties still waiting on water to be turned on,they have been fertilized .

Prepping athletic fields as needed for high school sports and painting where needed.

Weekend trash will begin this coming weekend.

Advertising status (for meeting 5/20/14)

This is the information I found regarding the following sites after contacting them via web/e-mail (see attached). Note: If credit cards are required for all sites instead of billing, then we can't use them since we don't have that option.

- Zip recruiter: Requires a credit card and a subscription to use their site. This service seems to be for a large H/R company that would be posting multiple jobs over a long period. I asked the online help person about a 1 time posting and she said the shortest period is a 6 month subscription.
- Indeed: Has a "pay per click" fee; I did not go further than this page to see if a credit card is needed. If the Board OK's a fee, I will continue on and see if they can bill us.
- Simply Hired: "Basic" price is \$99; again I did not go further to see if a credit card is required as I didn't want to commit to the fee without OK'ing it with the Board.

I also emailed the several Recreation & Parks Organizations discussed regarding posting our ad below, and found the following:

- New England Park Association: Does not feature a "job postings" section on their site. I e-mailed them to request if they had any kind of job posting process, but no reply so far.
- National Recreation & Parks Association: Has a fee for posting jobs (see attached); minimum is \$275.00.
- State Park & Rec Associations (MA, CT, VT, ME, NH, RI): I sent the ad with a request to post to each contact I could find listed; no replies yet. Only the MA site actually had a "job posting" procedure; the rest were just general contacts, so I am unsure what the responses will be.

AD (per Chip and Linda):

The Town of Marblehead, MA is seeking applications for the Superintendent of Recreations and Parks.

The ideal candidate would have the skills and knowledge required which would generally be acquired with a Bachelor's degree in Recreation Administration, Physical Education, Public Administration, Horticulture or a closely related field; and six years of increasingly responsible experience in municipal recreation and park administration, including three years management experience; or any equivalent combination of education and experience. Prior managerial level experience preferred.

The target employment start date would be on or about August 1, 2014.

For detailed packet information about the Town of Marblehead's Recreation and Parks Department, candidates should contact the Department at park@marblehead.org for further information.

Also attached: "packet" that will be e-mailed to candidates as requested.

Need Credit Card

Back to Your Account

Sign Out / Sign Up

Questions? Contact us (/contact?from_url=https%3A%2F%2Fwww.ziprecruiter.com%3A443%2Fuser%2Fset-plan) or call (800) 557-9015 (6am-6pm PT daily)

Pricing

Select Your Plan to Start FREE Trial

No commitment. Upgrade, downgrade or cancel at any time.

Monthly Plans	Starter \$59/mo	Team \$99/mo	Company \$149/mo	Big Hiring \$199/mo
Annual Plans 2 FREE months!	Upgrade/downgrade/cancel?	Upgrade/downgrade/cancel?	Upgrade/downgrade/cancel?	Upgrade/downgrade/cancel?

Job Posting

Post to 50+ job boards with one submission. What are job slots?

3Active Job Slots (?)
Unlimited Candidates**10**Active Job Slots (?)
Unlimited Candidates**20**Active Job Slots (?)
Unlimited Candidates**50**Active Job Slots (?)
Unlimited Candidates**Resume Database**

Search 3,562,525 fresh job seekers in our resume database

50

Resumes/mo

250

Resumes/mo

500

Resumes/mo

1,000

Resumes/mo

100% Satisfaction Guarantee



Full Customer Support



UNLIMITED Candidates



UNLIMITED User Accounts



UNLIMITED Companies



Candidate Screening Interviews



Mobile Optimized Job Pages



Branded Job Pages



Social Network Integration



New Candidate Alerts



Resume Database Alerts



Unlimited Job Posting

Unlimited Budgets

Pay-for-Performance Options

XML Job Import/Job Wrapping

Dedicated Account Management



Pricing

Spend the amount right for you

You decide how much to spend promoting your job and the first 50.00 (USD) is on us.*
No risk, no minimums, no obligations.

Step 1

Instead of paying a large amount up-front to post your job, choose a small amount you are willing to pay each time a job seeker clicks to view your job (the Maximum Cost per Click or Max CPC).

- Most clicks on Indeed cost between \$0.25 - \$1.50 (USD)
- Jobs with higher Max CPCs tend to get seen more often
- You can change your Max CPC anytime

Maximum Cost-Per-Click:

USD

Step 2

Choose the total amount you want to spend promoting your job on Indeed. You can change your job budget anytime. The first 50.00 (USD) is on us.*

Job Budget:

USD

You'll get at least 350 clicks to view your job

* Offer only available for new accounts that post a job. Credit expires one year after account creation.



Call Sales! (408) 400-4770

Pa
(<http://employers.simplyhired.com/overview#pa>)

Sign In
(<https://ads.simplyhired.com/simplypost/sign-in/>)

Overview (<http://employers.simplyhired.com/overview>)
Simply Post (<http://employers.simplyhired.com/simplypost>)
Enterprise (<http://employers.simplyhired.com/enterprise>)
Customers (<http://employers.simplyhired.com/customers>)



Post your job in less than five minutes



30 million unique visitors every month



Cost effective hiring solution

Post a **Basic** job

\$99
per job

- Manage your jobs and applications in one place
- Get priority placement on results pages
- Job post is live for 30 days on Simply Hired

Post Now
(<https://ads.simplyhired.com/job/?p=1>)

Get **Maximum Reach**

\$199
per job

- All the benefits of a Basic job post, **PLUS**
- Reach job seekers on thousands of partner sites, including

FOX BUSINESS, The Washington Post, Bloomberg Businessweek, CNET, and many more.
Post Now
(<https://ads.simplyhired.com/simplypost/job/?p=2>)

[Learn More](#)

Reach and hire the right
candidates.

NRPA's mission is to advance parks, recreation, and environmental conservation efforts that enhance the quality of life for all people.

Career Center

[Create Job](#)
[Select Posting Package](#)
[Checkout](#)

Package Selection

Select a new posting package:

- | | |
|---|------------|
| <input type="radio"/> Single 30-Day SACN Job Posting Package
Jobs will be automatically distributed to all appropriate SACN Partner sites.
Includes resume search. | \$275.00 |
| <input type="radio"/> Three Single 30-Day SACN Job Posting Package
Jobs will be automatically distributed to all appropriate SACN Partner sites.
Includes resume search.
Each job runs online for 30 days.
All jobs must be posted within one year of package purchase. | \$650.00 |
| <input type="radio"/> Five Single 30-Day SACN Job Posting Package
Jobs will be automatically distributed to all appropriate SACN Partner sites.
Includes resume search.
Each job runs online for 30 days.
All jobs must be posted within one year of package purchase. | \$1,000.00 |
| <input type="radio"/> Ten Single 30-Day SACN Job Posting Package
Jobs will be automatically distributed to all appropriate SACN Partner sites.
Includes resume search.
Each job runs online for 30 days.
All jobs must be posted within one year of package purchase. | \$1,800.00 |
| <input type="radio"/> NRPA Single 7-Day Job Posting Package
Resume access included.
Job posting runs online for 7-days. | \$149.00 |
| <input type="radio"/> NRPA Single 30-day Job Posting
Resume access included.
Job posting runs online for 30-days. | \$299.00 |
| <input type="radio"/> NRPA Buy 2 get 3rd FREE Package
Includes resume access | \$598.00 |

Each job posting runs online for 30-days
All jobs must be used within one year of purchase

☐ NRPA Five Job Posting Package \$897.00
Includes resume access
Each job posting runs online for 30-days
All jobs must be used within one year of purchase

☐ NRPA Ten Job Posting Package \$1,794.00
Includes resume access
Each job posting runs online for 30-days
All jobs must be used within one year of purchase

Continue >



© 2011 NRPA. All Rights Reserved.

Rick Reynolds

From: John Whalen <jwhalen@massrpa.org>
Sent: Tuesday, May 20, 2014 1:29 PM
To: Rick Reynolds
Subject: RE: Job Posting: Marblehead Recreation and Parks Dept

Rick

Your position has been posted at <http://www.massrpa.org/career-center/full-time-employment/>

John

From: Rick Reynolds [<mailto:reynoldsr@marblehead.org>]
Sent: Monday, May 19, 2014 4:36 PM
To: jwhalen@massrpa.org
Subject: Job Posting: Marblehead Recreation and Parks Dept

The Town of Marblehead, MA is seeking applications for the Superintendent of Recreation and Parks

The ideal candidate would have the skills and knowledge required which would generally be acquired with a Bachelor's degree in Recreation Administration, Physical Education, Public Administration, Horticulture or a closely related field; and six years of increasingly responsible experience in municipal recreation and park administration, including three years management experience; or any equivalent combination of education and experience. Prior managerial level experience preferred.

The target employment start date would be on or about August 1, 2014

For a detailed packet information about the Town of Marblehead's Recreation and Parks Department, candidates should contact the Department at park@marblehead.org for further information.

We would like to have this posted; if you have any questions regarding this ad, please feel free to contact us!

Thank you,

Ric Reynolds
Clerk, Marblehead Recreation & Parks Dept.
park@marblehead.org
781-631-3350

The MA State Secretary has determined that e-mails to and from public computers are subject to public record requests unless exempted by law.

Rick Reynolds

From: Deb Smith <n2ldeb@yahoo.com>
Sent: Tuesday, May 20, 2014 2:20 PM
To: Rick Reynolds
Subject: Re: job posting

Ric - I have published your job opening on MERPA.org

Deb Smith, Executive Director
N2Ldeb@yahoo.com
207-272-4290
www.merpa.org



From: Rick Reynolds <reynoldsr@marblehead.org>
To: "N2Ldeb@yahoo.com" <N2Ldeb@yahoo.com>
Sent: Tuesday, May 20, 2014 9:58 AM
Subject: job posting

Good morning:

Do you do job postings? If so, we'd like to post the following:

The Town of Marblehead, MA is seeking applications for the Superintendent of Recreations and Parks.

The ideal candidate would have the skills and knowledge required which would generally be acquired with a Bachelor's degree in Recreation Administration, Physical Education, Public Administration, Horticulture or a closely related field; and six years of increasingly responsible experience in municipal recreation and park administration, including three years management experience; or any equivalent combination of education and experience. Prior managerial level experience preferred.

The target employment start date would be on or about August 1, 2014.

For a detailed packet information about the Town of Marblehead's Recreation and Parks Department, candidates should contact the Department at park@marblehead.org for further information.

Thank you,

Ric Reynolds
Clerk, Marblehead Recreation & Parks Dept.

The MA State Secretary has determined that e-mails to and from public computers are subject to public record requests unless exempted by law.



TOWN OF MARBLEHEAD
Recreation & Parks Department



The Town of Marblehead, Massachusetts is seeking applications for the Superintendent of Recreation and Parks

The ideal candidate would have the skills and knowledge required which would generally be found with a Bachelor's degree in Recreation Administration, Physical Education, Public Administration, Horticulture, or a closely related field. The candidate should have six years of increasingly responsible experience in municipal Park and Recreation administration, including three years of management experience; or any equivalent combination of education and experience. Prior managerial level experience is preferred.

The accompanying job description details the work duties associated with the position. Salary will be commensurate with experience and qualifications. Benefits include medical coverage, pension plan, and appropriate vacation, sick, and personal leave time.

Please submit resumes to:
[park@ Marblehead.org](mailto:park@Marblehead.org)

or:
Recreation & Parks Department
10 Humphrey St.
Marblehead, MA. 01945
781-631-3350

Resumes will be accepted through June 10, 2014. The target employment start date would be on or about August 1, 2014.

Candidates are invited and encouraged to visit the Town of Marblehead's website at www.marblehead.org

TOWN OF MARBLEHEAD

Superintendent, Recreation and Parks

Summary:

Reporting to the Recreation and Parks Commission, the Superintendent is accountable for improving, maintaining and safety of the town's playgrounds, parks, beaches, athletic grounds, school grounds, trees and their related facilities. Promotes, administers, and supervises programs and leisure activities for all citizens of the community while they utilize the facilities/resources of the department. Position is an annual appointment by Recreation and Parks Commission.

Duties and Responsibilities:

1. Plans and supervises regular operations of the department, from insuring long term availability of playgrounds, athletic fields, tennis courts, etc., to include all facilities and properties under Commissions charge, to the day to day utilization scheduling of those facilities.
2. Directs the cutting of grass, the removal of clippings and leaves from all town property, including school grounds.
3. Directs planting and pruning of a wide variety of trees throughout the Commission jurisdiction.
4. Prepares annual expense and capital budgets for approval of Commission. Meets regularly with Commissioners and other town department heads on matters of planning, budgets, equipment allocation, service complaints and standards, and other management matters of concern to the town.
5. Oversees fees and moneys from beach parking, program participation, and tennis court fees: keeps records of financial operations of the department; furnishes necessary financial information to the town accounting office.
6. May personally supervise department operations in support of special events, like firework displays, concerts, arts festival, and the like where large public groups in attendance present special or unusual problems of traffic, parking, crowd control, and trash pick up.
7. Recruits and presents to board qualified candidates for hire. Develops all employees of the department in their profession.
8. Interfaces, supervises, and coordinates with public safety officials on matters such as park vandalism, heavy storms, or other natural emergencies.
9. Prepares and submits grant requests to various State, Federal, and private sources. Receives and administers such funds in accordance with stated requirements.
10. Purchases supplies, equipment and contract services appropriate to the proper operation of the department.
11. Prepares annual report for publication in the Town Report and other reports and evaluations as necessary.
12. Performs other related duties of a similar nature and complexity as requested.
13. Responsible for managing trash pick up at various municipal locations.
14. Responsible for management, upkeep, and scheduling of all aspects of the Marblehead Community Center in cooperation with co-tenant, the Marblehead Council on Aging.
15. Hires and supervises office/clerical staff.

Preferred Background:

A Bachelors degree preferably in Public Administration, Recreation Administration, Physical Education, Horticulture, or a closely related field with related experience and a strong managerial background.



TOWN OF MARBLEHEAD
Recreation & Parks Department



May 20, 2014

Trustees c/o James Nye, President
National Grand Bank
91 Pleasant Street
Marblehead, MA 01945

Re: Shattuck Fund request

We are privileged to once again present to you a request for funding. As you look across the street at Memorial Park, we hope that you are happy with the outcome of the previous three year's requests. We have had many compliments as the project nears completion and without your partnership it never would have happened. We have purchased five benches that will be installed in the next two or three weeks in the park and very shortly the installation of the pedestrian lighting will be put in place to light the sidewalk between your property and ours. I bring your attention to a bronze marker mounted on the left granite post as you enter from Pleasant Street. It acknowledges your contribution.

Our request for this year involves revisiting our playgrounds around town. We are once again partnering with the Family Fund. As you may remember, you were instrumental in funding a portion of the playground that was installed on the Stramski property at the site of the former Header's Haven.

The Family Fund has taken on the project of replacing the playground at Devereux Beach. They have been working on this for several years from both the design perspective and fundraising through local events. They have asked us to partner with them and attempt to secure Shattuck Fund money.

The structure that is currently in place is now sixteen years old and showing signs of serious wear due to the exposure and the elements. Current pictures of the facility are enclosed. We have had to remove some portions of the structure for liability reasons that present potential dangers to children due to the wear.

The Family Fund has \$53,000 currently in the bank from fundraising activities. They have been able to raise about \$13,000 a year through a variety of local events including the Ice Cream Social over the July 4 weekend, Touch a Truck in conjunction with the Recreation and Park Department, the Pumpkin Lighting at the Lee Mansion in October, and the Gingerbread Festival during Christmas Walk weekend.

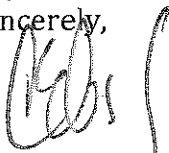
The cost of the new playground is \$135,000. A design rendering is attached. The Family Fund has appealed to a private foundation for some additional funds and asked us to attempt to come up with the balance.

The Recreation and Park Commission voted unanimously to make this request. We are asking for funding in the amount of \$75,000. We realize this is more than our normal request, but we feel that this project is worthwhile. If the \$75,000 is not available, we would appreciate any award that you might choose to make.

As you know, during the season, Devereux Beach is one of the most visited and used properties in the town. Updating the playground facility would serve thousands of children. If this funding is put in place, the plan would be to dismantle the existing structure at the end of the beach season and immediately construct a new one. We have made the facility safe for this season. The project would be completed during the fall of 2014.

We appreciate any consideration that you might give to this request and look forward to once again being able to do something for the community that otherwise would probably never happen.

Sincerely,

A handwritten signature in dark ink, appearing to read 'C. Osborne Jr.', written over the word 'Sincerely,'.

Charles E. Osborne Jr. Chairman
Recreation and Park Commission
is an Town of Marblehead

From: Kristin Goedkoop <kmmtoke@gmail.com>
Subject: Fwd: Pictures
Date: April 2, 2014 at 5:15 PM
To: Chip Osborne (co@osborneorganics.com) (co@osborneorganics.com) co@osborneorganics.com
Co: derek.norcross@draeger.com

Chip,

The last of the corrosion pictures.

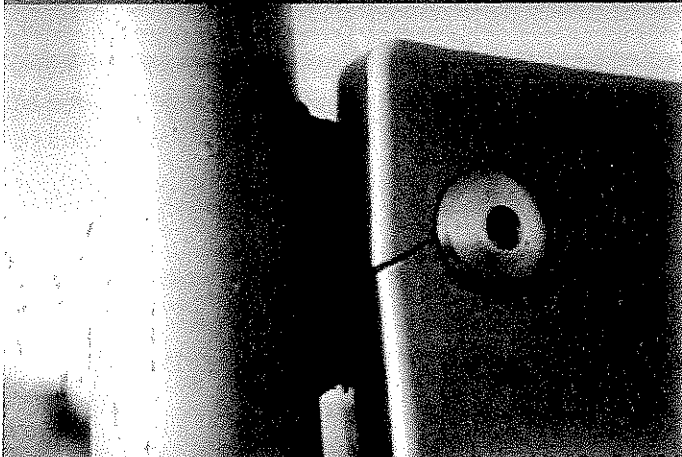
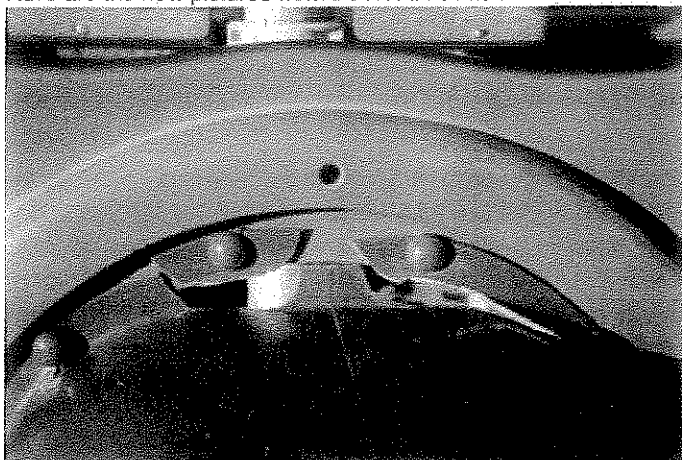
Kristin

Begin forwarded message:

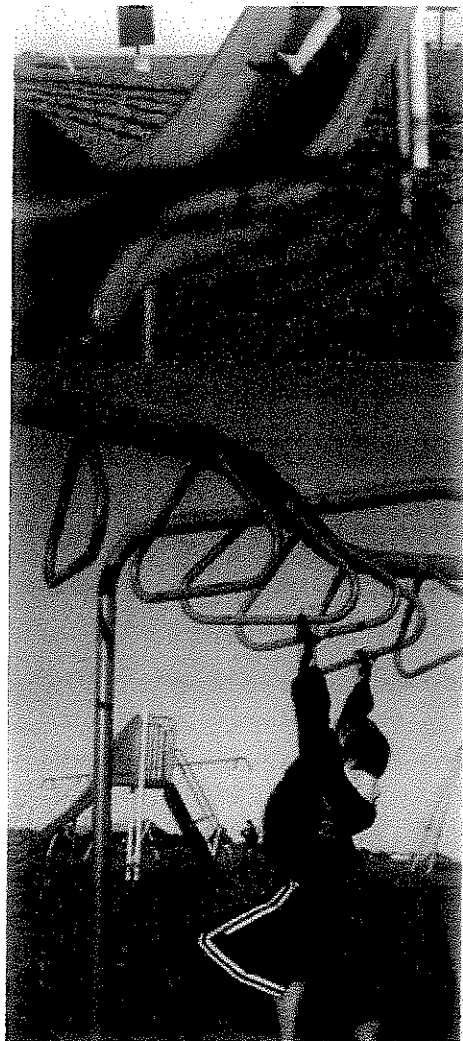
From: Erica marinelli <ericamarinelli@gmail.com>
Subject: Pictures
Date: May 8, 2013 at 10:02:21 AM EDT
To: Kristin Goedkoop <kmmtoke@gmail.com>

Hi Kristin

Here are the new pictures from Devereux beach:







From: Kristin Goedkoop <kmmtoke@gmail.com>
Subject: Fwd: Devereux Playground Pictures
Date: April 2, 2014 at 5:13 PM
To: Chip Osborne (co@osborneorganics.com) (co@osborneorganics.com) co@osborneorganics.com
Cc: derek.norcross@draeger.com

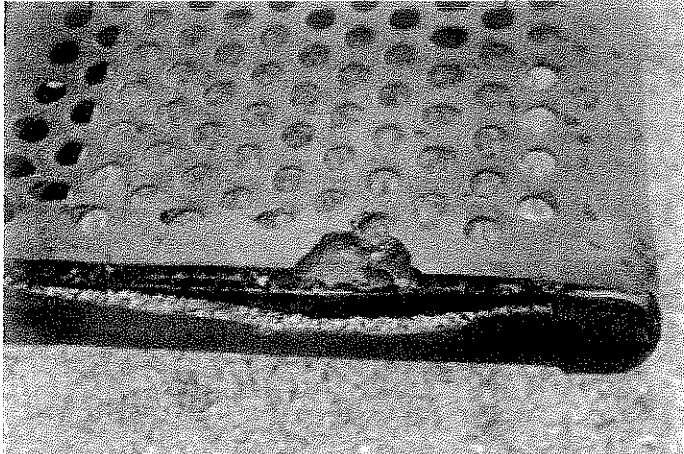
Pictures of corrosion.....will be sending a few more...

Kristin

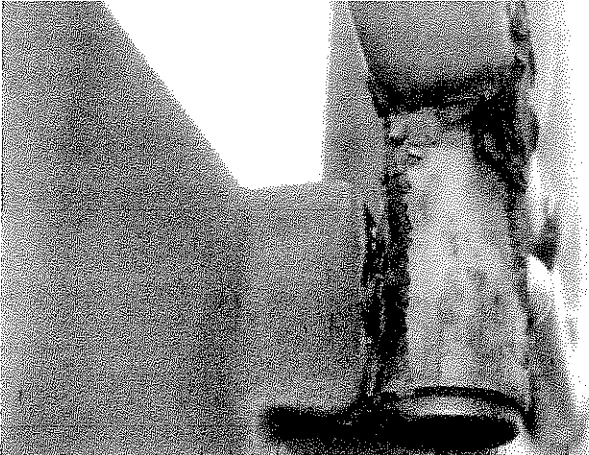
Begin forwarded message:

From: Erica marinelli <ericamarinelli@gmail.com>
Subject: Devereux Playground Pictures
Date: April 14, 2013 at 1:15:40 PM EDT
To: Erin Van Otterloo <evanotterloo@gmail.com>, Mindy Gyllenborg <mgvli25@gmail.com>, Kristin Goedkoop <kmmtoke@gmail.com>, "Emily H. Moss" <ehansonmoss@gmail.com>, Amanda Velluto <amwvelluto@gmail.com>, Hether Danforth <h_gilmor@yahoo.com>

Bench seat: sharp edges & rust. Threat of tetanus or even gangrene from being cut by this.

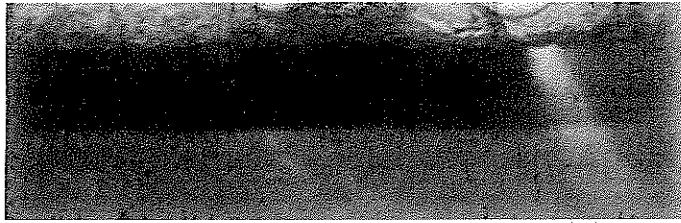


Support bars are literally rusting away from stairs. Loss of structural strength.



Rust has corroded through the support bars. Paint cannot repair.

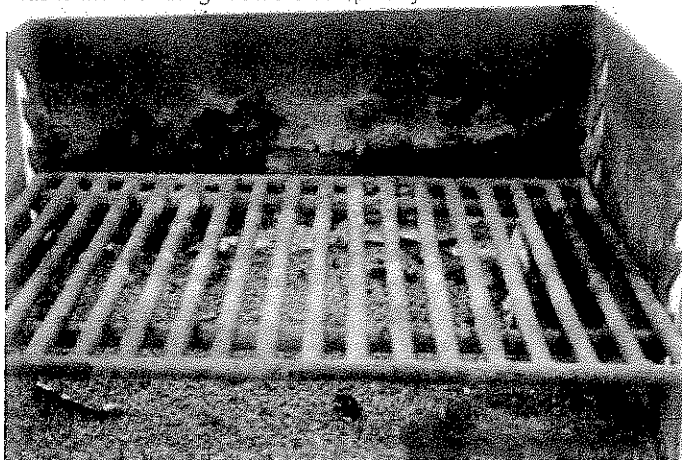




This one concerns me the most: Bracket to hold up monkey bars has corroded away from the bolts. If this comes down on a child there could be serious injury or death with the weight of the monkey bars coming down on the child.



This is the 1 small grill that is completely rusted.



1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 26

[illegible]

Town of Marblehead Recreation & Parks Department

Application for park permit

5/17/14

APPLICATION date: <u>Reschedule</u> <u>6/9/14 - 6/10/14</u>	APPLICANT (name of person paying for permit): <u>Catherine Birtwell</u>
--	--

**** IMPORTANT: THE TOWN REQUIRES INSURANCE FOR ALL WEDDINGS & LARGE EVENTS: SEE BELOW ****

At the time of application, a copy of an insurance certificate is required along with this form and payment in order to reserve any facility for any wedding or large event. Insurance must have 1 million occurrence / 3 million aggregate coverage and name "The Town of Marblehead" as additionally insured. Please contact an insurance provider of your choice for assistance.

EVENT Day & Date: <u>6/9/14 6/10/14 reschedule</u>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>9-12 A.M.</u>
---	--

EVENT DESCRIPTION & expected attendance (use another page if needed): <u>Montessori school field day 60 total (Montessori)</u>

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <u>Gatchells by Everett Parrie Blvd</u>
--

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:	<u>\$25.00</u>	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:	<u>\$25.00</u>	Due upon approval			
Non - residents security deposit:	<u>\$50.00</u>	Due at time of application			
Non - resident fee:	<u>\$50.00</u>	Due upon approval			
Catered event (Clambake, etc.)	<u>\$2 per person; minimum \$100.00 - \$50 Security Deposit</u>				

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.

REFUNDS: written requests must be received at least 5 business days before the 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 <u>hardship</u> ? (waivers determined at next Board meeting)	YES / <u>NO</u>
---	-----------------

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)		

Catherine Birtwell
Signature of applicant

Catherine Birtwell
Name (Please print clearly)

15 Gingerbread Hill
Address

781 526 8667
Telephone

Approved by:

Recreation & Parks Department

Date approved

* Coordinate Mowing

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date:	APPLICANT (name of person paying for permit):				
** IMPORTANT: THE TOWN REQUIRES INSURANCE FOR ALL WEDDINGS & LARGE EVENTS: SEE BELOW **					
<p><u>At the time of application</u>, a copy of an insurance certificate is required along with this form and payment in order to reserve any facility for any wedding or large event. Insurance must have 1 million occurrence / 3 million aggregate coverage and name "The Town of Marblehead" as additionally insured. Please contact an insurance provider of your choice for assistance.</p>					
EVENT Day & Date:	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up):				
Marblehead High School Boys Tennis Fundraiser	Sunday May 25 th 12-3PM				
EVENT DESCRIPTION & expected attendance (use another page if needed):					
For ages 4-14 Fun games activities at Seaside Tennis courts rain date June 1 st 12-3PM to advise mother to fix its courts (cracks)					
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):					
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		\$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.					
REFUNDS: written requests must be received at least 5 business days before the 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.)					
<p>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.</p>					

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)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		


 Signature of applicant

Elizabeth Foulk
 Name (Please print clearly)

MHS Boys Tennis Coach
 192 Willow Rd
 Address Nahant MA

781 - 581 7537
 Telephone eefoulk@comcast.net

Approved by:

Recreation & Parks Department

Date approved

FYI



**Town of Marblehead
Zoning Board of Appeals**

Mary Alley Municipal Building
7 Widger Road
Marblehead, MA 01945
Telephone: 781-631-1529
Fax: 781-631-2617

May 15, 2014

NOTICE OF DECISION

The Board of Appeals, after notice and public hearing on **March 11, 2014**, on the application of **Timothy Guy**, voted to to deny the request to construct an addition and porch at **6 Wyman Road**.

The written Decision was filed with the Town Clerk on May 14, 2014.

A copy of the decision is available for inspection at the Town Engineering Department, 7 Widger Road, Marblehead, MA, 01945.

A twenty day appeal period begins the day after the decision is filed with the Town Clerk.

After the twenty day appeal period, the Applicant must record the decision at the Registry of Deeds and a receipt from the Registry of Deeds must be returned to the Marblehead Engineering Department showing proof of recording.

A decision of the Board of Appeals does not constitute the granting of a Building Permit. No Building Permit shall be issued prior to recording the decision at the Registry of Deeds.

Failure to act on a decision within one year renders the decision null and void.