



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



**Recreation and Parks Meeting Minutes**

06/03/14

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

- 1) **Call to order:** Chip Osborne called the meeting to order at 7:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Linda, Jerry, and Derek.
  - b) **Absent:** None; Bob Jackson has officially resigned from the Commission.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 05/20/14 meeting; all in favor.
- 4) **Appearances:**
  - a) **Flag Football:** Jeff Plakans and Austin Bradshaw appeared to discuss the North Shore Flag Football league's relationship with the department. Discussion included history of the program, current operations, field scheduling, and department recreation programming. Jeff reported that Karl Mayer has approached him to advertise the Department Summer clinic; Jeff offered to "team" with the department to run summer flag football. Tim explained that may be possible in the future but the programs he has put in place are fine for now. Jeff also mentioned that a group known as "Friday Night Lights" has been aggressively trying to take over flag football in several North Shore Communities. The field scheduling issues were referred to the Sports Sub-Committee.
  - b) **Health Department:** Andrew Petty appeared to request help with the installation of 14 new "Big Bellies"; mostly in the downtown area. Board agreed this is a priority; Tim will coordinate with the Foreman and Andrew to get them installed before July 4<sup>th</sup>. Public recycling bins also discussed; the public has requested recycling bins in the parks but the department doesn't have a recycling vehicle or the manpower to accommodate the request at this time. Board will consider and discuss options. Tim reported that Youth baseball has been informed they need to put liners in the barrels they purchased for the Gatchells Dugouts and bring the full bags out to the Park Department trash cans if they want that trash collected.
  - c) **Festival of Arts:** Lynn DeVoe and John Semens appeared to discuss placing a sculpture of "Winslow" the seal (see attached), created by Jon's Mother Beverly, at Crocker Park to commemorate the 50<sup>th</sup> anniversary of the Arts Festival in 2015. Discussion included location and installation; Lynn and John are looking into fund raising to pay costs. Board agreed to do a site walk after July 4<sup>th</sup> to take a look at the proposed site.
  - d) **Devereux Beach:** Bill James appeared to report on work to date, and to discuss getting the beach sand that is piled in the resident parking lot back onto the beach and levelled to cut the slope down from the beach to the water. Bill thinks it will require a bulldozer and be a large project. Bill has a meeting with Will Lanphear on Thursday to discuss the issue, and Tim is planning on attending. Board agreed to discuss the details of the project and the best time of year to do it. Bill is also looking for a beach groomer attachment for the John Deere Gator. After discussion; **Motion** made and seconded to have Ric research it and find out the cost, share the information with the Board, and purchase up to \$3000.00; all in favor. Also discussed:
    - i) 8 parking spaces will be designated in the Riverhead Parking lot for Recreation Programming use; placement of these spaces will be left to Bill's discretion.
    - ii) Yoga Classes are not allowed on the beach; if they refuse to desist then MPD will be contacted.
    - iii) Wayne and Chip discussed cleaning to the right of the boat ramp; the Order of Conditions will need updating and Chip is working on a draft.
- 5) **Reports (attached):**
  - a) **Tim's: Addendum:** After discussion, **Motion** to approve the hiring of summer staff as listed in Tim's report; 3 in favor, 1 opposed.
  - b) **Foreman's:** No addendum.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

6) **Old Business:**

- a) Superintendent Search update: Several new applications have been received including Bob Jackson's; Chip requested Board to sort through them and come up with a list of recommendations for interviews by the next meeting.
- b) Memorial Park update: Chip reported all benches have now been sold. Chip and Tim met with Jay from MMLD and discussed pedestrian lighting. Installation will commence once the lights have been received; price of lights is \$6800.00. Board discussed sub-contracting the trenching needed for installation. Bob Donovan is going to install the benches and Tim will ask him for an estimate to do trench. Chip also suggested lining the garden beds with brick to make maintenance easier.
- c) Community gardens update: Chip and Tim walked the site and identified plots. The one resident who had her fence in the wrong place was asked to move it to the correct spot and she complied. Chip suggested and the Board agreed that any plots left unplanted after 4 July will have their permits revoked. It was agreed that after the planting season, Greg and Bob are going to clear and remark all the plots; all permit holders will be contacted and warned.
- d) Shattuck fund request: Chip reported that the early feedback looks promising for full approval of the request, but we may not get a request approved next year depending on how many applications are made.
- e) Gatchells Lights: Tim still coordinating with Jay at MMLD regarding installation.
- f) Linda:
  - i) Inquired on status of SUP contract; Tim is still working with Becky Curran.
  - ii) Inquired if all Lifeguards have been hired; the 5 the department is budgeted for have been hired, but Tim is considering hiring another if money allows.
- g) Jerry: Reported Lime Rickey's is still not in compliance with request for paint colors. Chip suggested Jerry contact the Selectmen's office as the matter is now being handled there.

7) **New Business:**

- a) Open Commissioner's seat: Chip reported that filling the vacant Commissioner's seat created by Bob Jackson resigning will take a joint meeting with the Selectmen and an interview process. Board agreed getting a new Superintendent in place takes higher priority at this time, but wants to have it done before the next school year.
- b) Lead Mills property: Chip was requested by Don Morgan from the Trails Committee to have the property cut, as the former Superintendent had verbally agreed to do so. Board agreed that the department doesn't have the manpower or equipment to care for this piece of open space land, as the John Deere mower is for parks and athletic fields and is not to be risked on wild acreage. Board will discuss further and address the issue after 4 July. Chip also reported the Town has solicited landscaping designs for the property from a design college; Board concurred that this department will not agree to assume any future maintenance responsibilities of this property will the current shortage of manpower and budget.
- c) Facebook: Tim discovered a disgruntled former sailing staff member posted a malicious letter on the Recreation Department's "Facebook" page last Friday night regarding the sailing program, but it was removed almost immediately.
- d) Derek: Reported a young autistic man named Mike Joyce is interested in volunteering to work with the kid's at the playground program under the supervision of his personal aid. After discussion, Derek agreed to broker a meeting with the family, the aid, and Tim to discuss the idea.
- e) Linda: Reported there are 2 waste barrels at the dog park. Chip knows about it and stated the department is not responsible for them; they are being emptied by dog park volunteers.

f) Correspondence (copies attached):

i) Marblehead Marine request: **Motion** made and seconded to approve as requested; all in favor.

ii) Permit Applications:

(1) Boys/Girls Club: Discussion of "Christian's Law" and insurance. After discussion, application was tabled and Tim will contact them to discuss these issues.

(2) Marblehead Festival of Arts:

(a) Details: **Motion** made and seconded to approve as requested; all in favor. Time and Pete are coordinating coverage.

(b) Park Permits: **Motion** made and seconded to approve as requested and waive fees; all in favor.

(3) Bridging Lives: **Motion** made and seconded to approve and waive fees pending receipt of proper insurance; all in favor.

(4) Girl Scouts: **Motion** made and seconded to approve as requested pending receipt of proper insurance; all in favor.

(5) Old North Church: **Motion** made and seconded to approve and waive fees; all in favor.

iii) Information (no actions required): 1 Notice of Decision.

g) COA request: Terry requested the department pay the bills (attached) for the maintenance of equipment in the work-out room. **Motion** made and seconded to approve payment from revolving fund; all in favor.

8) Timekeeping: 9:00 PM: **Motion** made and seconded to extend meeting; all in favor. Meeting Adjourned: 9:30 PM. Next meeting to be determined.

*Attachments: Meeting Notice and Agenda; 3 Pictures; 1 request letter; 6 permit applications; 2 detail requests; 2 bill copies; 1 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: Conference

Tuesday

Day of week

June

Month

03

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. Appearances:
  - a. Jeff Plakans: Flag Football
  - b. Andrew Petty: Health Dept
  - c. Lynn DeVoe: Festival of Arts
  - d. Bill James: Devereux Beach
3. Reports: Recreation Supervisor; Foreman
4. Topics:
  - a. Superintendent search update
  - b. Memorial Park update
  - c. Community Gardens update
  - d. Correspondence
5. Next meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: May 27 2014

***"Winslow"***  
**Harbor Seal Sculpture**  
**by Beverly Seamans**



**Rock base approximately**  
**5ft long X 3ft wide**  
**Overall *height* (with rock base)**  
**~ 4 ft**







Tim Short  
Recreation Supervisor, Town of Marblehead  
Tuesday, June 03, 2014

#### Recreation Supervisor Report

##### **Programming Updates**

- Summer program numbers continue to grow
- All 3 Sessions of Sailing are full
- Sessions 2-5 of C.I.T. are full
- Used Kayak & Standup Paddle Board Consignment Sale this weekend at Little Harbor Boathouse, 9am-4pm.
- Free Basketball Clinic coached by Premier Hoops set for June 17<sup>th</sup>
- Purchased Pickleball equipment for Recreation & COA. Spoke with Peter Sullivan who is a Pickleball Ambassador about doing a demo here at the Community Center, working on dates. He is also going to put me in touch with Sue Carnevale who would be helpful to get the program going.

##### **Sailing Update**

- Masts are in; all other parts will be in by June 12<sup>th</sup>. In touch with Andrew from Marblehead Composites for the install.

##### **Summer Staffing**

- Recreation Office Staff: Canada Stewart (met with Compensation Committee last week to address the summer clerical position which does exist on the seasonal pay scale; however, Park & Rec was not one of the departments authorized to use this title, we are now.) started last Friday & Gale Billings starts June 3rd and will work Tuesdays & Thursday nights.
- Sailing: Alexa Weislein, Emily Lachance, Daniel Likhterman
- Day Playground: Charles Nastasi

##### **Community Center**

- New vacuum arrived last Friday
- Working with Becky Curran on lease for Floor Scrubber



Peter James  
Foreman, Town of Marblehead  
Tuesday, June 03, 2014

#### Foreman Report

- Continuing to cut grass
- HS Sports are done, as well as lining fields.
- Greg and Bob installed bench at Reds Pond
- School irrigation is on with the exception of lower High School. There is an issue with the hole where the meter goes. School/Water Department is working on it.
- Aerating/Seeding school properties
- Groomed Men's Softball Field.
- Pete who is working weekend trash is aware that is needs to work 7am-3pm.
- Meeting with Tim to discuss Fourth of July trash plan this week.

# MARBLEHEAD MARINE CONSTRUCTION INC.

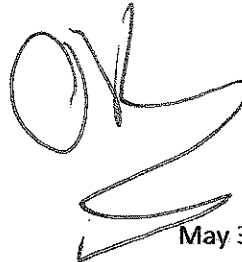
MARINE CONTRACTING

P.O. BOX 841 • MARBLEHEAD, MA 01945-0841

E-Mail: MheadMarine@aol.com TEL: 781-631-5280

FAX: 781-639-5039

Town of Marblehead  
Commissioners Parks & recreation  
10 Humphrey St.  
Marblehead, MA 01945



May 31, 2014

Dear Commissioners.

We are requesting an extension for removing the floats & Quonset hut from the beach this spring 2014. As you know with the large amount of snow during this past winter we were not able to get most of the outside repairs done to the floats and are still in the process of completing this work, along with trying to keep a normal launching schedule.

We are asking to allow us to work through the second week of June to complete the repairs and launching of the floats, along with the removal of the Quonset hut. As in the past we will work with the Park & Rec to make the parking lots where the floats have been presentable for this season.

I would be happy to make myself available to come to a Commission meeting if you have any questions.

Sincerely,



David L. Haley

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>3/19/2014</b>	APPLICANT (name of person paying for permit): <b>Meghan Murtagh (Boys + Girls club)</b>
---------------------------------------	--

**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>Tuesday, Aug 5</b>	TIME OF EVENT (begin & end up to 3 hours: INCLUDES set up & clean up): <b>11-3pm</b>
--	---

EVENT DESCRIPTION & expected attendance (use another page if needed):

**Summer camp, beach/playground → 60 to 70 children**

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

**Beach / playground**

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:	<b>\$50.00</b>	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 / NO
---	----------

  
Signature of applicant

**Meghan Murtagh**  
Name (Please print clearly)

**13 Hawthorne Blvd**  
Address **Salem MA 01970**

**508-631-1725**  
Telephone

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

Approved by:

Superintendent, Recreation & Parks Department

Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: May 16, 2014		APPLICANT (name of person paying for permit): Marblehead Festival of Arts	
<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 <u>naming the Town of Marblehead as an additional insured</u> is <b>REQUIRED</b> to be provided with the request <u>at the time of application</u> .			
EVENT Day & Date: Saturday, July 5, 2014		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 9 am to 5 pm	
EVENT DESCRIPTION & expected attendance (use another page if needed): Sand Sculpture Competition and Kite Festival			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Devereux Beach			
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)
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	
		\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required	
		Other  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.			
<b>CANCELLATIONS / REFUNDS:</b> requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).			
<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.)			
It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.			

Request fee waiver(s) <u>due to hardship?</u> (waivers determined at next Board meeting)		<input checked="" type="radio"/> YES / <input type="radio"/> NO
<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)		

ON FILE  
26 Town hrs!

*Maggie Raftus*  
Signature of applicant

Maggie Raftus, Secretary  
Marblehead Festival of Arts

Name (Please print clearly)

PO Box 332  
Marblehead, MA 01945

Address

MFoA: 781-639-2787  
Maggie Raftus Cell: 774-217-8782

Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: May 15, 2014	APPLICANT (name of person paying for permit): Marblehead Festival of Arts
-----------------------------------	--

**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: Performing Arts - July 2, 3, 4, 5, 6, 2014	TIME OF EVENT (begin & end up to 3 hours: INCLUDES set up & clean up): 9 am - 11 pm (see specific times on page 2 )
---	--

**EVENT DESCRIPTION & expected attendance (use another page if needed):**

Performing Arts - Film Festival & Concerts

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

Crocker 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; <u>Insurance required with ALL applications (see above);</u> 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 <input checked="" type="radio"/> NO <input type="radio"/>
<b>OFFICE USE:</b>		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO (\$125 per unit)	YES / NO \$	YES / NO \$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

an Oke  
at Town  
Hall

Maggie Raftus  
Signature of applicant

Maggie Raftus, Secretary

Name (Please print clearly)

Marblehead Festival of Arts  
PO Box 332  
Marblehead, MA 01945

Address

MFoA: 781-639-2787

Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved



MANCHESTER FESTIVAL OF ARTS  
July 2014

2 W Exhibit Awards Presentation/Reception – 6 to 9 pm

3 Th Festival Day #1

Exhibits	10 am to 5 pm
Pleine-Air Painting about town	9:30 am to 5 pm
Film Festival Premier Crocker Park	8:30 to 10 pm
Film Festival Exhibit	
Films (90 minutes)	10 am and Noon
Workshop	1 pm
Workshop	3 pm
Tea Room	1 to 4:30 pm
Logo Store	10 am to 5 pm
Performing Arts	Noon - 3:30 pm
	6:00 – 8:30 pm

4 F Festival Day #2

Exhibits	10 am to 5 pm	
Boat Building Workshop – Lee Mansion Gardens		Starts 11:00 am
Regatta Starts/Redd's Pond		3:00 pm
Tea Room	1 to 4:30 pm	
Painting the Town Exhibit		
& Awards	2:00 to 5:00 pm	
Logo Store	10 am to 5 pm	
Performing Arts	Noon - 3:30 pm	
	6:00 – 10:30 pm	

5 S Festival Day #3

Exhibits	10 am to 5 pm
Artisans' Marketplace	10 am to 5 pm
Sand Sculpture Competition	
& Kite Festival – Devereux	11 am to 5 pm
Tides Low	11:30 am
Film Festival Exhibit	
Films (90 minutes)	10:00 am
Workshop	1 pm
Workshop	3 pm
Tea Room	1 to 4:30 pm
Logo Store	10 am to 5 pm
Performing Arts	Noon - 3:30 pm
	6:00 – 10:30 pm

6 Su Festival Day #4

Children's Festival,	10 am to 1:00 PM
To be held At the Lee Mansion Gardens	
Exhibits/ Abbot Hall	10 am to 5 pm
Artisans' Marketplace	10 am to 5 pm
Logo Store	10 am to 4 pm
Exhibits/ Church Locales	Noon to 5 pm
Tea Room	1 to 4:30 pm
Pickup for all art	5 to 6:00 pm

7 M Exhibit Reception

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: May 28 2014	APPLICANT (name of person paying for permit): Judith Black
----------------------------------	---

**\*\* 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: June 11 2014	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 6:00 - 7:00
-----------------------------------	---

EVENT DESCRIPTION & expected attendance (use another page if needed):  
Final Picnic for Bridging Lives program under umbrella of Counseling Center

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):  
Seaside Park - back trails lawn

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		Due at time of application			

Seaside - Request fee waiver - No cash even - insurance: (Insurance has no money, but event doesn't)

Pay out to "The Town of Marblehead" for the security deposit and fee. The area is checked to ensure all trash was removed from the property.

Regular business hours. Standard applications take 1 - 3 business days to approve. Paid per day per applicant.

Pay at their next meeting, including fee amounts and any restrictions.

Pay at least 5 business days before the event (sorry, NO "rain out" refunds).

Alcoholic beverages are prohibited on property under the jurisdiction of the Town of Marblehead § 236-1.)

Responsibilities of the Recreation & Parks Commission as described above are to be strictly followed. The applicant assumes full responsibility for any damages to or loss of Town property in consequence of the use of the property and engages to make the same good without expense to the Town, and the applicant agrees to pay for any damages as may be made for the accommodations requested.

Request fee waiver(s) due to hardship? (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  
Judith Black

Name (Please print clearly)  
66 Clifton St.

Address  
33 Program St. Marblehead

Telephone  
781-631-4417

# Hamond Nature Center rental application

Date of application:

5/27/14

Name of applicant:

Girl Scouts of Marblehead / Lisa Indelicato

Day & Date of event:

June 22, 2014

Times (including set up & clean up):

5:30 - 7:30 p.m. (flexible)

Event description & expected attendance (use separate page if needed):

Campfire

NOTE: Property is under the jurisdiction of the Marblehead Conservation Commission and requires joint approval. Requests must be compatible with the nature center uses.

Hourly rental fee	\$50.00 (Up to 3 hour rental, \$100 minimum)
Security deposit	\$50.00
Park Staff detail fee	\$125.00
Special requests:	* Note: special requests will be submitted at the next regular Commissioner's meeting (1st and 3rd Tuesday's of each month) for fee amounts and approval.

certificate naming the Town of Marblehead as an additional insured is required

ss hours (M - F 8am - 5pm). standard applications take 1 - 3 business days to  
uding set up / clean up time)

me of application (made out to "The Town of Marblehead"). Final payment is due  
rry, the Town doesn't accept credit cards. The security deposit check will be  
ted after use.

5 business days before the scheduled event.

lic beverages are prohibited on property. \*\*

olicies of the Recreation & Parks Commission and the Conservation Commission  
rsigned hereby assumes full responsibility for any damages to or loss of Town  
mmodations described above, and engages to make the same good without  
ar agrees to pay promptly such charges as may be made for the accommodations

ardship? (determined at next  
Board meeting)

YES / NO

OFFICE USE:

Park detail required? (see detail sheet)	Police required? (631-1212)	Insurance required?
YES / NO	YES / NO	YES / NO
\$50.00	(\$125 per unit)	\$
Security deposit	Park Detail fee	Usage fee
Dates paid and check numbers		

Signature

Lisa M. Indelicato  
Name (Please print clearly)

3 Maverick Ct.  
Address

781-990-1495  
Telephone

pproved by:

Superintendent, Recreation & Parks Department

Date

pproved by:

Marblehead Conservation Commission

Date

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: 5-22-14	APPLICANT (name of person paying for permit): Lisa Nahatis, Office Manager - Old North Church
------------------------------	--

### 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: Sundays, June 22 - Aug. 31, 2014	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 7:30 am - 9:00 am
---	---

EVENT DESCRIPTION & expected attendance (use another page if needed):

Weekly worship service - Old North Church

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

Chandler Hovey 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
---	----------

### 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)		

Lisa Nahatis  
Signature of applicant

Lisa Nahatis  
Name (Please print clearly)

8 Starkey St. Marblehead  
Address

781-631-1244  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

## Town of Marblehead Recreation & Parks Department

### Request for Park detail

Name of requesting group: Marblehead Festival of Arts

Event: Champagne Reception

Days & dates requested (Use separate forms for each event): Sunday, June 29, 2014

Times requested (1 detail unit= up to 4 hours): One unit: 4 pm - 8 pm

Minimum fee: \$140.00 for every 1 unit due upon approval. Date paid:

Services requested (Circle as needed): ☒ trash detail ☒ bathroom attendant ☐ event set up ☐ event breakdown

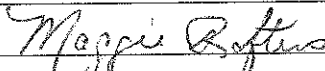
Other (please describe):

( \$140 - )

It is expressly understood and agreed that the policies of the Town of Marblehead and the Recreation & Parks Commission are to be strictly complied with, and that the undersigned applicant hereby assumes full responsibility for any damages in consequence of the event 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 services requested.

**I have read, understood, and agree to comply with the policies as outlined above:**

Printed name of applicant: Maggie Raftus

Signature of applicant: 

Street address: Marblehead Festival of Arts, PO Box 332

Town, State, Zip code: Marblehead, MA 01945

Daytime phone: MFoA: 781-639-2787

Evening phone: Maggie: 781-990-3221 Cell: 774-217-8782

E-mail address (if any): maggiemr42@gmail.com

Web site address (if any):

### Recreation & Parks Superintendent:

Signature:

Date of approval:

Personnel assigned:

Times:

Specific duties:



## Town of Marblehead Recreation & Parks Department Request for Park detail

Name of requesting group:	Marblehead Festival of Arts		
Event:	Performing Arts at Crocker Park		
Days & dates requested (Use separate forms for each event):	July 3, 4, 5		
Times requested (1 detail unit= up to 4 hours):	1 unit each evening: 6 pm-10 pm (Total 3 units); Trash pickup between 4 & 5 pm on July 4.		
Minimum fee: \$140 / for every 1 unit <u>due upon approval</u> . Date paid:	<del>_____</del> (No strcc)		
Services requested (Circle as needed):	<u>trash detail</u>	<u>bathroom attendant</u>	event set up      event breakdown
Other (please describe):	_____		
	(\$420)		
	_____		
	_____		

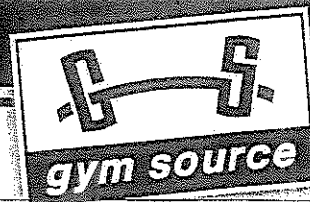
It is expressly understood and agreed that the policies of the Town of Marblehead and the Recreation & Parks Commission are to be strictly complied with, and that the undersigned applicant hereby assumes full responsibility for any damages in consequence of the event described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the services requested.

**I have read, understood, and agree to comply with the policies as outlined above:**

Printed name of applicant:	Maggie Raftus
Signature of applicant:	<i>Maggie Raftus</i>
Street address:	Marblehead Festival of Arts, PO Box 332
Town, State, Zip code:	Marblehead, MA 01945
Daytime phone:	MFoA: 781-639-2787
Evening phone:	Maggie Cell: 774-217-8782
E-mail address (if any):	maggiemr42@gmail.com
Web site address (if any):	

### Recreation & Parks Superintendent:

Signature:	
Date of approval:	
Personnel assigned:	
Times:	
Specific duties:	



I N V O I C E # 1605536

Salesperson Invoice Date Store

Andrea Messenger 05/10/14 093 Gym Source USA LLC

Pg: 1

SHIP TO:

MARBLEHEAD COMMUNITY CENTER  
10 HUMPHREY ST  
MARBLEHEAD MA 01945

MARBLEHEAD COMMUNITY CENTER  
10 HUMPHREY ST

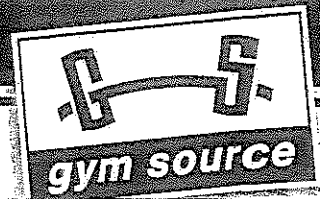
MARBLEHEAD

MA 01945

Acct. #	Ship Date	Ship Via	F.O.B.	Cust PO	Terms	Order
4-283527	05/09/14	Delivery			DUE UPON RCPT.	1605536.**

Qty	Description	Unit Amt.	Amount
-----	-------------	-----------	--------

1	LABOR RETURN CALL	.00	.00
	STAR-S-RBX S#RBSX0809-T02227		
	STAR-INST-MP S#IN-D1019509		
	RECUMBENT BIKE NEEDS SEAT REPLACED -		
	TORN. MULTIPRESS NEEDS BELT REPLACED -		
	FRAYING.		
1	ZZ-MISC-STARTRAC PT#720-0075 SEAT	111.27	111.27
1	ZZ-MISC-STARTRAC PT#730-0215 BELT	204.66	204.66
1	FREIGHT/INBOUND INBOUND CHARGES	20.00	20.00
	PARTS PER JEAN		
	X		
	PLEASE FAX BACK SIGNED QUOTE		
	TO 508-222-3572 ANDREA MESSENGER		
	IT'S OUR PRIVILEGE TO SERVE YOU		
	CONFIRM WITH JANICE		
	TO GO WITH WO#1606083		
	TECH REPLACED SEAT PAD ON RECUMBENT BIKE		
	AND BELT ON MULTIPRESS. BOTH UNITS CHECK		
	GOOD.		
1	TIME-SERV ANTHONY 130-215	.00	.00
56	MILEAGE MILEAGE FOR SERVICE REPAIRS	.00	.00
	SIGNED J FRATINI		
	Remit Payment to: Gym Source Dept 106042 PO BOX 150468		
	Hartford CT., 06115-0468		
	Thank You		
			335.93
		TOTAL	335.93



INVOICE # 1602447  
Salesperson Invoice Date Store

Danielle Chiras 02/26/14 093 Gym Source USA LLC

Pg: 1

## SHIP TO:

MARBLEHEAD COMMUNITY CENTER  
10 HUMPHREY ST  
MARBLEHEAD MA 01945

MARBLEHEAD COMMUNITY CENTER  
10 HUMPHREY ST

MARBLEHEAD

MA 01945

Acct. #	Ship Date	Ship Via	F.O.B.	Cust PO	Terms	Order
4-283527	02/25/14	DELIVER			DUE UPON RCPT.	1602447.**

Qty	Description	Unit Amt.	Amount
1	LABOR PENDING SIGNED QUOTE	.00	.00
1	MAINTENANCE-MA ONE TIME MAINTENANCE ON ALL	360.00	360.00
3	STAR-S-TRC TREADMILLS		
1	STAR-S-RBX BIKE		
1	OCTANE-XR6000 ELLIPTICAL		
1	OCTANE-XR650 ELLIPTICAL		
1	STAR-INST-LAT/ROW		
1	STAR-INST-LE/LC		
1	STAR-INST-MP		
X			
	PLEASE FAX BACK SIGNED QUOTE TO 508-222-3572 DANIELLE CHIRAS		
	IT'S OUR PRIVILEGE TO SERVE YOU CONFIRM WITH JANICE TECH COMPLETED PM ON ALL UNITS LISTED. WHILE ON SITE, TECH FOUND UNIT 227 HAS RIPPED SEAT AND UNIT 509 HAS FRAYED BELT AND STICKING PULLEY UNDER BENCH. SEATPAD BELT, AND PULLEY ALL NEED REPLACING. ALL OTHER UNITS CHECKED OKAY.		
1	TIME-SERV JEAN 1140-1240	.00	.00
56	MILEAGE MILEAGE FOR SERVICE REPAIRS	.00	.00
	SIGNED JO-AN FRATINE SEE SHEET FOR MILES/HR		
	Remit Payment to: Gym Source Dept 106042 PO BOX 150468 Hartford CT., 06115-0468		
	Thank You		
		TOTAL	360.00

Vend # 752  
Shattuck Fund 5-26-14  
22-459-541-5882  
3-12-14

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 29, 2014

**NOTICE OF DECISION**

The Board of Appeals, after notice and public hearing on **May 27, 2014**, on the application of **Robert Leahy for Elizabeth Curran**, **voted to approve the request for a Special Permit with conditions** to enclose an existing porch and extend a deck at **63 Pond Street**.

**The written Decision was filed with the Town Clerk on May 28, 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.