



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

06/16/14

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

- 1) **Call to order:** Chip called the meeting to order at 7:00 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Linda, Jerry, and Derek.
 - b) **Absent:** None.
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 06/03/14 meeting; all in favor.
- 4) **Appearances:**
 - a) **Playground at Devereux:** Kristen Goeskoop of the Family Fund appeared to discuss plans for the new playground at Devereux Beach. Chip reported that the Shattuck fund officially approved the \$75,000 requested. Discussion included layout, structures, safety, surfaces, fund raising, New England Group representative Mark Gallagher, galvanizing, handicapped access, donation plaques, September installation target date; removal of current playground structures by department, and Magic Show at Beach Garfield Pavilion for a fund raiser. After discussion:
 - i) **Motion** made and seconded to approve the request (attached) for a magic show fund raiser at the Garfield pavilion, waive fees, and have the Department co-sponsor the event to cover insurance; all in favor. Tim will coordinate insurance with Abbot Hall.
 - ii) **Motion** made and seconded to accept the \$75,000 donation from the Shattuck Fund for use towards the purchase and installation of the playground at Devereux Beach in early fall; all in favor.
 - iii) **Motion** made and seconded to allow the Family Fund to build the new playground at Devereux Beach in the early fall; all in favor.
 - b) **Conservation properties:** Don Morgan appeared to discuss current conditions of Conservation properties, and thank the Department for help with this year's Farmer's Market. Discussion included spreading wood chips at Forest River and Coffin School, cutting the Lead Mills property, and condition of various trails throughout the Town. Don will contact Peter James to coordinate.
- 5) **Reports:**
 - a) **Tim's:** see attached.
 - i) Board agreed that Hamond Center issues are high priority and Pete James needs to ensure it gets done by the deadline.
 - ii) **Motion** made and seconded to approve hiring Ayla Rauhala, Megan Stacey, Luke Chandler, Marco Chacon, and Hannah Walke as beach lifeguards; all in favor.
 - b) **Foreman's:** see attached, Addendum:
 - i) Chip requested irrigation be put on full for all properties where available, especially Seaside.
 - ii) Park Crew taking over the cutting of the Pickett House on Franklin Street.
 - c) **Beach Supervisor's report:** see attached.
- 6) **Old Business:**
 - a) **Superintendent search:** The Board dismissed Tim at 8:05 PM to discuss the applications received for the latter portion of the meeting. No actions taken.
 - b) **East Coast SUP:** Has advertised several programs independent of the Department. Board insists this must cease and desist; Tim will inform her that this is illegal and ALL programs must run through the Department.

7) **New Business:**

- a) **Department Vehicles:** **Motion** made and seconded to allow seasonal employees to drive department vehicles including the trash truck in order to do department duties; all in favor.
- b) **Correspondence (attached):**
 - i) **Permit applications:**
 - (1) **Nick Bontaites-Bud Orne Rink:** After discussion the Board decided to not approve the permit; Tim will contact the applicant.
 - (2) **Meghan Murtagh-Devereux Beach:** **Motion** made and seconded to approve pending proof of proper insurance and \$50 fee; all in favor.
 - ii) **Brendan Egan-Devereux Beach:** **Motion** made and seconded to approve pending proof of proper insurance and \$50 fee; all in favor.
 - iii) **Harbors & Waters request:** **Motion** made and seconded to approve storage of the 2 floats as requested; all in favor. Dave Haley will be contacted to coordinate storage.

- 8) **Timekeeping:** Meeting Adjourned: 9:15 PM. Next meeting scheduled Tuesday July 1, 2014 at 7:00 PM in the Community Center

Attachments: Meeting Notice and Agenda; Family Fund request; 3 reports with attachments; 3 permit applications; Harbormaster's request letter.



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

Monday

Day of week

June

Month

16

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. Appearance: Marblehead Family Fund Representative(s)
3. Reports: Recreation Supervisor; Foreman
4. Topics:
 - a. Superintendent search update
 - b. Correspondence
5. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: June 11, 2014

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <u>June 13, 2014</u>	APPLICANT (name of person paying for permit): <u>Victoria Dosch for Marblehead Family Fund</u>
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**** 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>July 17, 2014 5:00 - 7:30pm</u>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>5-7:30pm</u>
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EVENT DESCRIPTION & expected attendance (use another page if needed):
Marblehead Family Fund - 100 people family fun/magician

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):
Garfield Pavilion - 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)	<u>Wedding ceremonies:</u> Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	Due at time of application		\$100.00 fee; <u>Insurance required with ALL applications (see above);</u> No security deposit required	Fees based on request (*see note); please describe on another page
Resident fee:	\$25.00	Due upon approval			
Non - residents security deposit:	\$50.00	Due at time of application			
Non - resident fee:	\$50.00	Due upon approval			
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit				

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 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)		

Victoria Dosch
Signature of applicant

Victoria Dosch
Name (Please print clearly)

143 Atlantic Ave MHD
Address

781 9274941
Telephone

Approved by:

Recreation & Parks Department

Date approved

Tim Short
Recreation Supervisor, Town of Marblehead
Monday, June 16, 2014

Recreation Supervisor Report

Programming Updates

- Summer registrations continue to come in.
- Cancelled Summer Baby Boot Camp which was supposed to start tomorrow. Only 2 registered, needed 6. Spoke with Melissa Smith and we believe that there is not enough interest from the community for this program. Will start again with Baby Boot Camp in the fall.
- Headers All Stars Grades 5-6 has maxed out at 25 registered participants. Paddle Fun with Little Harbor Boat House has maxed out at 12 registered participants.
- I've started contacting instructors for fall programming.

Summer Day Clerk

- Canada Stewart has stepped into the role nicely. Over \$25,000 has been deposited in the past two weeks; most of that is programing registrations done by Canada. Having her in the office has allowed me to continue to work on my recreation supervisor duties as well as additional duties that were performed by the Superintendent.

Sailing Update

- Meeting with Andrew from Marblehead Composites tomorrow to get the ball rolling on the work to be done with the boats. Andrew gave me a rough quote of \$2,500.00 for the work to be done.

Facilities

- Nature Center had several violations reported during a 6/13/14 site visit by the Health Inspector. Derek and I view the building and confirmed the violations.
- Park workers will take care of light work that is needed to be done such as sanding loose paint ect.
- Site visit for Sinclair Cleaning and A-1 Exterminators will take place tomorrow. Peter James will assist in this project.
- An update by email on the progress of resolving the violations is due on June 20th and a Re-inspection will take place on June 27th.

Community Center

- Heating control will need to be replaced. Jeff Chelgren is having Bob Ives and Brad Smith obtain three quotes for the work needed to be done.
- Matthew Stensrud has provided a quote for the work. See attached quote.

Hi Tim,
 Here is the list of Violations to be corrected
 so that camp can open.

June 20 - Update by Email on Fax 781 639 3064

June 27 - Re-inspection, Violations done,

July 1 - Camp moves in their Supplies

July 7 - Camp Opens.

Any questions - Call 781-631-0212

Bobbie Cody
 Health Inspector.

REGULATION NO.	THE SPACE BELOW DESCRIBES VIOLATIONS MARKED ABOVE
✓	Condition of the Building - Rented from the Town by Miss Audubon.
①	Building to be Swept and Cleaned from Ceiling to Floors - all areas in between.
②	Infestation of Bugs - Exterminator Company to have a service call. Report sent to BOH.
③	Water Damage in Bathroom - Floor Flooded at inspection.
④	Walls - Evidence of suspicious substance, black substance. Walls are to be: ① Washed with 10% Bleach and Water ② Repainted / Replace if they cannot be washed and repainted.

⑤ Open Chemical Bottles Stored in the Water Heater Closet
to be removed and stored separately.

⑥ All appliances Ducts units and sinks to be cleaned

⑦ Find the Source of the
① the roof leak

② infestation of bugs

⑧ Exposed wires to be repaired

⑨ Railings - Sanded - loose paint

Far - 781 639 3420
Tim Short

✓ Reinspection (June 27 9am) for Violations

✓ Fire Building } inspection on Weds - June 18

Far to Scott Santen - 978 887 9264 phone
978 887 0875 fax

Added
Outside

⑩ Nails in the steps are higher than the step
to be repaired



Licensed & Insured

Matthew S. Stensrud
Plumbing & Heating LLC

781-771-5283

32 Bayview Road, Marblehead, MA 01945

Service since 1986



Marblehead Recreation & Parks Dept.

10 Humphrey St.

Marblehead ma, 01945

Att.

Tim Short

I am pleased to present the following estimates.

Option # 1

Supply and install new tekmar control system for heating system to replace outdated and failing heating control.

Parts	\$550.00
Labor	\$640.00
Electrician	\$1,775.00
Total	\$2,965.00

Option # 2

Supply and install two Lochinvar Knight 96% EFF. Rating heating boilers. This will upgrade both control and outdated boilers.

Parts	\$20,550.00
Labor	\$4,760.00
Permits	\$160.00
Electrician	\$3,100.00
Total	\$28,570.00

The Rec. & Park (TOWN) will qualify for a rebate of \$1,500.00 Per. Boiler.

That's \$3,000.00 back from gas Co.

All stock is tax exempt; I will need an I.D. from state.

Any questions please call me.

Thank You.

Matthew Stensrud

781-771-5283

Peter James
Foreman, Town of Marblehead
Monday, June 16, 2014

Foreman Report

- Big Belly's with two remaining to be installed.
- Still no word on lower High School
- Rotar tilling infields, Gatchells done today.
- Irrigation timers are set
- Assisting Tim with work needed to be done at Nature Center.
- Need the make-up of the compost tea mixture

Bill James
Beach Supervisor, Town of Marblehead
Monday, June 16, 2014

Beach Supervisor Report

- Moved house over to the island
- Looking for 8 signs to be created for the parking spots at River head beach
- Life Guard Station, rules regulation signs are up.
- Board walk to be set up tomorrow.

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 6/4/14	APPLICANT (name of person paying for permit): NICK BONTAINES
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INSURANCE REQUIREMENT FOR ALL WEDDINGS & LARGE EVENTS:
(PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)

* **IMPORTANT:** A copy of a 1 million occurrence / 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is **REQUIRED** to be provided with the request at the time of application.

EVENT Day & Date: July 28, 30 Aug 4, 6, 11, 13	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 5-8 p.m.
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EVENT DESCRIPTION & expected attendance (use another page if needed): PICKUP LACROSSE GAMES ^{UP TO} 20 KIDS
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FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): RUD ORNE HOCKEY RINK @ GREEN ST.
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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				

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Request fee waiver(s) <u>due to hardship</u> ? (waivers determined at next Board meeting)	YES <input type="radio"/> NO <input checked="" type="radio"/>
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OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		


Signature of applicant

NICK BONTAINES
Name (Please print clearly)

12 Pickwick RD
Address

617 240 9828
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 3/19/2014	APPLICANT (name of person paying for permit): Meghan Murtagh (Boys & Girls club)
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INSURANCE REQUIREMENT FOR ALL WEDDINGS & LARGE EVENTS:

(PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)

★ **IMPORTANT:** A copy of a 1 million occurrence / 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is **REQUIRED** to be provided with the request at the time of application.

EVENT Day & Date: Tuesday, Aug 5	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 11-3pm
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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
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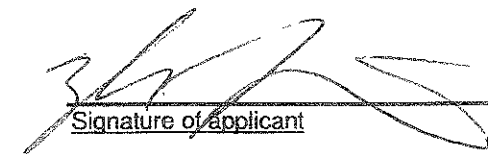
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Request fee waiver(s) <u>due to hardship</u> ? (waivers determined at next Board meeting)		YES / NO
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		


 Signature of applicant
Meghan murtagh
 Name (Please print clearly)
13 Hawthorne Blvd
 Address **Salem MA 01970**
508-631-1725
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <div style="font-size: 1.2em; font-family: cursive;">6/9/14</div>	APPLICANT (name of person paying for permit): <div style="font-size: 1.2em; font-family: cursive;">Burlington Recreation Dept. - Brandon Egan</div>
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(PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)

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EVENT Day & Date: <div style="font-size: 1.2em; font-family: cursive;">July 24, 2014</div>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.2em; font-family: cursive;">10:00 A - 2:00 P</div>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

Swimming & parking @ Devereux

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)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
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Request fee waiver(s) due to hardship? (waivers determined at next Board meeting)	<div style="font-size: 1.5em; border: 1px solid black; border-radius: 50%; display: inline-block; padding: 2px 10px;">YES</div> / NO
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OFFICE USE:		
Park detail required? (see detail sheet) YES / NO (\$125 per unit)	Police detail needed? (631-1212) YES / NO	Insurance required (wedding, large event)? YES / NO
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Brandon M. Egan

Signature of applicant

Brandon Egan

Name (Please print clearly)

61 Center St. Burlington

Address

781-220-1695

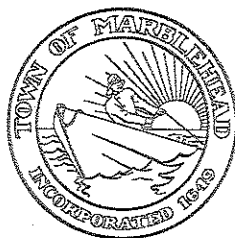
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

HARBORS AND WATERS BOARD
Harbormaster's Quarters



F.WEBB RUSSELL III
Harbormaster

June 16, 2014

Marblehead Recreation & Parks Commission
Charles Osborne Chairman

Re: Stramski docks

Dear Chairman and members of the commission,

As you are aware the Stramski pier project is on hold pending the completion of the sewage pipe replacement project. The two docks that will eventually be on location were completed in the fall of 2012 and were stored in Beverly for the 2012/2013 winter. In September of 2013 they were delivered to Marblehead waters, hauled out and stored at riverhead beach. On behalf of the Harbors and Waters Board I respectfully request to store the two Stramski docks this summer in an area where they will have the least amount of impact to operations at Riverhead beach. Thank you for your consideration.

Respectfully,

F. Webb Russell III
Harbormaster
Town of Marblehead