



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

07/01/14

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 6/16/14 meeting; all in favor.
- 4) **Appearances:** Bethany Santantelo – Haley & Ward: Appeared to discuss moving forward with plans for Reynolds' Playground. Discussion included: Creating a rendering; amount of room for athletics fields; wetland boundaries; restroom facilities; water storage & irrigation; stone dust walkways; lighting; and Water & Sewer's drainage plans. After discussion, the Board agreed that they want to maximize green space as much as possible and ideally put 2 youth athletic fields in. Haley & Ward will file a paper with Conservation to determine wetland boundaries and will plan on doing a rendering.
- 5) **Reports:**
 - a) Tim's: see attached. No addendum.
 - b) Foreman's: see attached. No addendum.
 - c) Beach Supervisor's: No addendum.
 - d) The Board asked that the following be addressed ASAP: Get grills replaced at Gerry Playground & Beach, contact Peter Dearborn to get an estimate on repair and maintenance of the 2 beach picnic pavilions, and get lids for beach trash barrels. **Motion** made and seconded to approve purchasing new playground equipment for Bud Orne Playground with the money to come from the Park donation fund, and to repair the picnic pavilions at the beach with money to come from the beach revolving fund line item; all in favor.
- 6) **Old Business:**
 - a) Superintendent search update: Interviews are being scheduled for Monday July 7th.
 - b) Memorial Park update: Light Department now has a new Department Head; he will be contacted to inquire about pedestrian light project. Bob Donovan also will be contacted for status of installing benches.
 - c) End of fiscal year budget: Some money is being turned back into town from payroll and general budget.
 - d) Beach trash/Big Belly: See Beach Supervisor's report.
 - e) Park Maintenance: Chip is meeting with Foreman tomorrow to discuss irrigation and other Park maintenance items.
 - f) Lime Rickey's: Chip reports The Town administrator is scheduling a meeting with the owners and will contact Chip with the details.
 - g) East Coast SUP: Board will invite owner to a meeting in the near future to discuss new contract once it is ready.

7) **New Business:**

a) Correspondence (see attached):

- i) Marc Zimmerman – Bench dedication: **Motion** made and seconded to approve as requested; all in favor.
- ii) Carol Smith – Breast Friends: **Motion** made and seconded to approve as requested pending proof of insurance; all in favor.
- iii) Letter from Sharen Solomon – Interest in filling Board vacancy: Board asked the office to contact her and explain her letter will be held for a joint meeting to be scheduled in the near future between the Selectmen and the Recreation & Parks Commission.

b) Derek: Shattuck check for Devereux playground has been given to the Finance Department.

c) Linda: Received a request regarding a fund-raising volleyball tournament for the Allie Castner fund at the beach; she will contact and ask them to submit a permit application. **Motion** made and seconded to approve request, waive fees, and co-sponsor the event for insurance pending receipt of the permit application; all in favor. Tim will contact Abbot Hall regarding insurance coverage.

8) **Timekeeping:** Meeting Adjourned: 9:00 PM. Next meeting: To be determined.

Attachments: Meeting Notice and Agenda; 3 reports; 2 permit requests; 1 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

Tuesday

Day of week

July

Month

1

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: Bethaney Santantelo - Haley & Ward representative: Reynolds Playground
3. Reports: Recreation Supervisor; Foreman
4. Topics:
 - a. Superintendent search update
 - b. Memorial Park update
 - c. End of fiscal year budget
 - d. Beach trash/Big Belly
 - e. Correspondence
5. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: June 25, 2014

Tim Short
Recreation Supervisor, Town of Marblehead
Tuesday, July 1, 2014

Recreation Supervisor Report

Programming Updates

Summer Programs starting up this week:

- Playground Program 59
- Tennis 14
- Paddleboarding 6

Hosted an end of year T-ball party last night at Village School. Pizza, lemonade were served. Kids received awards for a great season!

Sailing Boats are being prepped for the water ahead of next week's first class.

Pickleball Demo Day set for July 15th

- Seniors 1:30-3:30
- General Public 6:30-9:30

July is National Park & Recreation Month; special event will be an outdoor movie on July 24th

Summer Intern MacKenzie Condon started this week. Helping out with getting rosters ready for programs, taking photos and helping out at special events.

Tim Short
Recreation Supervisor, Town of Marblehead
Tuesday, July 1, 2014

Park Foreman Report

All 14 additional Big Bellies are installed.
Mowing and getting parks ready for 4th of July
Finishing up work at Shore Lea
Bud Orne Playground needs new slides and swings
Issues at Stramski's
Windows Broken
Ramp Leading to Water
Metal Plate Covering Man hole
Boat trailer
Grills at Stramski & Beach

Beach Supervisor Report

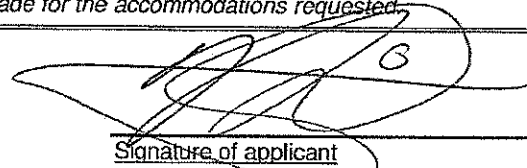
Trash seems to be ok now. No complaints from this past weekend
Will put on one worked at night for one hour to cover trash
Approx. 5,500-6,000 taken in over the past weekend
Upgrades for beach: AED and new life rings which are attached to each lifeguard chair

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 6/23/14		APPLICANT (name of person paying for permit): Marc Zimmerman	
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: August 8th 2014 Friday		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 7:30 - 8:15 PM (Dusk to Completion of Sunset)	
EVENT DESCRIPTION & expected attendance (use another page if needed): Bench Dedication Ceremony Apx 25-30 ppl.			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Chandler Hovey (specifically the Pavillion at the end of parking lot)			
Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)
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	
		Fees based on request (*see note); please describe on another page	
PAYMENT: Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee. The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property.			
APPROVAL: Applications must be made during regular business hours. Standard applications take 1 - 3 business days to approve. Only 1 standard permit for up to 3 hours of use allowed per day per applicant.			
* Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions.			
CANCELLATIONS / REFUNDS: requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).			
RESTRICTIONS: Open fires (bonfires) and alcoholic beverages are <u>prohibited</u> on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.)			
It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.			

Request fee waiver(s) 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

Marc Zimmerman
 Name (Please print clearly)
 232 Main St
 Medway, MA 02053
 Address
 617-680-2343
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

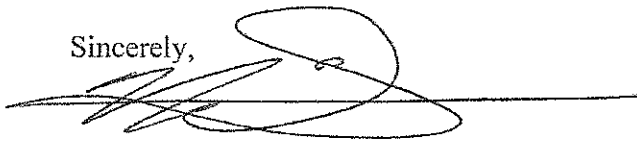
Date approved

Dear Board Members,

On August 8th 2013 a dear friend of ours passed away, Jonathan Negretti. Jonathan was born and raised in Marblehead. I am sure most people in town either knew Jon or knew of Jon and his story. A few months before Jon's passing he was hanging out with a very close friend of ours.

Throughout the day Jon kept bringing up that he wanted a bench overlooking the ocean if he were to ever pass away. Our friend did not think much about this at the time but once Jon passed it all made sense, he was letting our friend know his dying wish. Early this spring a new bench was put in at Chandler Hovey Park in Jon's memory. We would like to have a dedication ceremony on Friday August 8th 2014 for this bench. It is appropriate to have this on the first year anniversary of his passing as this was Jon's last wish and it was able to be granted. We would like the dedication ceremony to begin at dusk and conclude once the sun has set. Sunset on this date is pointing to 8:00PM making the ceremony tentatively begin at 7:30PM and end at 8:15PM. We approximate about 25-30 people will attend. There will be about 10 people who will speak some people for a few minutes and others will speak for longer. Once the sun has fully set the ceremony will be over. Thank you very much for your time and consideration on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marc Zimmerman', is written over a horizontal line. The signature is stylized with loops and a long horizontal stroke extending to the right.

Marc Zimmerman

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <u>June 17 2014</u>	APPLICANT (name of person paying for permit): <u>CAROL SMITH</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>Oct 5, 2014</u>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>WALK BREASTFRIENDS 9-12</u>
---	--

EVENT DESCRIPTION & expected attendance (use another page if needed): <u>WALK FOR BREASTCA ± 500</u>

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <u>WALK goes from Devereux Beach to Lighthouse + back</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:	\$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			
<div style="border: 1px solid black; padding: 2px;"> of application approval 00.00 - \$50 Security Deposit </div>					

- Waiting on Selectmen's approval - will have insurance

- Requests fee waiver

made 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. *reviewed per day per applicant.*

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

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.)

The Recreation & Parks Commission as described above are to be strictly held harmless for any damages to or loss of Town property in consequence thereof, and engages to make the same good without expense to the Town, and the applicant agrees 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
--	---

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)		

Carol Smith

Signature of applicant

CAROL SMITH

Name (Please print clearly)

1 EAST RD M'hd

Address

781-771-6495

Telephone

Sharen Solomon
4 Madison Road
Marblehead, MA 01945
781-631-5010 soltampa@verizon.net

Call o acknowledge
receipt

Marblehead Recreation & Parks Department
10 Humphrey Street
Marblehead, MA 01945

June 20, 2014

Dear Committee Members,

I would like this letter to serve as notice, to the committee, that I would like to be considered for the open committee member seat. I have a great appreciation for the department and it's objectives along with the difficulties it must deal with. I have been involved in numerous community, volunteer activities and am a current coach with the high school tennis team. I also possess a extensive insurance background which combined with my volunteer work makes me an excellent candidate.

Marblehead has been a great place to raise a family and I would like to help ensure that the future is equally great by maintaining the services the department provides it's residents. I have attached my tennis and professional resume for your review. I look forward to hearing from the board.

Sincerely,

EXPERIENCE

Temple Emanu-El, Marblehead, Massachusetts, 2004 – Present

Bookkeeper

Responsible for all receivables and payables using Quick Books and propriety software. Assisted in the coordination of temple events and house matters.

USAA Insurance Company, Tampa, Florida, 1995 – 2004

Underwriter, 1998 – 2004

Provide underwriting decisions on P&C personal lines risks, provide technical underwriting advisory support to sales, service, and claims functions. Act as a business expert in relation to marketplace and competitor information within an assigned territory. Provide business education and training to operation personnel on underwriting issues and philosophy. Routinely communicate with policyholders and other USAA staff members.

Policy Service Representative, 1995 – 1998

Service existing insurance policies via the telephone and mail.

Homemaker, 1994 – 1995

Ayers/Sierra Insurance Associates, Tampa, Florida, 1987 – 1994

Personal Lines Manager

Responsible for a Personal Lines Department with a premium volume of several million dollars. Oversee daily operation of department and administration of seven employees, deal with and evaluate numerous insurance companies, underwrite their product, develop and implement sales incentive and retention programs designed to motivate employees.

State Farm Insurance Agent, Tampa, Florida, 1986 – 1987

Agent/Manager

Responsible for operating agency, including administration of employees, fiscal matters, sales, and service of all accounts.

Colonial Penn Insurance Company, Tampa, Florida, 1982 – 1986

Supervisor, Telemarketing, 1984 – 1986

Responsible for supervising and motivating staff of sales representatives and clerical support staff selling automobile and homeowner's insurance via telephone and mail. Provide feedback on marketing support, changes in underwriting guidelines and rate increases, assist manager in daily operations. Resolve problems and handle special requests from company executives.

Technical Assistant, Telemarketing, 1984

Responsible for quality control in sales department to ensure proper implementation of underwriting guidelines, state regulations, and telephone techniques for auto and homeowner's insurance.

Senior Sales Representative, Telemarketing, 1983 – 1984

Responsible for sale of auto and homeowner's insurance via telemarketing. Achieved highest sales for twelve consecutive months.

EDUCATION

University of Tampa, 1981

B.A., Political Science

LICENSES & ACHIEVEMENTS

▪ CPCU Designation, AIM, President-Elect of Florida Suncoast CPCU chapter

SHAREN R. SOLOMON

4 Madison Road · Marblehead, MA 01945
(781) 631-5010 · soltampa@verizon.net

TENNIS EXPERIENCE

Salem High School Tennis Team, Salem, MA; 1974-1977

Played four years of Varsity Tennis ending my high school career as #1 singles

University of Tampa Varsity Tennis Team, Tampa, FL; 1977-1981

Four years of varsity tennis player

Marblehead Recreation Department, taught tennis for summer program; 1980

City of Tampa Recreation Department, Tampa, FL taught tennis for summer program; 1981

One of three individuals that formed a Community Tennis Association called Tennis in Tampa located in Tampa, Florida. This was a nonprofit organization that was designed to increase tennis in the city through free tennis lessons, rally ball programs, and after school programs. Working through a grant, the organization provided clinics to PE teachers that promoted teaching tennis in their curriculum for life time sports, supplying them with teaching manuals and tennis equipment.

Current participant in various competitive USTA and Non-USTA Leagues; 1981 to present

Active participant in the USTA for over fifteen years. Involvement included:

USTA School Area Coordinator (Hillsborough County, FL)

USTA Clinician

USTA programs (formerly "USA Tennis" programs) – USTA Junior Team Tennis (Rallyball); USA Tennis Free Lesson Blitz; USA Tennis 1-2-3

Special events- Cartoon Network Smash Tennis; Special Olympics Florida State Games; Sunshine State Games; USTA Florida Tennis on The Move Events- All About Kids Back to School Bash, Guavaween (Halloween carnival)

Community partner programs and events- Girl Scouts and Boys and Girls Club

Volunteer, Marblehead High School Boys Junior Varsity Tennis, assistant coach; 2007

Coach, Marblehead High School Boys Junior Varsity Program, 2008 - Present