



DATE POSTED:

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MEETING NOTICE & AGENDA

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

Recreation & Parks Commission

Name of Board/Committee

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

<u>Tuesday</u>	<u>April</u>	<u>5</u>	<u>2016</u>	<u>7:00 PM</u>
Day of week	Month	Date	Year	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. Linda Guy - Stramski Property
 - b. Biff Martin - Redd's Pond
3. Old/New Business
4. Topics
 - a. Department Strategic Plan
 - Chandler Hovey
 - b. Discussion on Joint Meeting with Disability Commission
 - c. Spring Field Update
 - d. Turf Specialist Update
 - e. Devereux Beach 2016
 - f. Correspondence
5. Reports: Superintendent/Recreation Supervisor
6. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: March 31, 2016



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

04/05/2016

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 7:00PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Derek, Jerry, Linda, Sam, Chip
- 3) **Absent:**
- 4) **Minutes of last meeting:** 03/15/216
- 5) **Appearance:**
 - i) Linda Guy: Unable to make it due to family matter
 - ii) Biff Martin: Would like to continue to work with Tim Short & our Recreation Commission on improvements to Redd's Pond. The board would like to add Redd's Pond to its strategic plan for parks. Tim Short will do a site walk with Biff later this week.
- 6) **Old Business/New Business**
 - a) Gatchells Light:
- 7) **Agenda Items:**
 - a) Department Strategic Plan: **Motion:** Adopt Chandler Hovey into strategic plan covering all park properties. **Approved**
 - b) Discussion on Joint Meeting with Disability Commission: The Disability commission has been invited to the next meeting.
 - c) Spring Field Update: Looking at an open date of possibly next week but that is weather dependent.
 - d) Turf Specialist Update: Is stalled at union level for the time being.
 - e) Devereux Beach Update 2016: The board will discuss further next meeting
 - f) Correspondence:
 - i) Dollars for Scholars: **Motion:** Saturday, June 5th at Devereux Beach. **Approved**
 - ii) SPUR: Annual Family Fun Day on Sunday, September 26th at Glabicky Field from 12pm to 6pm. **Motion:** Allow this group to use field. **Approved**
 - iii) Maritza Torres: Would like to use the dining room at the community center on May 22nd from 3pm to 7pm for baby shower. **Motion:** Allow group to use room. **Approved.**
- 8) **Reports (attached):**
 - a) Travis Farley Report: See attached
 - i) **Motion:** Allow Travis to hire Sam Bernstein, Josh George, Josh Dicker, Wade Cammett, Emily Promise, Emily LaChance, Eryn McCormick as seasonal help. **Approved**

MARBLEHEAD COMMUNITY CENTER



TOWN OF MARBLEHEAD
Recreation & Parks Department



- ii) **Motion:** Allow Travis to bring potential applicants under the age of 18 to commission for seasonal hire and will be taken on a case to case bases. **Approved**
- b) Tim Short Report: See Attached
 - i) **Motion:** Allow Tim to purchase a Bizhub 224E printer for office for \$4,531 with the condition that the service contract is included and is for over 3 years. **Approved**
 - ii) **Motion:** Allow Tim to hire Trey Blackmere and Colin Daly as seasonal help. **Approved**
- 9) **Timekeeping:** Meeting Adjourned: 9:30 PM. Next meeting to be determined.

Attachments: Meeting Notice and Agenda.

Recreation & Parks Commission Meeting
Superintendent Report
4/5/16

Playgrounds

Needed to replace harness to handicap swing at Gerry Playground for \$123.96.

Dog Park Update

Best option is to extend our water service from the buildings in the back of the park off of Green street . would be a 600 foot run. Meter could be housed in existing building.

Olson could start his line at that building. Running along back side of park. No tapping main no excavation of street no box to build. Water department would only install meter.

Summer Hires

Present for approval Trey Blackmer and Colin Daly for seasonal grounds keeper.

Community Center

Park men cleaned up the back storage shed. Old chairs have been offered up to other departments and if no takers will go to municibid to sell. There is playground slide, gym matting rolls, staging and a hood to a truck that will need to be removed.

Construction to begin next week next week in community center. The data rack that currently resides in current recreation office will be relocated to the closet with the voicemail/phones are located.

MRPA Conference

Well worth the trip. Good networking with other Recreation & Parks officials from around the state as well as vendors.

Travis Farley

Assistant Superintendent, Town of Marblehead

Tuesday, March 15th

Assistant Superintendent Report

Programming Updates

- Program Updated
 - o Breakfast w/ Easter Bunny went great – 115 enrolled
 - o Legos: 14 enrolled
- Drop In Programs continue to have very strong numbers. We have more than doubles our profit in our Indoor Park & Play program since opening another day on Tuesdays
- Cancelled Programs: Egg-Celent

Upcoming/New Programs:

- T-Ball: 63 enrolled
- Summer Programming Guide is complete, released online on the Thursday, March 24th registration now open for all Summer Programming
 - o Through a 10 days we have taken in \$44,000 in registration fees
 - o FY15 vs. FY16 Program Options:
 - 2015 - Summer Guide 131 program options
 - 2016 - Summer Guide 162 program options

Other:

- Hires for Summer 2016
 - o Eryn McCormack, Emily LaChance, Emily Promise, Wade Cammett, Josh George, Josh Dicker, Sam Bernstein

Chandler Hovey Park

Strategic plan

2016- 2021

This will replace the previous plan adopted by the Recreation and Parks Commission in 2011. It is the intention of the Commission that this become the guiding document through 2021.

Historical

Previous plan 2011

These are all projects identified at the time that needed attention. There was a priority list created that was dependent upon financial, manpower, and administrative resources. The document that was created identifying everything below was done in subcommittee. The subcommittee was made up of members of the recreation and Park commission as well as interested citizens from both Marblehead neck and elsewhere around town. Some of this information was adopted as part of the previous strategic plan.

Grounds

Mow grass on a regular basis. Done
Collect trash on a regular basis in season. Done
Several stumps on the property need to be ground. Done
Cut back and/or remove overgrown brush. Done
Remove the rusted outflow pipe in the rock near the lower pavilion. Done
Remove rusted pipes sticking out of the rocks near the pavilion by the parking lot . Done
Plant native plantings around the bathroom facility.
All landscaping needs to be "bulletproof".

Trees

Check all trees for health and remove if necessary. Done
Should the invasive Norway Maple near the bathroom be removed? Done
Shrubs on the property have not been maintained and have become overgrown.
Trim shrubs back to their correct appearance or selectively remove if not appropriate for the site.

Lower Pavilion

Replace
Structure and roof need to be repaired at the least

Upper pavilion near the parking lot

Replace
Structure and roof need to be repaired at the least

Bathroom

Handicapped accessible Done

Remove or replace the walkway to the bathroom facility. Done
Windows need to be boarded and replaced— glass block? Done
Self locking doors Done

Benches

Remove two lower benches to the right of the lower pavilion. Done

Fence

Both metal fences need to be replaced. Done now wood fence

Security

Install a self locking gate NO
Install camera on top of the lighthouse- who will be monitoring NO

Power lines

A neighbor offered to bury the power lines NO

Funding

Should be checked to see if there are federal grants?
Should fundraisers happens- people have volunteered to organize the fundraising effort
Practitioners have offered to donate time

Next steps

The Recreation and Park Commission will meet with the subcommittee from time to time
The Recreation and Park Commission will give approval to all or parts of the plan.
funding will then need to be secured
Once funding is secured permits will be required from various town departments

The following portion of this document was created by discussion among the members of the Town of Marblehead Recreation and Park Commission in April 2016. It will be included with individual plans for other properties as part of an overall strategic plan.

Projects remaining from 2011 that were identified but have yet to be completed

Grounds

Plant native plantings around the bathroom facility.
All landscaping needs to be "bulletproof".
Look into the possibility of replacing the trees that were intentionally killed by gasoline 10 years ago.

Look into the possibility of replacing the vegetation along the property line that abuts the parking lot. The original plantings were cut and ruined by a resident fifteen years ago.

Lower Pavilion

Replace

Upper pavilion near the parking lot

Replace

The following list represents new areas of attention as determined by the Commission.

Benches

- Sand and paint all benches.
- Do we want to make all benches uniform or alter location?
- We would like all wooden benches to be the same style and material.

Walls

- All walls need to be pointed.

Guardrail

- It is bad in several places. Look into regulations on requiring it to be metal or could we replace it with wood or other more welcoming solutions. Presently it is very industrial looking.

Walkways

- Do we want to keep the current location of the walkways or do we want to consider restoring them to their original location?
- Puddling occurs now with the material that is used to create the walkway.
- We want to create handicapped access to the pavilion closest to the parking lot.
- It must be accessible using the best materials for the disabled.

Signage

- Make sure that all signage on the property is in the appropriate place to be clearly visible
- A generous donation has been made for a new sign for the property. Any leftover money will be used to fund a passive park donation fund.

Security

- Discussions are ongoing with the Marblehead Police Department and the Town Administrator regarding security.
- The position of park security is being discussed and attempts are being made to fund the position.
- To date there has been no commitment from the Police Department regarding locking of the gates on a regular basis.
- The superintendent will continue to work with the chief of police.

Oil house

- The slate roof needs to be repaired.

- The trim needs to be replaced (where needed) and painted.
- The trim that is in good condition needs to be scraped, sanded, and painted.
- Check the historical significance of the door.
- Have the brick repointed.

Items of historical significance

- In addition to the oil house the following are of historical significance on the property.
- Ring bolts
- Original walkway
- Original lighthouse markers
- The land that the light tower sits on is owned by the federal government.
- It is that portion of land and the light tower that is on the National Register of Historic Places.
- The rest of the property is not designated historical.
- It is recommended that the Commission meet with Bill Conley to gain as much information as we can regarding the historical significance of individual components of the property.
- Create high-end historical signage about the property and the individual historical components.