



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

09/16/2014

NOTE: The following is a summary of matters discussed at the public meeting of the Recreation and Parks Commission in accordance with M.G.L Chapter 39 and the Massachusetts Open Meeting Laws.

- 1) **Call to order:** Chip called the meeting to order at 7:30 PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Chip, Jerry, Derek, Sam, and Linda (7:35 PM).
 - b) Absent: None.
- 3) **Minutes of last meeting:** meeting of 09/10/14 was a joint meeting with the Selectmen; minutes were taken by the Selectmen's office.
- 4) **Reports:**
 - a) Tim:
 - i) Reynolds' Playground: **Motion** made and seconded to allocate \$900.00 for boring and drilling and \$1000.00 dollars for an artist rendering to Haley & Ward, with the Town planner to do a change order; all in favor.
 - ii) Memorial Park benches quote: see attached; board decided the quote was too expensive; office will contact other vendors. Derek suggested contacting Joe Faia from Swampscott, Jerry suggested McLaughlin masonry, and the Board suggested reaching out to Dean Cuzner to see if he could suggest anyone.
 - iii) Hamond Center: Discussion of the use of the "living lawn" area. Travis considering ideas for programming at the center. Board agreed exterminator should hit it again after Halloween but before it gets closed for the winter. Chip requested Tim ensure the products used are approved for use around children.
 - b) Travis:
 - i) Program updates discussed.
 - ii) Hamond Center: Restarting the Hamond Center sub-committee. Chip suggested crew needs to go over the area and clean up paths and weeds before Halloween events.
- 5) **Old Business:**
 - a) Devereux Beach playground update: Chip reported meeting with the Disabilities Commission and received their input and support. Plan is to do a fall instillation and a spring opening.
 - b) Reynolds playground: Chip went to Conservation Commission meeting; concerns were discussed regarding water drainage into storm drains once peat moss problem is fixed. Haley & Ward will be working with Water & Sewer to address property drainage and keep Conservation informed.
 - c) Community Center fees: discussion of updating fees for rooms rentals, including each room and its usage. Generally the board felt that \$50 an hour was fair for standard rentals, and \$40 an hour for non-profits. The office will check pricing with the schools to see what they charge for their gym rentals, and finalize pricing at the 30 September 2014 meeting.
 - d) Paddle Board: Board discussed the need to come up with a consensus on the RFP for the beach for the next season including fees, programming, minimal bid, and procedures. Office will research how other communities handle SUP/Kayaking rentals and lessons.
- 6) **New Business:**
 - a) Fort Sewall presentation: rescheduled; Becky Curran had a conflict and could not attend.
 - b) Beach wrap up: Chip asked to have Bill James come to the next meeting to discuss this season's beach operations.
 - c) Derek: Fall athletic field work discussed to include turning over/grading fields, field covers, and punch lists. Tim plans on meeting with the Foreman every Friday to discuss work for the upcoming week.

- d) Tennis: Tim Stonecipher wrote a lengthy e-mail to the department complaining about the fact that some classes got cancelled last summer due to low enrollment and the slow response to rosters. Tim took responsibility due to the staffing shortage over the summer and will work it out with Tim Stonecipher ASAP. Board agreed that if Tim needs help he should feel free to ask the Board, program minimums are normal, and Tim has the Boards full support to outline policy with the Board's approval.
 - e) Superintendent support: discussion of having each Commissioner concentrate on helping Tim learn the Superintendent's position including historical perspective, protocols, budget, youth sports, and school department interaction.
 - f) Correspondence (attached):
 - i) Permit applications:
 - (1) 5K Race: **Motion** made and seconded to approve and waive all fees including staffing; all in favor.
 - (2) Marathon: **Motion** made and seconded to approve as requested; all in favor.
 - (3) Raft Building: **Motion** made and seconded to approve as requested; all in favor.
- 7) Timekeeping: Meeting Adjourned: 9:20 PM. Next meeting to be determined.
- Attachments: Meeting Notice and Agenda; Superintendents report with 2 attachments; Recreation Supervisors report; 3 permit applications.*



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

<u>Tuesday</u>	<u>September</u>	<u>16</u>	<u>2014</u>	<u>7:30 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. Reports: Superintendent/Recreation Supervisor; Foreman
3. Topics:
 - a. Fort Sewall Presentation - Becky Curran
 - b. Devereux Beach Playground - Update from Disabilities Commission Meeting
 - c. Department Fees - Community Center
 - d. Paddle Board Discussion
 - e. Correspondence
5. Next meeting: TBD

meeds

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: September 12, 2014

Marblehead Recreation & Parks Commission Meeting
September 16, 2014
Superintendent's Report

Reynolds Playground

Received a request from Haley and Ward for a \$900 addition to the change order amount for the additional borings in the area of peat to account for a representative that we will have on site with the drillers. This will account for 12 hours total of on-site time and analysis time for the additional borings. This will bring the change order amount to \$2,665.

Memorial Park

Met with Dave Peach of G.F. Peach, Inc. for the benches to be installed with masonry footings set below frost level with a quote of + or - 10% of \$11,000.00.

Bud Orne Playground

Final piece which was on back order will arrive on September 24th. One slide has been fully installed.

Hammond Nature Center

ADT came to do their annual check, did an additional site walk with Travis including the living garden to examine its status. Should we have pest control come back one last time?

Ted 2 Filming

Due to actor availability, filming is moving back to LA. Studio will contact me in the future about other projects.

Timothy Short

From: Bethany Santangelo <bsantangelo@haleyward.com>
Sent: Friday, September 12, 2014 10:49 AM
To: Timothy Short; Chip Osborne
Cc: Scott Miller
Subject: Additional Services for Reynolds Playground Project
Attachments: Haley-2.doc

Hi Tim and Chip,

I would like to request a \$900 addition to the change order amount for the additional borings in the area of peat to account for a representative that we will have on site with the drillers. This will account for 12 hours total of on-site time and analysis time for the additional borings. This will bring the change order amount to \$2,665. I have attached the quote from Technical Drilling Services (TDS) for your reference.

TDS services: \$1,765

H&W Services: \$900

Total: \$2,665

Thank you.

Bethany J. Santangelo, P.E.

Project Manager

Haley and Ward, Inc.

Civil and Environmental Engineers

63 Great Road, Suite 200

Maynard, MA 01754

(978) 648-6025 (office)

(978) 648-6068 (fax)

bsantangelo@haleyward.com

www.haleyward.com

Haley and Ward, Inc. provides civil and environmental engineering services to municipalities and industry, and continues a tradition of client service and engineering excellence that dates back to 1897.

STATEMENT OF CONFIDENTIALITY: The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, please notify the sender immediately, and destroy all copies of this message and any attachments. Thank you for your cooperation

Concrete
Drain Layers

Carpentry

Stone Masonry

Sewer Work

Landscaping
Snow Removal

G. F. PEACH, Inc.

~ Contractor ~

8 Stony Brook Road • Marblehead, Mass. 01945

Phone (781) 631-5571 • Fax (781) 639-0945

In account with:

September 16, 2014

TO: Marblehead Park & Recreation

RE: Memorial Park Benches

G. F. Peach, Inc. proposes to build 5 park bench bases with permanent all masonry footings set below frost level at Memorial Park for a cost of + or - 10% of \$ 11,000.00

Respectfully,

G. F. Peach, Inc.

Travis Farley
Recreation Supervisor, Town of Marblehead
Tuesday, 9/16/2014

Recreation Supervisor Report

Programming Updates

-Mini-Sports/Multi Sports started last week

-Programs that start soon:

- Junior Soccer League starts Saturday
- Karate starts on Monday, 9/22/14
- Dancers Dream starts on Tuesday, 9/23/14
- Kids Running program starts on 9/30/14
- Pickleball starting 9/23/14

Hammond Community Center

-Working on special event for Halloween event at Hammond Nature Center.

- Pumpkin Carving

-Meeting with the representative from the Audubon to discuss future summer programming

-Restarting Hammond Nature Center Sub-Committee – Includes David Zanowski and Brian Heenan

-Will be reaching out to schools in coming weeks to organize Nature Field Trips

Other

Marblehead Community Center rental permit application

APPLICATION date: September 15, 2014		APPLICANT (Name of person paying for the permit): Gary Friedman				
DAY/DATE of event: November 29, 2014						
TIMES (begin & end times up to 3 hours; includes set up & clean up):				NAME of group/organization (if applicable): MARBLEHEAD ALL SPORT FOUNDATION		
Event description & expected attendance (use separate page if needed): SEPARATE PAGE ENCLOSED						
Circle room(s) requested:	Gym (note: no food or beverages allowed)	Game room	Dining room	Conference room	Arts & Crafts room	COA Kitchen
Security deposit (separate check due at time of application):				\$50.00		\$50.00 fee; \$50 separate security deposit; in conjunction with a dining room rental
One Room fee (up to 3 hours):				\$50.00		
Two room fee (up to 3 hours):				\$75.00		
Fee per room for permit over 3 hours:				\$25.00 an hour		
Staffing fee (Friday 5 PM - Sunday 10 PM):				\$25.00 an hour; minimum \$75.00		
Please see the next page for office hours and other information.						
SPECIAL REQUESTS: decided by the Commission at their next regular meeting INCLUDING fees and restrictions.						
RESTRICTIONS: NO Alcoholic beverages or open bonfires are allowed on ANY property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.) Children MUST have ADULT supervision AT ALL TIMES. See next page for other restrictions.						
It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Building Utilization Committee 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? (Determined at next Board meeting)		YES NO				
OFFICE USE:						
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?				
YES NO	YES NO	YES NO				
\$50.00	(\$75 minimum)	\$				
*Security deposit	Staff Fee	Usage fee				
Dates paid and check numbers						

Gary Friedman
Signature of Applicant

Gary Friedman
Name (Please print clearly)

29 TIDEWINDS TERR
Address MARBLEHEAD

781 771 7093
Telephone

(Continued on next page)

OK'd by board 9/16/14
All fees waived per board
Will need to bring staff in

Gary Freedman

September 15, 2014

Race Director, BACK THE TRACK 5K

Email: tide2992@yahoo.com

TO: Tim Short and Marblehead Community Center Board of Directors

Re: Use of Facility as staging area for fundraising Road Race

****Date:** November 29th 2014 ****Time:** 6am to 1pm

****Specific areas:** Gym for Expo set-up & display. Parking lot. Restrooms.

The race will provide approximately 8 port-a-johns located above the CC in high school parking lot.

Race requests you to waive facility fee in recognition of fundraiser for a new town track facility.

Race (MASF) will pay for the coordinator and janitor's fee for this Saturday event.

Race (MASF) has already contacted, and received approval for this event from both the Marblehead Board of selectmen, and the Police Dept.

Race Director and Expo coordinator will enforce policy of NO FOOD / DRINK in Gym.

Expo participants will provide their own tables, chairs, display materials, and remove, clean up post-event.

Thankyou for your consideration!

Gary Freedman [781-771-7093](tel:781-771-7093) tide2992@yahoo.com

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <div style="font-size: 1.5em; font-family: cursive;">9/14/14</div>	APPLICANT (name of person paying for permit): <div style="font-size: 1.5em; font-family: cursive;">ASHLEY STEEVES</div>
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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. Kyle Wiley HAS THIS!

EVENT Day & Date: <div style="font-size: 1.5em; font-family: cursive;">Saturday 9/20</div>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.5em; font-family: cursive;">7am - 9am</div>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

3 Porta-potties along wooden Fence by entrance to parking lot to be used by runners

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

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 <u>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				

NOTE: Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee. 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
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OFFICE USE:		
Park detail required? (see detail sheet) <div style="font-weight: bold;">YES / NO</div> (\$125 per unit)	Police detail needed? (631-1212) <div style="font-weight: bold;">YES / NO</div>	Insurance required (wedding, large event)? <div style="font-weight: bold;">YES / NO</div>
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Ashley Steeves

Signature of applicant

Ashley Steeves

Name (Please print clearly)

10 Hemmerway Rd Salem MA 01970

Address

978 836 0271

Telephone

Approved by: [Signature]

Superintendent, Recreation & Parks Department

9/17/14

Date approved

OK'd by board 9/16/14

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <u>9/15/14</u>	APPLICANT (name of person paying for permit): <u>Patrick McIntosh</u>
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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: <u>Monday, 9/22 & Tuesday, 9/23</u>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>7AM - 2:30pm</u>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

Annual Middle School R&T Building exercise

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

Riverhead & Devereux

Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	Due at time of application		\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required	Fees based on request (*see note); please describe on another page
Resident fee:	\$25.00	Due upon approval			
Non - residents security deposit:	\$50.00	Due at time of application			
Non - resident fee:	\$50.00	Due upon approval			
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit				

PAYMENT: Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee. The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property.

APPROVAL: Applications must be made during regular business hours. Standard applications take 1 - 3 business days to approve. Only 1 standard permit for up to 3 hours of use allowed per day per applicant.

* **Note:** special requests determined by the Board at their next meeting, including fee amounts and any restrictions.

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.)

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

John Patrick McIntosh
Signature of applicant

John Patrick McIntosh
Name (Please print clearly)

217 Pleasant Street
Address

978-631-3120 x5205
Telephone

Approved by: [Signature]
Superintendent, Recreation & Parks Department

9/17/14
Date approved

OK'd by Board 9/16/14
All fees waived per Board

September 5, 2014

Tim Short
Recreation Superintendent
Town of Marblehead
Marblehead, MA 01945

Hi Tim:

My name is Patrick McIntosh. I am a middle school teacher at Veterans Middle School. Welcome back to Marblehead. I hope you had a wonderful summer and all your summer programs ran smoothly.

As we start our school year, we are continuing our annual rafting event, which has been incredibly successful throughout the last eight years. I know the protocol is to request formal permission from the board to use the beaches for an event of this size. Therefore, I am writing to you to request the use of Riverhead and Devereux Beach as the sites of the 9th Annual Veterans Middle School Raft Building Activity. The event will take place on **Monday, September 22nd and Tuesday, September 23rd**. The sites will be used to build and float approximately 10 rafts. The activity would run from approximately 7:00 a.m. – 2:30 p.m. and will involve 132 students and a ratio of at least 1:12 adult supervision throughout the activity. The addition of parent/adult volunteers will further decrease the ratio. The supervision will include one adult who is personally responsible for each raft and rescue boats will be stationed on the water throughout the course to assist any craft that may need help.

The rafts will be built from fifty-five gallon barrels, wood and rope. Because of the size of the barrels, would it be possible to leave the barrels at the beach overnight. We will ensure that all trash and other remnants of the day will be removed and discarded at the middle school. We will also clean the beach of all debris and overgrowth prior to the event. It would be necessary to have the bathrooms at Devereux Beach open while we are there. Can you let me know how to contact you to ensure we will have access?

Thank you for your assistance with this project and I hope that we can collaborate on other projects in the near future. If you need more information, please feel free to contact me at 781-639-3120 ext. 5205.

See you soon,



Patrick McIntosh
Physical Education Teacher
Marblehead Veterans Middle School