



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

09/30/2014

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 7:30 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Linda, Jerry, Derek, and Sam.
 - b) **Absent:** None.
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 09/16/14 meeting; all in favor.
- 4) **Appearance:** Becky Curran appeared to give an update on the status of the Fort Sewall Project (see attached) and distributed a large detailed report for the Board's information to be kept on file in both offices. The report includes the planned phases of the project. Becky has submitted requests for grants and may be asking the Board for matching funds from the Curtis Coffin Fund, and will be putting together detailed bid proposals for consideration. Discussion included immediate repairs needed and ideas for future improvements, and the possibility of the need to go to Town meeting for funds. Becky will keep Tim updated as bids are received.
- 5) **Reports (see attached). Addendum:**
 - a) **Tim:**
 - i) **Schools:** School Superintendent Mary Ann Perry wants to be contacted first for all matters regarding Recreation Department's interaction with the schools. Discussion included protocol, Town Department vs. Private recreation organizations, and the electronic backpack. Travis, Tim, and Sam will be meeting with the Superintendent next week to begin a dialog.
 - ii) **Hopkins field:** discussion of watering, aerating, and fertilizing.
 - iii) **Devereux Beach playground:** discussion of who is removing the old playground equipment. Tim will contact the contractor to check who's responsible.
 - iv) **Christmas tree burning:** Discussion of reestablishing the traditional Christmas tree burning as requested by the Fire Chief. The Health Department will also be voting on the matter. Board is generally in favor of the event if the Highway Department agrees to help clean up after the burning and the order of conditions can be changed with Conservation. Tim will follow up.
 - v) **Big Bellies:** Board is not in favor of renewing the software license since there's no money in the budget and this yearly cost was never agreed on when the Board of Health purchased the Big Bellies. Discussion of use of these 20 cans around the town and how the Board of Health is supposed to be the department in charge of public trash barrels. Tim will check with the company representative to see if there are any other options such as a maintenance agreement and report back to the Board. Tim has also been fielding complaints about the smell from these barrels.
 - b) **Travis:** Working on "Twitter" account as well as "Facebook".

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

6) **Old Business:**

- a) Rental Fees: Discussion of what the school's charge for gym fees; the schools charge \$22 or \$28 an hour for a gym dependent on use, and use of the entire field house is \$80 or \$100 an hour dependent on use. After discussion, **Motion** made and seconded to approve the following fee structure effective January 1, 2015:
 - i) Gym: \$30 an hour.
 - ii) Arts & Crafts & Conference rooms: \$50 for first hour, \$30 for second hour.
 - iii) Game room & Dining rooms: \$75 for first hour, \$50 for second hour.
- b) Weekend beach parking: Board will consider raising the price of visitor parking and discuss it at the next meeting.
- c) Paddle Board: Discussion of East Coast SUP contract for next year to include her running programs independently of the Department this past season, parking spaces, advertising, trailer storage, administration, on site program registrations, having a department run program vs. contracting, and an RFP. Board will take the matter under consideration and discuss it further at the next meeting.

7) **New Business:**

- a) Sam:
 - i) Warned department may get a call regarding trash on the field behind the High School.
 - ii) Hobbs field needs to be turned over. Tim will put it on the punch list. Sam also requested the fence needs to be repaired.
 - b) Derek: Youth Baseball fixed fencing on the "Major" field and now requests the department pay half the bill. **Motion** made and seconded to authorize the expenditure of up to \$2700 for the repair pending the receipt of an invoice from Century Fence; all in favor.
 - c) Jerry: Was approached by a Selectmen regarding cutting Hammond Park, which belongs to the Electric Company. Discussion of outsourcing all small properties. Board will take it into consideration.
 - d) Chip: Asked Tim to go ahead and post the vacant grounds keeping position.
 - e) Motion to censure: Discussion of the inappropriate comment made by Derek Norcross regarding Ric Reynolds at the last meeting. **Motion** made and seconded to censure Derek for violating the Open Meeting Law; 3 in favor, 1 opposed.
 - f) Correspondence: 1 Notice of public hearing; no actions required.
- 8) **Timekeeping**: Meeting Adjourned: 9:47 PM. Next meeting to be determined.

Attachments: Meeting Notice and Agenda; Fort Sewall update overview; 2 reports with attachments; 1 Notice of Public Hearing



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

September

Month

30

Date

2014

Year

7:30 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. Reports: Superintendent/Recreation Supervisor
3. Topics:
 - a. Fort Sewall Presentation - Becky Curran
 - b. Paddle Board Discussion
 - c. Department Fee Discussion - Community Center
 - d. Correspondence
5. Next meeting: TBD

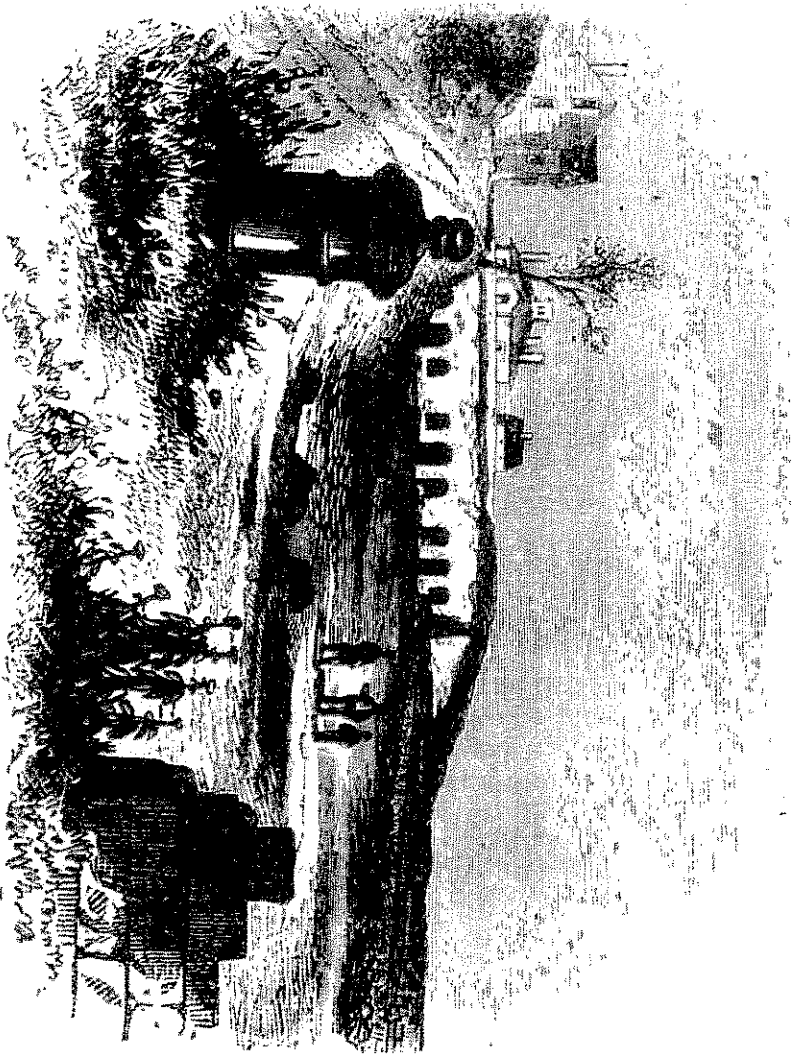
THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: September 26, 2014

Fort Sewall



Project

- The town received a grant from the Massachusetts Historic Commission to conduct an assessment and treatment report of Fort Sewall.
- The 50% matching funds were provided by the Curtis Coffin fund which is administered by the Park and Recreation Commission

Process

- The Fort Sewall Committee issued an RFP and through that process hired a team that possessed the required experience for the job
- McKinley Kalsow and Structures North Engineers were selected

Results

- Restoration & Reuse Approach Including Code & Accessibility
- Requirements and Recommended Phasing
- Prioritized Cost Estimate for Phase I
- Masonry Analysis and Treatment Recommendations
- Phase I Construction Documents
- Cyclical Maintenance Plan

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

Schools

We will need to look to Sam for guidance with the school department after Travis had set up a meeting with the Glover Principle; the School superintendent had contacted me about proper protocol. Travis had inquired about being part of the PTO meeting as well. Superintendent told me that if she allowed the Recreation Department access to the PTO then she would need to let other groups in as well.

Bud Orne Playground

Slide Project has been completed. Posted photo to Facebook page with some positive feedback.

Hopkins Field

Increased amount of time field is watered to 40 minutes per zone.

Deverux Beach

First pieces of playground arriving tomorrow. In touch with Mark Gallagher from New England Recreation Group for the install which is schedule to start October 20th.

Overall Park Work

Getting mowers ready for fall

Bob/Greg edging baseball fields

Cutting grass/lining fields as needed

Removed Lifeguard chairs, grills and handicap mat from beach

At the request of Town Administrator, clean up at Old Town House.

At the request of School Department did work at the back of high school and tennis courts.

BigBelly

Request to renew software license. See quote. Organizing meeting with our Rep. from BigBelly to do a walkthrough of the units.

Christmas Tree Burning

Fire Chief Gilliland contacted me about bringing back the Christmas Tree Burning event at River Head Beach. Andrew Petty is going to speak to his board. He believes that Highway in respect to collection and cleanup. January 10th or 11th



171.00 yearly
10/6-renewal Date

September 23, 2014
Quote Number: Q6632-1
MS / MS

Prices valid for 60 days from above date.

SYSTEM QUOTATION

Quote Prepared By

Mike Szajner
BigBelly Solar
85 Wells Ave, Ste 305
Newton, MA 02459

+1.617.209.3836 ext. 807
mszajner@bigbellysolar.com

Bill To

Town of Marblehead

Marblehead, MA

Ship To

Town of Marblehead

This order includes the following items:

QTY	Item	Face Plate 1	Face Plate 2	Face Plate 3	Unit Price	Extended Price
1	Odor Mask Starter Kit (2 per package) Cucumber Melon Scent Field Installed				\$24.95	\$24.95

QTY*	Software, Services & Upgrades	Term (months)	Term Start Date	Term End Date	Unit Price	Extended
48	Software License Single Station-Renewal				\$14.25	\$684.00

*Quantity is defined as the number of stations multiplied by the term.

Shipping & Handling (one time) \$15.00

Purchase Option

Total System Cost \$723.95

Total does not include applicable sales or use taxes.

Sincerely, Mike Szajner
BigBelly Solar

Prices valid for 60 days from above date.

All Purchase Orders must reference the above Quote Number (upper right)

The attached Terms & Conditions/License are integral to this quotation

mszajner@bigbellysolar.com

Travis Farley
Recreation Supervisor, Town of Marblehead
Tuesday, 09/30/2014

Recreation Supervisor Report

Programming Updates

-Numbers for programs all good-

- Mini/Multi Sports
- Karate
- Pickleball – Steady stream

-Programs that start soon:

- Fall Girls Basketball League
- Intro to Guitar – 10/15/14
- Halloween Event – 10/23/14

Hammond Community Center

-N/A

Other

- Meeting with Mary Devlin tomorrow at 9am
- Meeting with Mary Ann Perry next week



**Town of Marblehead
Old and Historic
Marblehead Districts
Commission**

Mary Alley Municipal Building
Engineering Department
7 Widger Road
Marblehead, MA 01945
Telephone: 781-631-1529

**NOTICE
TOWN OF MARBLEHEAD
OLD AND HISTORIC MARBLEHEAD DISTRICTS COMMISSION**

The Commission will hold a Public Hearing on **Tuesday October 7, 2014 at 7:00 PM** in the Selectmen's Meeting Room of Abbot Hall, 188 Washington Street, Marblehead, MA to all persons interested on the application of **Ira & Judy Rosenberg** for property located at **158 Front Street**.

Description of work proposed:

- Addition/Patio/Windows/Roof

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

By Order of the Old and Historic Marblehead Districts Commission
Charles Hibbard,
Chairman