



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

11/05/2014

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, and Derek (7:40 PM).
 - b) **Absent:** Sam.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of all past regularly scheduled meetings; all in favor.
- 4) **Appearance:** Don Morgan and Bob French from the Conservancy Committee appeared to discuss idea (see attached) of donating money to the department to hire a dedicated seasonal staff person to help keep up the 5 miles of trails the trail committee oversees. Discussion included: in place donation fund, seasonal salary of @ \$540 a week, management & supervision, accountability, punch lists, qualifications, equipment, transportation, 1 full timer vs. 2 part timers, and Senior and Eagle Scout projects. Don and Bob will begin working on funding and punch lists.
- 5) **Reports (attached). Addendum:**
 - a) **Travis:**
 - i) **Marketing:** Discussion included funding for doing Town wide mailing of brochures; Revolving fund balance; and on line registration. After discussion, **Motion** made and seconded to allow Travis to purchase two 3 month advertising trials with "Wicked Local.com" and doing 3 Town wide mailings of the Winter/Spring, Summer, and Fall program brochures with costs to be paid from the Revolving fund; all in favor.
 - ii) **PTO:** Travis was approached by the PTO regarding marketing programs; Board agreed Travis should look into it.
 - iii) **School scheduling:** Facility scheduling is still an issue with the schools.
 - iv) **SUP programs:** Travis distributed a list of programs he'd like to see at Riverhead (attached) for the Board's consideration. Discussion of creating RFP.
 - b) **Tim:**
 - i) **Advertising:** Board agreed that the stickers with warnings shouldn't go on playground structures as they also have advertising on them; will consider alternatives.
 - ii) **Storm damage:** New shed at Gatchells has roof damage. Derek is going to reach out to Youth Baseball to see about repairs. Tim is getting quotes on repairs to bathroom building.
 - iii) **Community Garden:** Conservation is delaying work on the garden until Tim & Willie walk the property.
- 6) **Old Business:**
 - a) **Chip: Memorial Park benches:** Have been installed, still working on plaque installment.
 - b) **Derek: Gatchells' Lights:** Board asked Tim to get the installation scheduled.

7) **New Business:**

a) **Chip: Memorial Park:**

- i) **Fence line:** Chip asked Tim have Pete do the measurements to get the brickwork installed.
- ii) **Daffodils:** New bulbs have been ordered and will be planted next week to replace the ones that died out.
- iii) **Pedestrian lights:** MMLD has received the lights. Tim is coordinating with them regarding installation; hopefully before the Christmas walk.

b) **Chip: Budget:**

- i) **Beach Playground:** bills come out of Revolving fund beach money.
- ii) **Parking Islands:** tabled until next budget season.
- iii) **Grounds keeping tools & supplies:** In pretty good shape, have grass seed and fertilizer in inventory. Chip got the following quotes to Turf blanket fields: Gatchells major infield: \$1100; Seaside infield \$1500; and Hopkins \$10,000 to cover completely, which the Board agreed is too much. Discussion of putting in water on Lower MHS, and getting a \$10,000 waterwheel machine to do Lower MHS and Seaside outfield.

c) **Correspondence (attached):**

- i) **Recycling committee e-mail:** Chip informed the Board of the message and the Board agreed that: the department has no manpower, recycling trucks, bins, or money to fund the program; it's the responsibility of the Health Department to run a recycling program, not the Park & Recreation Department; and Chip will respond to the message.
- ii) **Mass Audubon:** **Motion** made and seconded to approve; all in favor.

- 8) **Timekeeping:** Meeting Adjourned: 9:10 PM. Next meeting scheduled for Tuesday November 18, 2014. **Motion** made and seconded to return to 7:00 PM start time; all in favor.

Attachments: Meeting Notice and Agenda; Conservation e-mail; 2 reports with attachments; Recycling Committee e-mail; 1 permit request.



DATE POSTED:

2014 OCT 31 10:15
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: Dinning Room

Wednesday

Day of week

November

Month

5

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. Marblehead Trail Conservancy Collaboration - Don Morgan
 - b. Budget Review
 - b. Correspondence
4. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: October 31, 2014

Timothy Short

From: Don Morgan <don.morgan@verizon.net>
Sent: Thursday, October 16, 2014 2:47 PM
To: Chip Osborne; Timothy Short
Cc: Dick Marcy; Bob French
Subject: A collaboration?

Chip & Tim, at our Marblehead Conservancy Trails Committee meeting last night we discussed our continuing inability to do all the projects we want to do. We send out Trail Crews twice a week, every week, all year long usually consisting of 3-6 people. We average well over 1,000 man hours every year.

One of the ideas we discussed was an arrangement with you (Rec & Park). Our initial thought is that we would fund a seasonal worker (June-August?) for your department who would work on our projects. However, it might be more flexible than that - you could deploy our worker with yours, just so we get the total hours we paid for. The projects we that might be most suitable for this kind of arrangement would be some of our routine maintenance tasks like trimming weeds & brush from the sides of trails, mowing some small meadows and spreading wood chips. We can train people for these tasks fairly easily. We can provide most if not all tools & equipment; although you may have some more productive ones or more of them (e.g. we only have one Stihl string trimmer).

If you are interested, we would like to meet with you to flush this out a little more.

One of the issues is supervision on the job. We can't provide it, although we can provide trailing and site maps about where to do the work.

This will all take place in town owned properties and we assume town insurance would cover your workers.

Do your workers log hours on projects?

What would a worker cost? What overhead costs would be included?

Don Morgan



Please consider the environment before printing this email

Travis Farley

Recreation Supervisor, Town of Marblehead

Tuesday, October 21st, 2014

Recreation Supervisor Report

Programming Updates

- Programs coming to a close in the next few weeks:
 - o Mini & Multi Sports Session I, Boys Hip Hop, & Jr. Soccer League
- Program Updates from last few weeks include:
 - o Indoor Park & Play: 19 families for 10/31/14 with Frozen
 - o Pumpkin Party: 16 families participated and write up in Reporter
 - o Halloween Home Decoration Contest: 9 homes participated (winner Papas Family)
 - o Intro to Theatre started today we had 10 registered
 - o Youth Guitar: 4 people registered & Adult Guitar: 3 people register

Upcoming/New Programs:

- Program starting in next few weeks include:
 - o Mini Sports & Multi Sports Session II & Floor Hockey
- Programs Starting in December
 - o Girls Basketball, Boys Basketball, and High School Futsal
- Special Events in December
 - o Polar Express Movie on Saturday, 12/6/14 after parade – CANCELED (Warwick Theatre running this event)

Facility & Parks

- NA

Other:

- Winter/Spring Booklet Complete
- Advertising
 - o Tim & I will be meeting with MHTV to discuss winter/spring booklet release
 - o Will be running a weekly update through the reporter
- Wicked Local – Online Add
 - o 189,000 visitors a month on mobile, 19.2 million views per month on webpage
 - o 65% of audience has a household of 3 or more
 - o 97% of your customers are searching for local business online
 - o 83% of people searching using local sites follow up their search with a range of offline actions
 - o 3 minimum month commitment - \$520 a month
- New Winter/Spring Booklet Proposal – Order 10,000 copies and total saturation of town
 - o Being pro-active about situation to schools – not getting any better
 - o Both YMCA/JCC do mailings to town
 - o Reaching every resident of town would be crucial (grandparents that may sign their family up and parents that may want to do programs
 - o Reading/Wilmington do to total saturation
 - o Would like to try this for a full year cycle for catalogues
 - o 2014 we purchases 2,800 booklets at \$1,980

- 2015 – purchase 10,000 booklets at \$3,090 and mail to town for \$1,800 – total increase of \$2,910.00
- Received email from PTO requesting information so they could market
- SUP Programs at Riverhead for Summer – Attached
 - Reached out to Swampscott/Salem about doing a partnership
- Will call Charles River Kayak before next meeting – have not had a chance to do so

Hammond Nature Center

- Spoke with Holly Hannaway and we will be coordinating a Little Explorers program in May at the Hammond Nature Center
 - Audobon and Christine Doner (Peabody Rec Dept) both cannot do anything

SUP Program at Riverhead Beach

SUP Fitness- \$65.00

This outdoor, full-body, low impact workout challenges your every muscle all while honing your balance. Class begins with a half hour of paddle instruction, followed by an hour of paddle sprints, balance challenges and strength exercises. No experience necessary.

SUP Yoga- \$65.00

Yoga and Stand Up Paddleboarding (SUP) just happen to go together very well. Doing yoga on a paddleboard enhances the yoga workout. The paddleboard makes a fine yoga mat and the extra balance required by being on the water intensifies the yoga routine. The peacefulness and tranquility of floating on the water combines nicely with the meditative nature of yoga.

SUP Race Day

Ever want to try Stand Up Paddle Board Racing? BIC's One Design Race Series is the perfect opportunity to test your skills. Races will be available on the hour starting at 9. You can give it a try after taking our intro to paddling or our SUP Fitness class.

Intro to Adult SUP - \$135.00

Our intro to SUP will focus on the different aspects of SUP. The first class will be an introduction to technique, safety and basic navigation. The next class will focus on the touring aspect of SUP where we explore the coastline at a relaxing pace. The last class will be geared toward fitness – we'll take your old, boring gym routine, bring it outside and add the challenge of working out while balancing on the water.

Prerequisite: Must know how to swim

Intro to Surfing - \$250

We focus on the fundamentals of surfing: water safety, paddling, catching a wave, popping-up (standing up), and balance. We provide all equipment needed, including a wetsuit and surfboard. We use soft (foam) round-nose surfboards that are great for safety and stability. The lesson starts with land-based training that includes basic ocean safety (how to spot a rip current), surfboard safety (how to control your board), and surfing 101 (how to surf!) Then we hit the ocean, where the instructor will be in the water with you the entire time, helping you to paddle into waves, adjust your technique and start surfing!

Session Program Dates:

Session 1: June 22nd – June 25th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)

8:15am – 9:15am – SUP Yoga (Ages 14+)

10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)

1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)

1pm-3pm – Adult Intro to SUP (Ages 14+)

3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 2: June 29th - July 2nd

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 3: July 6th - July 9th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 4: July 13th – July 16th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 5: July 20th – July 23rd

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 6: July 27th – July 30th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

**Thursday, 7/30/15 – SUP Race Day*

Session 7: August 3rd – August 6th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 8: August 10th – August 13th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 9: August 17th – August 20th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

Session 10: August 24th – August 27th

7:00am – 8:00am – Morning SUP Fitness - (Ages 14+)
8:15am – 9:15am – SUP Yoga (Ages 14+)
10am- 11:30am – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm – 2:30pm – Intro to Surfing Camp at Deveruex Beach (Ages 10 +)
1pm-3pm – Adult Intro to SUP (Ages 14+)
3:00pm – 4:00pm – Afternoon SUP Fitness (Ages 14+)

**Thursday, 8/24/15 – SUP Race Day*

Marblehead Recreation & Parks Commission Meeting
November 5, 2014
Superintendent's Report

Devereux Beach

Install of Playground is complete. Lots of great compliments coming in from parents. Received age appropriate stickers to apply to structures. Spring time ceremony.

Storm Damage at Gatchells Park

Getting quotes for roof repair on Bathroom. Electrician is also needed.

Evans Road Community Garden

Walked property with Greg Snow and Bobby Gilis this week. Contacted Willy Lanphear to check in about any issues that would relate to conservation.

Piper Field

Communication has been much better between myself and Alex at the High School.

Winterization of Properties

Working with Water & Sewer this week to complete water meter shutoff.

Recycling Email

Received email from Pamela Roberts considering the department placing recycling bins next to our trash barrels.

Overall Park Work

Fertilization done at properties
Leaf collecting as needed around town
Cutting grass/lining fields as needed

Timothy Short

From: Pamela Roberts <givingtree.pr@gmail.com>
Sent: Tuesday, November 04, 2014 12:32 PM
To: Timothy Short
Subject: Recycle bins, sports fields

Tim, the Recycling Committee (see below) meets monthly to help find opportunities to increase recycling in Marblehead. It came to our attention that there are very few, if any, recycling containers at sports fields. It's our understanding that recycling is mandatory in Massachusetts, and we would appreciate your installing and servicing a recycling barrel next to each trash barrel. Can you arrange that? Andrew Petty has information on how and where to get recycling bins and barrels.

Recycling Committee

Pamela Roberts, Chair

Starr Campbell	Jody Howard
Christine Cudihy	DL Kaulbach
Lynda Cudihy	Don Morgan
Christine Everest	Andrew Petty, Dir of Public Health

Shore Lea Nature Center rental application

Date of application:		October 17, 2014	
Name of applicant:			
Mass Audubon			
Day & Date of event:		Times (including set up & clean up):	
July 6 - August 1, 2015		Monday - Friday 8:00 am - 4:00 pm	
Event description & expected attendance (use separate page if needed):			
Day Camp			

NOTE: Property is under the jurisdiction of the Marblehead Conservation Commission and requires joint approval. Requests must be compatible with the nature center uses.

Hourly rental fee	\$50.00 (Up to 3 hour rental, \$100 minimum)
Security deposit	\$50.00
Park Staff detail fee	\$125.00
Special requests:	* Note: special requests will be submitted at the next regular Commissioner's meeting (1st and 3rd Tuesday's of each month) for fee amounts and approval.

A copy of a standard 1:3 million insurance certificate naming the Town of Marblehead as an additional insured is required to be filed with the application.

Applications are processed during regular business hours (M - F 8am - 5pm). standard applications take 1 - 3 business days to approve. 1 permit is for up to 3 hours of use (including set up / clean up time)

Please submit the security deposit check at the time of application (made out to "The Town of Marblehead"). Final payment is due within 2 business weeks after approval. Note: Sorry, the Town doesn't accept credit cards. The security deposit check will be destroyed or returned once the property is inspected after use.

Cancellations/refunds: request in writing at least 5 business days before the scheduled event.

**** Alcoholic beverages are prohibited on property. ****

It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Conservation Commission 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)	Police required? (631-1212)	Insurance required?
YES / NO	YES / NO	YES / NO
\$50.00	(\$125 per unit)	\$
*Security deposit	Park Detail fee	Usage fee
Dates paid and check numbers		


Signature

Scott Santino
Name (Please print clearly)

87 Perkins Row, Topsfield
Address

978-887-9264
Telephone

Approved by: 
Superintendent, Recreation & Parks Department

11/16/14
Date

Approved by: _____
Marblehead Conservation Commission

Date