



# TOWN OF MARBLEHEAD

## Recreation & Parks Department



### Recreation and Parks Meeting Minutes

11/18/2014

**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 7:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Linda, Jerry, Sam, and Derek.
  - b) **Absent:** None.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 11/07/2014 meeting; all in favor.
- 4) **Reports:** Tabled.
- 5) **Old Business:**
  - a) **Fort Sewall update:** Telescope is broken; Becky Curran requested funding from Coffin Fund to repair. **Motion** made and seconded to appropriate \$375.00 from the Coffin Fund to repair or replace the telescope at Fort Sewall; all in favor.
  - b) **Facility cameras:** Discussion of the camera at Seaside which cost \$6039.96; the 2 decoys which costs \$301.24 each. Board would like to see lighting and cameras at the beach playground as the new equipment has been "tagged" with graffiti. Tim will investigate.
  - c) **Memorial Park update:** Benches, brick, and bulbs are installed. Tim is coordinating light instillation with MMLD, staff, and an electrician; Board wants them in ASAP and agreed it is a priority. Tim is also coordinating plaques including Carl Person's.
  - d) **Turf Blankets:** Board agreed Seaside and Gatchells' Major infields need blankets. **Motion** made and seconded to approve up to \$2500.00 for turf blankets for Seaside and Gatchells' Major; all in favor.
  - e) **Paddle Board RFP:** Chip would like the 1<sup>st</sup> half-hour of the 1<sup>st</sup> December meeting to be set aside for discussion of bullet points for the RFP, which would get the information to Becky by the first of the year.
  - f) **Piper field maintenance:** Discussion of maintenance responsibilities, including the Field Maintenance Manual. Board agreed an inventory of what equipment and training was initially provided; crew identified some parts are missing (see attached) for suggested maintenance. Derek expressed frustration that it has been 15 months since the training was done and no-one identified missing pieces then. Discussion of grooming scheduling per the manual (attached). Board agreed the A.D. must come up with a grooming schedule according to the manufacturer's guidelines and a maintenance log book needs to be created. Discussion of having it periodically sprayed with an antimicrobial by a licensed pesticide vendor; Derek mentioned some of it is covered by the manufacture's maintenance contract. Training future staff also discussed; Board believes training should be done by the manufacturer. Foreman will also need key to container where equipment is stored. Discussion of addition equipment needed discussed. Board wants these procedures documented by mid-January. Discussion of getting users to sign agreements with teams responsible for damages, similar to other Towns. Board also wants answers regarding the equipment from the staff to the following:
    - i) Was the unit intact when trained?
    - ii) Have they ever used the unit as it was purchased intact?
    - iii) When was the last time they saw these pieces?
    - iv) What have they been doing since these pieces went missing?
    - v) Who is directly in charge of this equipment?

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET  
MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

- vi) Field work/excess product: Chip requested Tim have Pete do an inventory of landscaping materials on hand. Inventory shows: at least 1/2 of materials needed for liquid applications (Humic acids, kelp, and powdered nitrogen) needed for next spring is on hand; and also 8000 pounds of granular fertilizer and 2500 pounds of grass seed. Chip concluded that grass seed did not get spread in the spring and fertilizer did not get spread in the fall as directed by documentation and explained to the Foreman. Staff did do 3 tanks of liquid applications in the fall. Chip has asked Tim to direct Pete to create a list of everything they did back to April 15, 2014 regarding when grass seed, both granular and liquid fertilization, and aeration was done. Board expressed grave concern; they feel Foreman needs to be held accountable, and want answers; Sam feels it is "sabotage". Chip wants to look into the legality of outsourcing labor. Tim also feels accountable and he should be following up better with the Foreman and crew instead of assuming it was done; Board agrees but feels the ensuring of day to day compliance is the Foreman's job. Chip explained that first they need answers, and then they will need to develop protocols for accountability.
- g) Building fees: Tim distributed the summary of changes for the Board's review (attached). After review the Board agreed to wait until 1 July 2015 to change fees.
- h) Beach parking lot islands: DPW ran out of time this season; will look into it in spring.
- i) Christmas tree burning: Board in favor; Tim reported it looks like it won't happen this year due to costs but discussion will be ongoing for next year.
- 6) New Business:
- a) Correspondence: None.
- b) Jerry: Is all beach stuff put away? Tim will look into it. Board also asked he ensure boats on the beach are there by permit.
- 7) Timekeeping: Meeting Adjourned: 8:00 PM. Next meeting to be determined.

*Attachments: Meeting Notice and Agenda; description of missing equipment for Turf field; page 3 of Turf field maintenance manual; summary of changes to building fees.*



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 Room

<u>Tuesday</u>	<u>November</u>	<u>18</u>	<u>2014</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. Reports: Superintendent/Recreation Supervisor
3. Topics:
  - a. Fort Sewall Update
  - b. Cameras at Facilities
  - c. Memorial Park Update
  - d. Turf Blankets
  - e. Field work/excess product
  - f. Piper Field Maintenance Schedule
  - g. Correspondence
4. Next meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: November 14, 2014

Parker - 920-756-4688

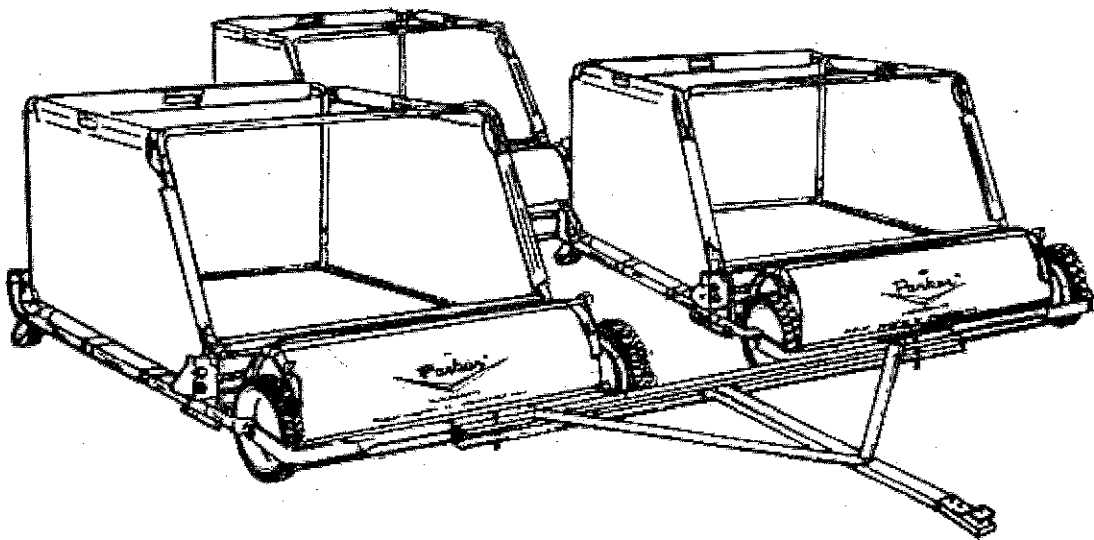
  
Parker®

## Estate Master

MA-475-D Estate  
Master Hitch

**EM83100**

■ OPERATION ■ SERVICE ■ PARTS ■ CARE



# ASSEMBLY INSTRUCTIONS AND PARTS LIST

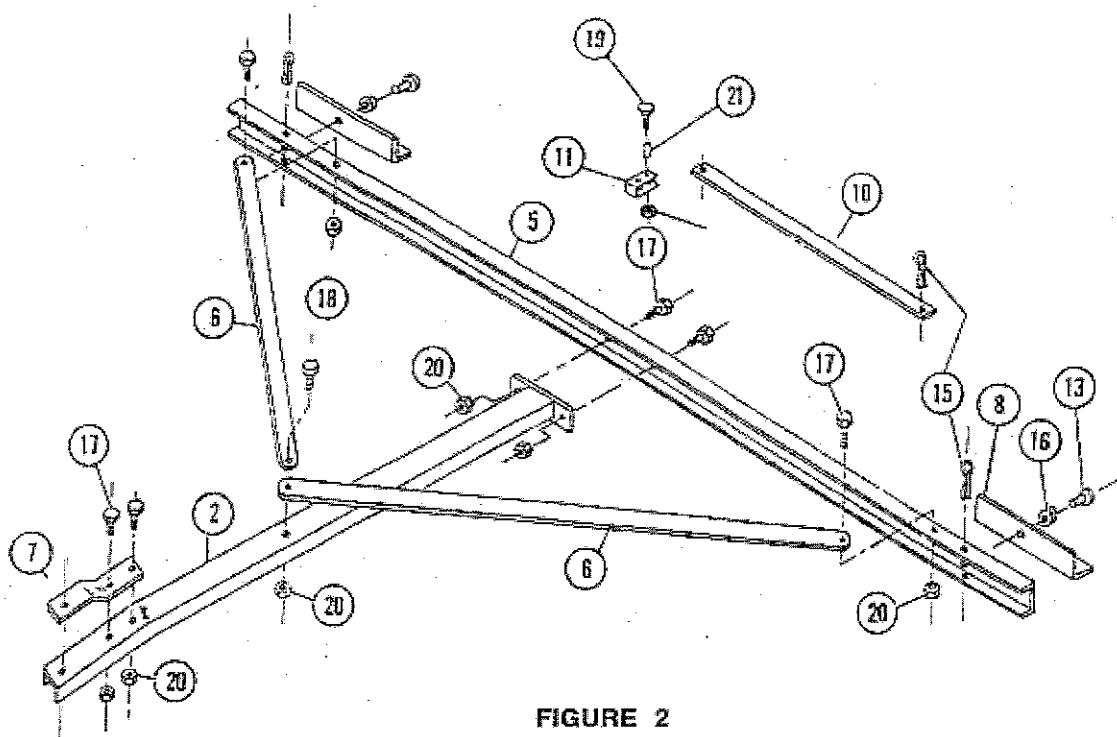


FIGURE 2

## PARTS LIST

Item	Part No.	Qty.	Description	Item	Part No.	Qty.	Description
2	76-51-B	1	Tongue Weldment	15	81-14-A	4	Pin Clinch
5	68-73-C	1	Draw Bar	16	64-134-A	2	Spacer
6	76-50-B	2	Brace	17	713027	6	Bolt, Hex Hd. 5/16-18 x 1
7	58-107-B	1	Bracket	18	713028	1	Bolt, Hex Hd. 5/16-18 x 1 1/4
8	76-48-C	2	Bracket	19	713031	2	Bolt, Hex Hd. 5/16-18 x 2
10	82-46-A	1	Link	20	711374	9	Nut, Hex Hd. Lock 5/16-18
11	82-42-B	2	Bracket	21	80-238-A	2	Insert
13	68-71-A	2	Pin Swivel				

## ASSEMBLY INSTRUCTIONS

Ref. Fig. 2: Using the bolts and nuts shown, attach bracket (item 7) to the tongue weldment (item 2).

Attach the tongue weldment (item 2) to the draw bar (item 5).

Ref. Fig. 1, Section B-B: Attach the hitch assembly to the sweeper yokes using the bolts and nuts from the sweeper's single tongue weldment (hitch).

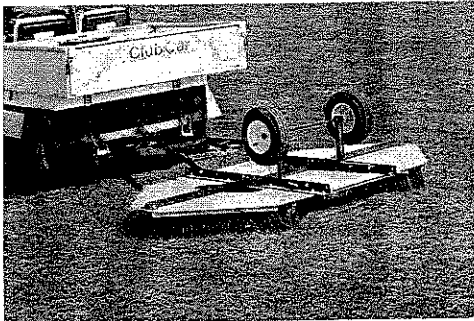
Ref. Fig. 1, Section C-C: Attach the single tongue weldment (hitch) to the link bar (item 10) using clinch pin.

Section D-D shows single tongue weldment attached to the link bar (item 10).

## GROOMING THE FIELD

Grooming techniques are taught by a certified Sprinturf representative when your new Sprinturf field is completed. We highly recommend choosing one staff member to be responsible for the field maintenance and necessary equipment and for anyone who may groom to attend the training.

Liken your new Sprinturf field to that of carpet in your home. Cleaning debris from the field and using your Sprinturf-approved grooming equipment will help to keep your fibers standing tall and give the field a plush appearance. Always use a nylon, soft bristle drag system approved or designed by Sprinturf.



For a regulation size football field, grooming typically takes 2 hours and consists of driving a utility vehicle equipped with an approved drag brush attachment back and forth across the field to stand or "brush" the fibers in your system. For best results, grooming should be done during dry weather and when the field is dry to the touch.

### How often should you groom?

New fields should be groomed once a week for the first two months upon installation to remove excess or loose fibers. Following the break-in period, Sprinturf recommends grooming your field following approximately 60 hours of use or no less than once per month, whichever is first.

### Guidelines on hours of play and calculating usage

1 hour of recreational play = 1 hour of usage  
 1 hour of moderate play = 2 hours of usage  
 1 hour of aggressive play = 3 hours usage

*Gym classes*

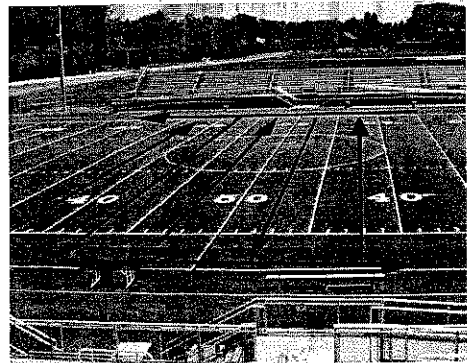
*Soccer or lacrosse*

*Football, rugby, marching band*

### Grooming a rectangular field

Proper grooming is dependent upon your field layout and should be done in the same direction as the seams to avoid excess wear on seam areas. For a field that is rectangular in shape, such as football, soccer, lacrosse or field hockey, groom the field from sideline to sideline, alternating the direction of travel as shown in the photo to the right.

**For example:** Begin grooming in the direction of the home side and return towards the visiting side on successive grooming cycles.



## Summary of Changes: Center rental fees January 2015

Room Fees Hourly:	Old Fees (\$50 for 3 hours)		New Fees		Hourly <u>increase</u> based on 1st hour prices:
	Regular	Non-profit (1 hour blocks)	First hour	Additional hours	
Arts & Crafts	\$16.67	\$18.75	\$50.00	\$30.00	\$33.33
Conference	\$16.67	\$18.75	\$50.00	\$30.00	\$33.33
Game Room	\$16.67	\$18.75	\$75.00	\$50.00	\$58.33
Dining Room	\$16.67	\$18.75	\$75.00	\$50.00	\$58.33
Gym	\$16.67	\$18.75	\$30.00	\$30.00	\$13.33
<b>Note 1:</b>	There is no longer a "2 room" deal for parties (old price: \$75.00 for 3 hour use of 2 rooms).				
<b>Note 2:</b>	There is no longer a "Non Profit" hourly price (all fee waiver requests will have to go to board).				
<b>Note 3:</b>	There is no longer a 1 year \$100 deal for non-profits, civic groups, and sports leagues.				
<b>Note 4:</b>	Staffing fee has not changed: still an additional \$25 an hour on weekends.				
<b>Note 5:</b>	Old Fee for additional hours beyond the standard 3 hour permit was \$25 an hour.				

# NEW

## Marblehead Community Center rental permit application as of JANUARY 2015

APPLICANT (Name of person or group paying for the permit):

Application date:

EVENT day/date:

Room(s) requested:

Begin/end times (INCLUDE SET UP & CLEAN UP!):

Event description & expected attendance (use separate page if needed):

Maximum hours per standard permit: 3 hours per day (which also includes ALL set up and clean up).

FEES (see special requests and restrictions below)	Arts & Crafts room OR Conference room	Game room OR Dining room	Gym (NOTE: no food or beverages allowed in gym)	COA Kitchen (coordinated with COA)
ONE hour fee:	\$50.00	\$75.00	\$30.00	\$50.00
Additional hourly fee (up to 2):	\$30.00	\$50.00		

Security deposit (due at application):

\$50.00

Staffing fee (Friday 5 PM - Sunday 10 PM):

\$25.00 an hour (minimum 3 hours)

**SPECIAL REQUESTS:** Any special requests are decided by the Commission at their next regular meeting, INCLUDING fee changes.

**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). Youth MUST have ADULT supervision AT ALL TIMES. See next page for more information.

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? (determined at next Board meeting)

YES / NO

Reason:

### OFFICE USE:

Park detail required? (see detail sheet)	Staffing fee? (3 hour minimum)	Insurance required?
YES / NO	YES / NO	YES / NO
Security deposit due at application:	Staff Fee total:	Usage fee total:
\$50 (keep attached to application)	\$	\$
Date paid and check #:		

Signature of Applicant

Name (Please print clearly)

Address

Telephone

(Continued on next page)



# OLD

## Marblehead Community Center rental permit application

APPLICATION date:		APPLICANT (Name of person paying for the permit):				
DAY/DATE of event:						
TIMES (begin & end times up to 3 hours; includes set up & clean up):				NAME of group/organization (if applicable):		
Event description & expected attendance (use separate page if needed):						
<u>Circle room(s) requested:</u>	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.						
<b>SPECIAL REQUESTS:</b> decided by the Commission at their next regular meeting <b>INCLUDING</b> fees and restrictions.						
<b>RESTRICTIONS:</b> NO Alcoholic beverages or open bonfires are allowed <i>on ANY</i> property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.) Children <b>MUST</b> have <b>ADULT</b> supervision <b>AT ALL TIMES</b> . See next page for other restrictions.						
<i>It is expressly understood and agreed that the policies of the Recreation &amp; 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.</i>						
Request fee waiver(s) due to hardship? (Determined at next Board meeting)		YES / NO				
<b>OFFICE USE:</b>						
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						

Signature of Applicant  
  
Name (Please print clearly)  
  
Address  
  
Telephone

(Continued on next page)

# OLD

**501C (non-profit) organization  
OR Marblehead Civic programs/groups  
Marblehead Community Center rental permit application**

<b>HOURS AVAILABLE FOR RENTALS:</b> 3 PM - 9:45 PM Mondays - Thursdays; 3 PM - 4:45 PM on Fridays. Events requested during hours NOT listed above are considered <i>regular</i> rentals of the facility: standard permit application and fees are required.
<b>GYM RENTAL:</b> Approved on a case by case HOURLY basis.
<b>MEETINGS:</b> permit is good for one <u>meeting</u> a week (UP TO 3 HOURS) for one year during normal building hours.
<b>SPECIAL REQUESTS:</b> decided by the Commission at their next regular meeting INCLUDING fees and restrictions.
<b>RESTRICTIONS:</b> NO Alcoholic beverages or open bonfires are allowed on <i>ANY property under the jurisdiction of the Recreation &amp; Parks Department</i> (Code of the Town of Marblehead § 236-1.) Children <b>MUST</b> have ADULT supervision AT ALL TIMES. See next page for other restrictions.

<b>APPLICATION date:</b>		<b>APPLICANT (Name of person paying for the permit):</b>				
<b>DAY/DATE of event (if a repeating event put all days, dates, and times; use separate page if needed):</b>						
<b>TIMES (begin &amp; end times; includes set up &amp; clean up):</b>				<b>NAME of group/organization:</b>		
<b>Event description &amp; expected attendance (use separate page if needed):</b>						
<b>Room requested (circle ONE):</b>	Dining room	Conference room	Gym (note: no food or beverages allowed)	Arts & Crafts room	Game room	Lobby
<b>FEES:</b> Due before event(s)	Hourly Fee: 25% off regular hourly room fee for ALL rooms including gym (currently 25% off = \$18.75 an hour)					
	Yearly Fee (GYM excluded): \$100.00 for 1 calendar year of 1 meeting per week during regular building hours.					
<i>It is expressly understood and agreed that the policies of the Recreation &amp; 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.</i>						

Request fee waiver(s) due to **YES / NO**  
hardship? (Determined by Board)

OFFICE USE:		
Park detail required? (see detail sheet)	Special staffing required?	Insurance required?
YES / NO	YES / NO	YES / NO
	(\$75 minimum)	\$
Detail fee	Staff Fee	Usage fee
Dates paid and check number(s)		

Signature of Applicant

Name (Please print clearly)

Address

Telephone

**(Continued on next page)**