



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



***Recreation and Parks Meeting Minutes***

**04/26/2016**

**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
  - b) Absent:
  - c) Tardy: Derek, Sam
- 3) **Minutes of last meeting:** 04/05/216
- 4) **Appearance:**
  - i) Tom Millett & Members of Marblehead Neck Association: Tom Millett wanted to discuss creating a donation account and try to start construction by spring 2017. Chip suggested the Marblehead Neck Association works on proposal and circles back with board in 2 months. The recreation commission would also like to create a sub-committee made up of residents.
- 5) **Old Business/New Business**
  - a) Seaside Anniversary: Jerry updated the board on where he stands on the events scheduled for this summer.
  - b) Community Center Sign: The board would like Tim to collect quotes on the cost to update sign for Community Center and report them back to the board
  - c) Community Center Landscape: The board would like Tim Short to remove Ivy from side of building to prevent damage
  - d) Youth Sports: The board would like a memo to go out to youth sports to reinforce that dogs must remain on leash during youth sports games. Sam has offered to reach out.
    - i) Youth Flag Football: The board would like to review agreement in place for this group. There have been some issues with field usage in town. Tim will be reaching out to representatives of this group.
  - e) Vets 2 Softball Field: Jerry asked the board for a update on this property
  - f) Marie Hoyt Way: The board would like to name the area in front of the Hamond Nature Center "Marie Hoyt Way" in the coming months.
- 6) **Agenda Items:**
  - a) Turf Specialist Update: Still at union level
  - b) Glover School Project: Chip & Tim are working on a 3 year project/plan on rehabilitating area around school with Ken Lord. Total anticipated cost of project will be \$30,000.
  - c) Spring Field Update: Irrigation and fertilization at all properties has been started. The crew will be starting aeration in the next week or so

**MARBLEHEAD COMMUNITY CENTER**

**10 HUMPHREY STREET**

**MARBLEHEAD, MASSACHUSETTS 01945-1906**

**www.marblehead.org**

**TELEPHONE: (781) 631-3350**

**FAX: (781) 639-3420**



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- d) Adopt a Property: Only 2 applicants thus far
- e) Devereux Beach Update 2016: Motion: Tim has recommended we move forward with Billy James as Beach Supervisor for this summer. **Motion:** allow Tim/Travis to hire Billy James as Beach Supervisor for the summer of 2016. **Approved. Motion:** Allow Tim/Travis to hire lifeguards that interview well immediately following interview. The board will then ratify at next meeting. **Approved.** Tim and Travis also walked the beach and have created a checklist for property before the season starts.
- f) Correspondence:
  - i) None
- 7) Reports (attached):
  - a) Travis Farley Report: See attached
    - i) **Motion:** Allow Travis to hire Sam Andrews, Brett Bial, and Cian Saunders seasonal help. **Approved**
  - b) Tim Short Report: See Attached
    - i) **Motion:** Allow Tim to hire Justin Merill as seasonal help. **Approved**
- 8) Timekeeping: Meeting Adjourned: 9:30 PM. Next meeting to be determined.

*Attachments: Meeting Notice and Agenda.*



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: Arts & Crafts

Tuesday

Day of week

April

Month

26

Date

2016

Year

7:00 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. Appearances:
  - a. Tom Millett - Marblehead Neck Association
3. Old/New Business
4. Topics
  - a. Turf Specialist Update
  - b. Spring Field Work Update
  - c. Glover School Project
  - d. Adopt a Property
  - 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: April 21, 2016

Travis Farley

Assistant Superintendent, Town of Marblehead

Tuesday, April 26<sup>th</sup>

Assistant Superintendent Report

**Programming Updates**

- Program Updated
  - o T-Ball: 100 enrolled
    - \$6,500 in revenue - ~~\$6,200~~ after expenses
  - o Lego Class: 12 enrolled
  - o Mini-Sports Classes: 45 enrolled

**Upcoming/New Programs:**

- Little Explorers: 14 enrolled
- Chris Prew Afterschool: 13 enrolled
- Summer Playground Program
  - o Already have an average of 31 for each week registered
    - Extended day program registration numbers good
- **Other:**
- First Birthday at Hamond Nature Center went extremely well. Very positive marketing
- Library Boxes
- Hires for Summer 2016
  - o Sam Andrews, Shanice James-Jones, Brett Bial, Cian Saunders

**Recreation & Parks Commission Meeting**  
**Superintendent Report**  
**4/26/16**

**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.

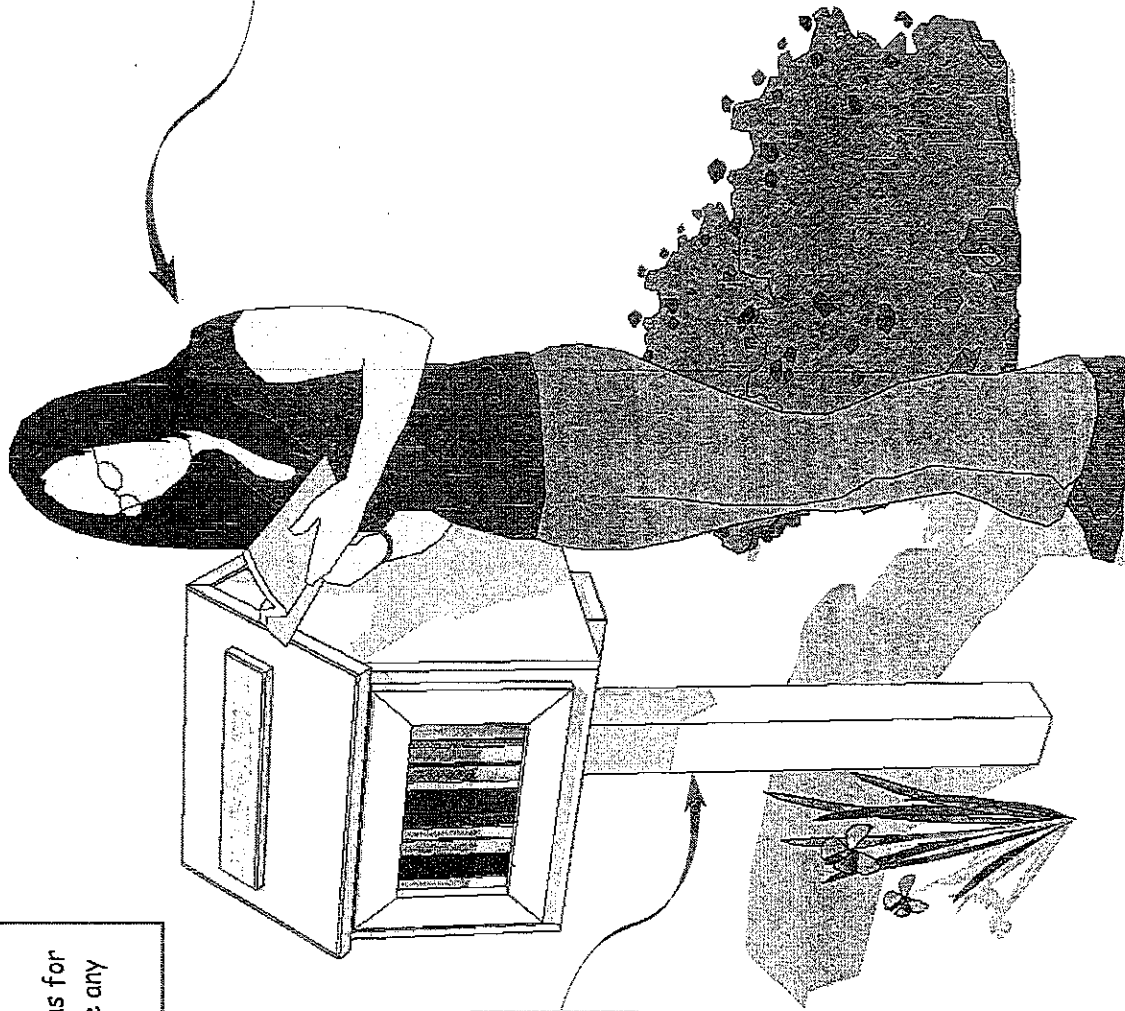
Construction to begin next week next week in community center. The data rack that currently resides in current recreation office will be relocated to the closet with the voicemail/phones are located.

**MRPA Conference**

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

Here's what this first set of plans can help you build - a Little Library in the style of the Amish Cabin. Michael Kramer has put together some drawings and instructions for the basic structure. You can vary these any way you wish.

A five foot 4" x 4" post put 24" in the ground will do the trick. No need to use cement. Just pack it tightly and make sure it's steady.



Could this be Bookus Binder, Little Library patron and reader? Yes...and she is eager to see what you can build. Go for it! We hope these plans make it easier for you.

A little landscaping, some flowers or a bench can make your Little Free Library more inviting.



Little Free Library

Library Box - Builder's Kit Plans

[www.littlefreelibrary.org](http://www.littlefreelibrary.org)

Plans by Michael Kramer

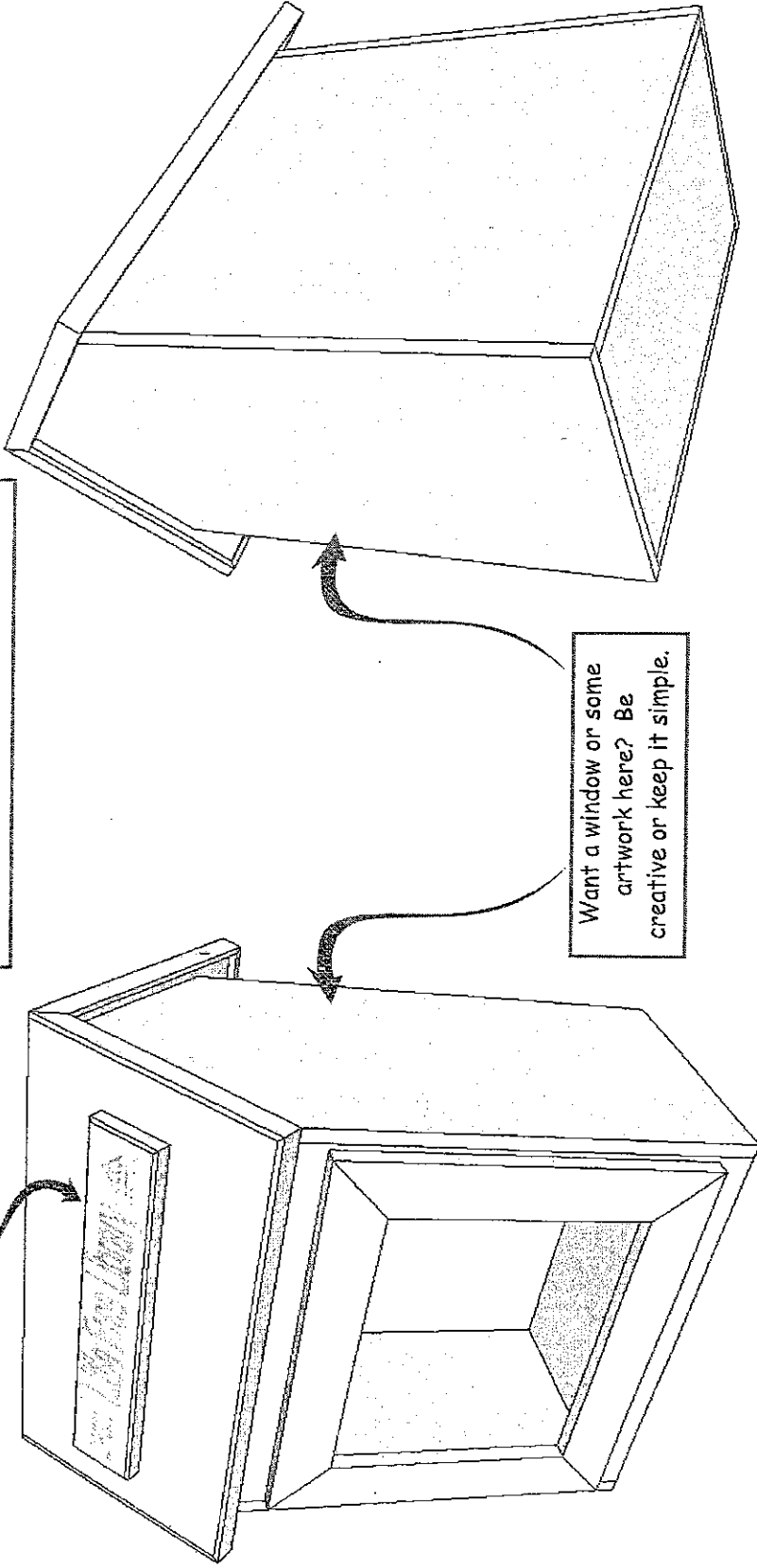
Be sure to leave room for your official Little Free Library sign. It identifies this structure with the registry number, lets people know you are part of an international movement, and tells patrons what to do: Take a book. Return a book.

LFL signs will be sent once your library is registered.

Keep in mind that rain and snow have a way of finding their way inside unless you have a substantial overhang here, tight seals in all joints, no holes in the roof and no holes that would let even a drop fall on the books. Double walls can make a big difference!

The apex of the roof will stay dry if you cover it with a piece of sheet metal.

Want a window or some artwork here? Be creative or keep it simple.



Little Free Library :: littlefreelibrary.org

Perspective View - Front

Not to scale

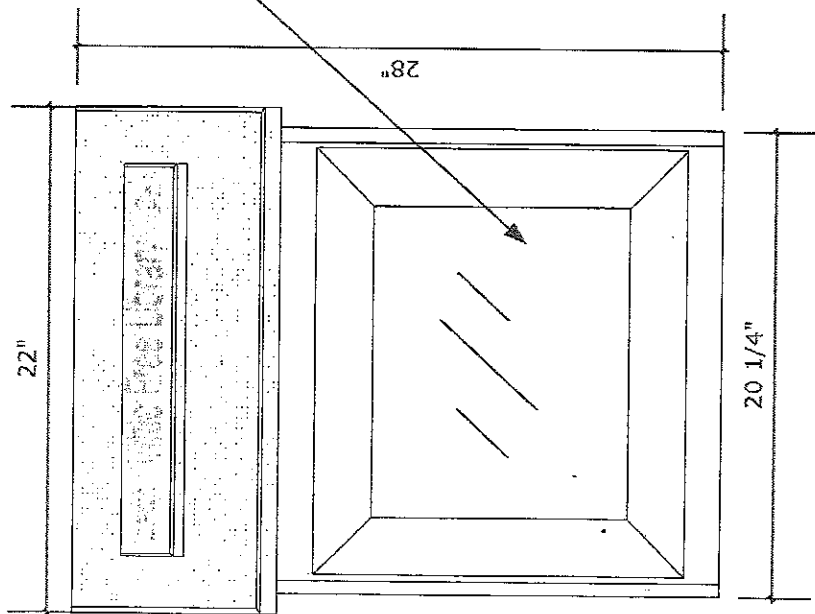
A  
02

Perspective View - Back

Not to scale

B  
02

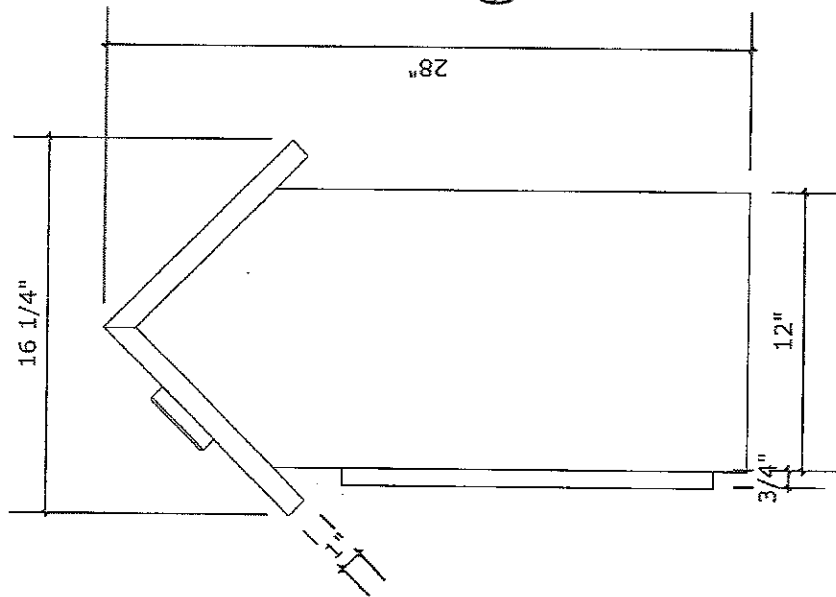




Front  
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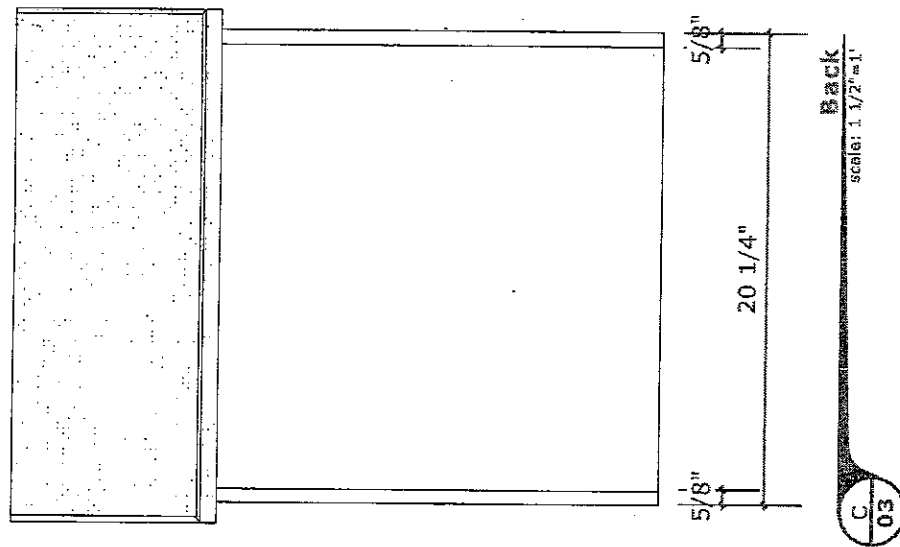
A  
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These dimensions are not set in stone. If you want to have two shelves rather than just one, you can do it!



Right  
scale: 1 1/2"=1'

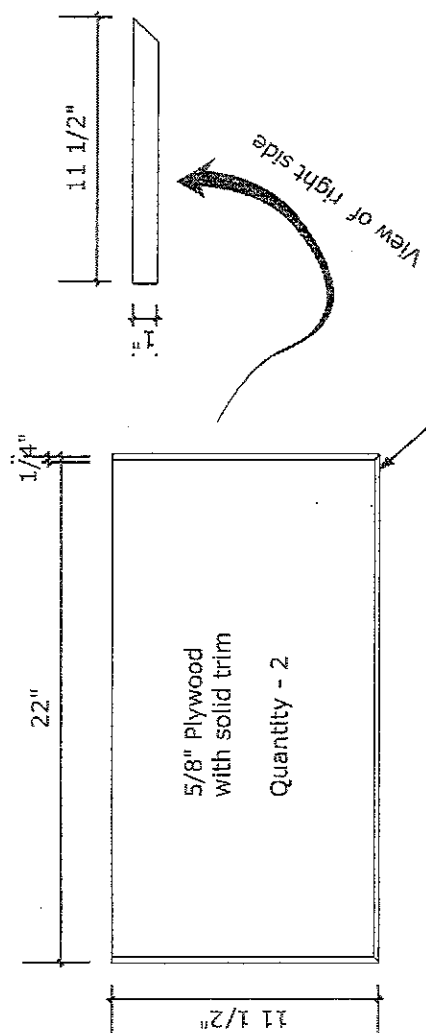
B  
03



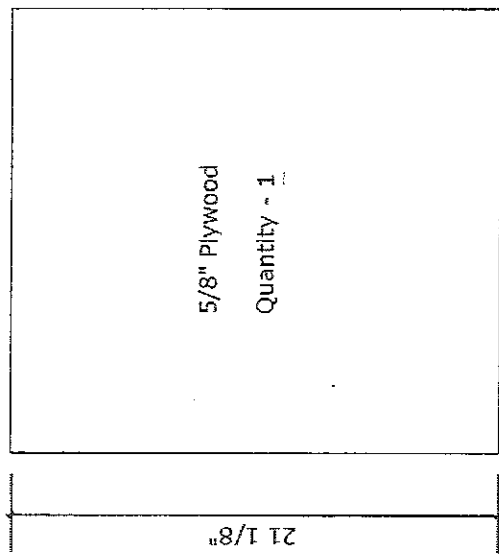
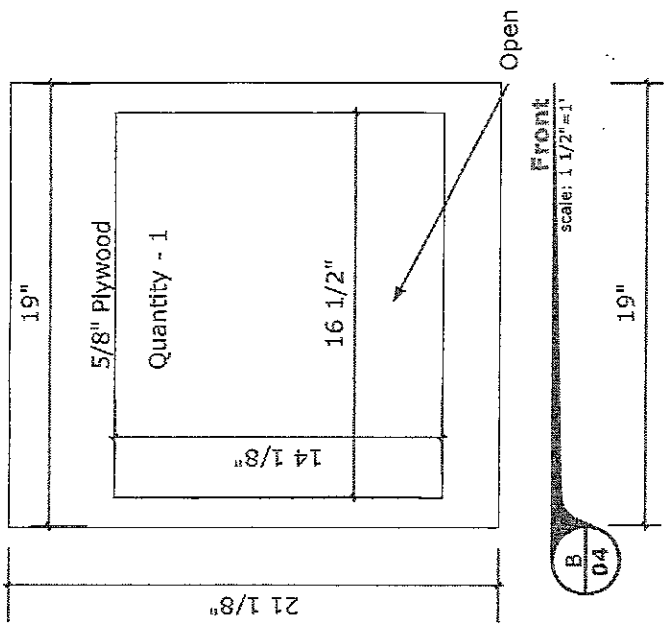
Back  
scale: 1 1/2"=1'

C  
03





1/4" x 1" solid trim

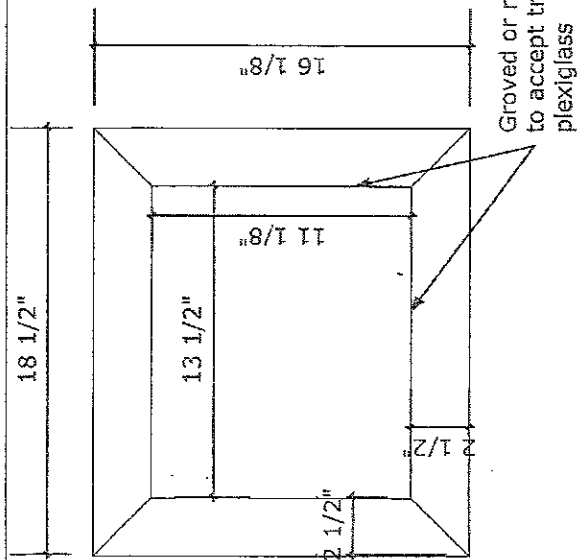


Front  
scale: 1 1/2\"=1\"



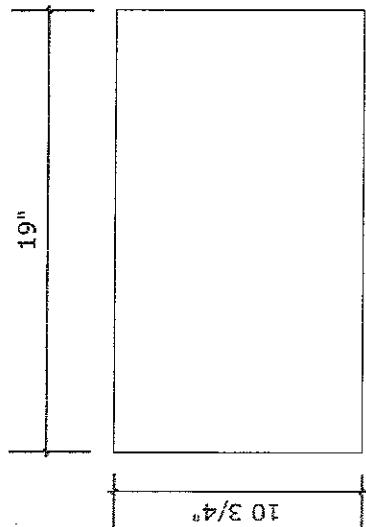
Side  
scale: 1 1/2\"=1\"





**Door**  
scale: 1 1/2"=1'

A  
05



**Bottom**  
scale: 1 1/2"=1'

B  
05

For technical assistance and tips, see the Neighborhood Library Builders Guild group on Facebook.  
[www.facebook.com/pages/Neighborhood-Library-Builders-Guild](http://www.facebook.com/pages/Neighborhood-Library-Builders-Guild)

