



TOWN OF MARBLEHEAD

Recreation & Parks Department

Recreation and Parks Meeting Minutes



01/30/13

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 Osborne called the 01/30/13 meeting to order at 7:04 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Jerry, Linda, and Derek.
 - b) **Absent:** Bob.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 01/15/13 meeting; all in favor.
- 4) **Reports (see attached). Addendum:**
 - a) **Jim's:** no addendum.
 - b) **Brendan's:**
 - i) **Paddle Board Rentals:** After discussion, **Motion** made and seconded to pursue request for proposals through Abbot Hall in accordance with the Town bidding process; all in favor.
 - ii) **FY14 budget:** Draft has been e-mailed to the Board; Both the Park budget and the revolving fund will be discussed at the next meeting.
 - iii) **Winter projects update:**
 - (1) Board walks have been repaired or rebuilt to include new walks for the new shower area.
 - (2) Stramski house: roofing is being tested for any contaminants. Brendan has obtained all permits for future demolition.
 - (3) Community Center: Storage areas in several rooms have been cleaned out and organized.
 - (4) Vine Street: Supplies and equipment have been inventoried.
 - iv) **Lawsuit:** Brendan informed the Board a lawsuit has been filed against the Town regarding the consent and release forms the Department uses for programs. This is being handled by Town Council and any inquiries are to be directed to them.
 - v) **Devereux/Riverhead Beach float maintenance policy (attached):** After discussion, **Motion** made and seconded to accept the policy as written; all in favor.
 - vi) **Peter Noyes float maintenance:** Brendan will contact Peter to coordinate all details, paperwork, and fees and present them for approval at the next meeting unless Peter decides to decline. Details include allowing only 1 float on the beach at a time with a \$250 construction fee and a \$5000 security bond (for removal by 1 May) per float.
 - vii) **Correspondence (attached):** Brendan distributed copies of the annual Town report draft, a thank you letter to the Shattuck fund, and the estimate from Haley and Ward regarding the Reynolds playground site survey for the Board's consideration.
- 5) **Old Business:** See Brendan's report. Addendum:
 - a) **Reynolds Playground survey:** After discussion, **Motion** made and seconded to accept the proposal from Haley and Ward; all in favor.
 - b) **Bud Orne Rink lighting:** 7 responses have been received from the abutters to the letter sent (attached); 4 in favor and 3 opposed. Brendan has also conferred with MMLD regarding instillation. Discussion included use of lights and facility for more than just when rink has ice and scheduling a hearing for abutters in the spring/summer time frame. After discussion, Board agreed that the survey needs to be completed and the lights that have been offered as a donation need to be checked for suitability before moving forward with any lighting plans or scheduling a hearing.

MARBLEHEAD COMMUNITY CENTER

6) **New Business:**

a) **Correspondence (attached):**

- i) **Permit applications:** The following applications were moved and approved pending receipt of any required fees and insurance:
 - (1) **Marblehead for Teens job and resource fair:** Facility fee waiver approved; proof of event insurance required. Molly Williams was in attendance and requested to be put on a future meeting's agenda to discuss use of the building.
 - (2) **Tufts Medical cycling fund raiser:** Permit fee waiver approved; proof of event insurance has been received and approved.
 - (3) **YMCA Fun Run:** Permit fee waiver approved; proof of event insurance has been received and approved.
 - (4) **Arrangers Green Sale:** Facility fee waiver approved; proof of event insurance required; Arrangers must pay overtime for custodial staff.
 - (5) **Citizen Scholarship Fund Raiser:** Permit fee waiver approved; proof of event insurance has been received and approved.
- ii) **FYI Correspondence (no action required):** Notification to abutters.

- b) **Marblehead for Teens:** Brendan and Jim met with Molly Williams regarding their request to revisit having dedicated space at the Community Center for a teen center. Brendan and Jim explained that the Center was already fully scheduled by COA and Recreation Department programs as well as Community groups meetings and rentals and there is no space to dedicate for exclusive teen center usage. After discussion, Board agreed that they will be happy to listen to proposals and work with them regarding doing teen events, but they agree there is no room in the Community Center to dedicate to exclusive teen center usage.

7) **Timekeeping:** Meeting Adjourned: 8:10 PM. Next meeting TBD.

Attachments: Meeting Notice and Agenda; Reports (2) with attachments (4); Letter to abutters (1); permit applications (5); Notification (1).



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Recreation and Parks Commission

Name of Board/Committee

Address of Meeting: Community Center, 10 Humphrey Street Room: Conf. Room

Wednesday
Day of week

Jan.
Month

30
Date

2013
Year

7:00 PM
Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

Approval of minutes from January 15, 2013 meetings

1. Superintendent and Recreation Supervisor reports
2. FY 2014 Budget
3. Winter Project Update

Next Meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 1/25/13

Jim Sullivan
Recreation Supervisor, Town of Marblehead
Wednesday, January 30th, 2013

Recreation Supervisor Report

Programming Updates

- Building has been buzzing with new and exciting programs over the last few weeks:
 - Little Ninjas Karate: 9 Enrolled
 - Little Dragons Karate: 3 Enrolled
 - Pre Engineering: 14 Enrolled
 - Engineering Fundamentals: 7 Enrolled
 - Girls M.S. volleyball: 14 Enrolled
 - Boys Youth Lacrosse: 7 Enrolled
 - Indoor Park & Play: 45 children attended last Friday

Upcoming/New Programs:

- Junior League Soccer, begins this week: 17 Enrolled
- Recently added Adult Indoor Soccer: 15 Enrolled
- Daddy Daughter Dance Update: 40 tickets already sold
- Working on grant application for the Corinthian Sailing Foundation.
Sailing Instructor did a inspection on all boats and all are in good working order,
however we will need to purchase 1 main sail, 1 Jib Sail and a few minor parts.

Facility & Parks

- Reviewing specs on Security Cameras
- 4 New Badminton nets installed, Youth Badminton and our Drop In Badminton program very happy with them.

Recreation Commission Meeting
January 30, 2013
Superintendent's Report

Devereux Beach

The Policy for Float Maintenance and Repair on Beach Property has been completed and needs to be approved.

Paddle Board Rentals

I have been approached by a local resident inquiring about operating a paddleboard business from Riverhead Beach. I have been working with Becky Curran on the proposal and getting it out to bid. Before any Request for proposals can be advertised, the commission will need to vote to seek a vendor for this type of activity.

Reynolds Playground - *Bud Orne Rink*

We have received seven responses to the abutter's letter concerning the addition of lights at the Bud Orne Rink. There were four positive responses and three with concerns or against the lights. Some of the responses were by email and others were phone calls.

Bud Cup – The Bud Cup was held last weekend, Friday, January 25 and Saturday, January 26 and was a success. The group involved had a police officer on duty for traffic control and cleaned the rink thoroughly when they were through.

Annual Report

Please look over the 2012 Annual Report and let me know if there is anything we should add. Please get any corrections / additions back to me by the end of the day Friday, February 1, 2013

Old Business

- Reynolds Update - I met with Mike Ruth and Eileen Perry from the Charter School and they are interested in working with us on securing grants. They mentioned the Friends of Marblehead Public Schools as a possible funding source.
- ❖ I received the last of the quotes for testing at Reynolds and would like to recommend we go with Haley and Ward, Inc for the Wetlands Flagging, Topographic Survey and Geotechnical Engineering. Total cost \$ 9,690.00
- Thank you letter to the Shattuck Trust for their continued support of the Memorial Park renovation. Please read over and give me your thoughts.

New Business

- Marblehead for Teens

Next Meeting: February ?, 2013

RECREATION AND PARKS COMMISSION/DEPARTMENT
MARBLEHEAD, MASSACHUSETTS

DEVEREUX BEACH/RIVERHEAD BEACH
FLOAT MAINTENANCE AND REPAIR ON BEACH PROPERTY

POLICY

The Marblehead Recreation and Park Commission ("Commission") desires to facilitate the maintenance and repair of floats used in Marblehead waters. At the same time the Commission is sensitive to the need to control the use of its property and protect the interests of the Town by not incurring additional responsibility and cost to the Commission. To that end the Commission has determined that it will require the following provisions to be included in any agreements for the following types of maintenance and repair of floats on the Commission property, as designated from time to time by the Commission:

Maintenance of Floats which are not owned by the entity doing the maintenance and repair but which are Stored through License Agreements with the Commission: for maintenance and repair activities on floats which are not owned by the individual doing the repair and maintenance but are floats which are covered under a storage agreement for which there is a penalty for non-removal, the entity conducting the repair and maintenance must provide security to cover the removal of any type of temporary structure and/or tools in the event the location is abandoned.

Maintenance of Floats Owned by the Entity doing its own repair and maintenance: for any entity undertaking its own repair and maintenance on its own floats, which are not covered by a separate storage license agreement with the Commission, the Commission shall require security in the amount sufficient to allow the Commission to remove and dispose of the floats in the event of abandonment. Said amount shall be provided for in a License Agreement with said entity.

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RECREATION AND PARKS

The Recreation and Parks Commission submits this report for the year ending December 31, 2012.

The Commission is made up of five residents who are elected annually at a general town election on the second Monday in May each year. The Commission's regularly scheduled meetings are held on the first and third Tuesday of each month at 7:00 PM in the Community Center at 10 Humphrey Street. These meetings consist of reports, the appearance of persons or groups on the agenda, the review of correspondence submitted for consideration, discussions of plans and objectives, and reviews of policies, rules, and regulations as needed. The Commission reviews and approves the hiring of personnel when recommendations are presented. Programs and budgets are reviewed by the Commission annually and they act as an advocate with the Finance Committee and at Town Meeting. The Commission also reviews and approves the fees and charges made for various uses and programs concerning the department. The Commission has responsibility for overseeing the programming, rental, and operation of the Community Center. Night and weekend fees and rental charges are used from the Revolving Fund to contribute to the operating and utility costs of the Community Center.

Fields and School Athletic Facility Maintenance

The Department maintained the fields and was responsible for the field preparation, including lines, for the following sports: High School (Varsity, Junior Varsity, and Frosh): football, baseball, softball, lacrosse, soccer, and field hockey; Youth Sports baseball, lacrosse and football; men's softball and soccer, and co-ed softball.

Spring required the lining of fields for Varsity school sports first followed by Youth Sports, mid-April through the summer, adult softball through September followed by Varsity/TV soccer, field hockey, and football at the end of August. In September, October, and November, all varsity, junior varsity and middle school football, soccer, and field hockey fields and youth sports fields were maintained for their seasons.

The mowing and trimming of athletic fields is done on weekdays with school in session due to extensive usage on afternoons, evenings, and weekends. Line marking with latex paint and/or non-caustic chalk is also done while classes are inside the schools. Mowing of properties began in early April and continued through November on a five day per week schedule. Leaf cleanups ran October through December, and spring cleanups ran March through May. In cooperation with the school department special playground fiber (surfacing) was purchased and added to all school and town playgrounds as needed for safety to reduce the chance of injuries due to falls. The department was unable to "manicure" the grounds at the Schools due to budget and manpower limitations; plantings and mulch were added as time and materials allowed.

Budget and staff limitations, requests for extra work, and changes on short notice remained a continual problem. Early spring and late fall field scheduling depended on when fields were dormant, wet, frozen, or overused in any one area. Fall remains the best time to do seeding and sod work on fields but was frequently in conflict with the demands of the activities scheduled and the department's continual shortage of funds, materials, and manpower vs. those demands.

In June conditions became normalized and the landscaping and horticultural problems slowed down, allowing the department to begin fertilizing, aerating, seeding and mowing.

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The department continued to utilize money from the operating budget to complete necessary projects on athletic fields. This year the department focused its work on several athletic fields. The Gatchell Playground Double A infield was completely renovated. The infield including 4' around the perimeter of the infield, was stripped and removed from the site. The area was power tilled to the depth of 2", graded to provide a healthier environment for the turf to establish and then received 4,250 square feet of turf. The pitcher's mound was rebuilt and the infield surface was turned over and graded as part of the fall field preparation. The work at Gatchells was completed by two full-time Recreation & Parks Department employees, Greg Snow and Bob Gillis with some assistance from seasonal labor.

After extensive use by high school, youth and adult sports leagues the center areas of Hopkins and Piper fields and the goal area of Lower Village field were renovated. This work was completed after the spring / summer seasons and before the fall sports season began. The work consisted of removing the existing surface, tilling the subsurface and adding root zone mix before installing new turf.

During the year a sports utilization group met at the Community Center with Sam Ganglani and Linda Rice Collins acting as liaisons for the Commission. The group kept communications and scheduling concerns open so the various town sports teams and coaches could minimize conflicts and maximize usage.

The Recreation and Parks Department continued its participation in the Property Tax write off program. There were a number of residents who provided outstanding assistance as part of the program at various times during the year. They assisted with cleanups and projects at Memorial Park, Fort Sewall, Redd's Pond, Old Burial Hill, Seaside Park, Village School athletic fields and the Recreation and Park Department office. Volunteers also helped with a number of other tasks including Carol Green at Devereux Beach, and Jim Zeiff and Fred Alling who assisted with keeping the dog waste bag stations supplied at Fort Sewall and Crocker Park.

All line marking, mowing, and field schedule changes were coordinated by Grounds Foreman Peter James. In the spring and fall two seasonal employees assisted Pat Sylvester with maintaining the lines on varsity and youth sports fields. Their efforts continually earned kudos from the school athletic department and youth sports leagues.

The parks maintenance expense budget was again level funded while material and delivery costs continued to increase. With these restrictions, and the limited available seasonal maintenance staff, one of the park's seven full time employees was again switched to a Wednesday - Sunday schedule and dedicated to trash removal and restroom repairs and maintenance during the summer season.

The Commission received numerous requests for fund raising and business use of the Community Center and the parks. These requests must be approved by a vote of the Commission as required in the Town By-laws. Among those approved were:

- At the community center:
 - The Board of Health Flu Shot Clinics
 - The Marblehead Arrangers Garden Club Christmas plant and arrangement sale during the Christmas Walk
 - The Democratic Town Committee Caucus
 - Scouting functions
 - Marblehead Family fund "Touch a Truck"

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- Marblehead Youth Badminton
- Marblehead Youth Basketball
- Free seminars
- New Recreation opportunities
- Hamond Nature Center:
 - The Massachusetts Audubon Society sponsored a camp program during July with the staff from the Ipswich River Sanctuary supervising.
 - Increased Recreation offerings by Recreation Supervisor Jim Sullivan
- Devereux Beach and parking areas:
 - Senior Class Carnival
 - The M.S. Walk in April
 - The Boston Children's Hospital "Cycle for Life" used the beach to begin and end its fund raising bike ride
 - Marblehead Rotary Club's Great Race
 - Several other bicycle and road races used the beach to begin and end events
 - Rack storage for prams/kayaks
 - Winter dock storage
- Gerry Playground:
 - The Republican Town Committee
 - Several Cub Scout outings
 - Eco Farm Co-operative Market from spring through fall
 - Rack storage for prams/kayaks
- Other fields:
 - Boy Scout Troop 11 for the sale of Christmas trees at Gatchells Playground

Building and Comfort Station (restroom) Maintenance

In addition to the community center other buildings required more attention due to increased demand. The department continuously maintained a workshop and equipment storage at Devereux Beach, the garage on Vine Street, Gerry Playground garages and playground room storage and the Seaside Park grandstand storage area.

The department also maintained comfort stations (restrooms) at the following locations: Chandler Hovey Park, Devereux Beach, Crocker Park, Fort Sewall, Reynolds Playground, Gerry Playground, Gatchells Playground, and Hamond Nature Center on a seasonal basis. Water & Sewer costs, electricity, cleaning supplies, and paper goods came from the department budget. Doggie bags were provided through the department's budget at Chandler Hovey Park, Crocker Park, Redd's Pond and Fort Sewall. Dogs are prohibited from all athletic fields and children's playgrounds; all other Parks require dogs to be leashed and dog waste is required by law to be disposed of in proper safe receptacles designed for fecal waste disposal (not public trash barrels).

Park Improvements

Through hard work and dedication by a number of community groups and residents the following park improvements were made possible.

- In May the first phase of the Memorial Park renovation project began. This phase included a new wrought iron fence, from Pleasant Street to Essex Street, new granite posts and new plantings along the fence. In December the second phase of the renovation began. This phase consisted of installing granite posts on either side of the walkway,

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which dissects the park, and the installation of a wrought iron fence along the Essex St. and Pleasant St. sides of the park (up to the middle walkway).

- A new tennis shed was built at the Seaside Park and will be shared by the Marblehead High School tennis teams and the Recreation and Parks Department. This project was made possible by the donation of time, manpower and materials from the 2012 MHD High School Boys Tennis team, Mark H. Driscoll, Jon and Sharen Solomon and a number of other local businesses and volunteers.
- The Seaside Park tennis courts were completely resurfaced and new net posts and nets were installed.
- The Seaside Park Grandstand was repainted.
- The purchase of two Big Belly Solar Trash receptacles was made possible through a donation from a local resident, in cooperation with the Board of Health and Recreation and Parks departments.
- The restroom building in Chandler Hovey received a complete renovation including new toilets, partitions, sinks, glass block windows, energy efficient lighting and doors with timer locks. The building was painted and is undergoing new landscaping for the spring. These improvements were made possible through funding from the Harold B. and Elizabeth L. Shattuck Memorial Fund.
- New timer locks and doors were installed in the bathroom building at Devereux Beach.
- The bathroom building at Fort Sewall was painted and new timer locks were installed on the doors.
- A number of memorial benches were refinished, including benches at Red Steps, Cove Lane and at the end of the causeway.
- Re-ropeing of the flag pole at Fountain Park was made possible through a generous donation from Brantizio and Rose Marini.
- Completion of the Open Space and Recreation Plan

Anticipated Capital Improvements

- Phase three of the Memorial Park renovation with a grant from the Shattuck Memorial Fund.
- Installation of new fencing on the Seaside Park tennis courts.

Leased Properties

The Devereux Beach Concession Stand was operated in 2012 by Mr. Paul Petersiel doing business as "Lime Rickey's" in accordance with M.G.L. Chapter 30 with permission of the Board of Selectmen and the Recreation & Parks Commission.

The Gerry Playground House (A.K.A the Stramski House) lease still remained vacant. The Commission began to actively seek usage of the facility compatible with recreation & park programs and policies.

Equipment Replacement and Seasonal Staffing

The department continued to look for reliable seasonal maintenance staff from April through November, utilizing college students during the summer school break which left us short staffed during spring and fall months when we needed them the most. This has resulted in the shifting of budget monies to allow for use of sub contracting in some areas to meet the demands of grounds maintenance.

DRAFTFacility & Grounds Landscape Maintenance Program

The Parks staff was responsible for the landscape maintenance, mowing, trimming of trees and shrubs, and removal of litter on the following properties in 2012 (Note: "*" denotes athletic fields requiring continuous mowing, lining, and reconditioning for the Town's sports programs):

Recreation, Parks, & Forestry Properties:	Cemetery & Historic Grounds:	Public Landings:
Castle Rock Park	Cressy Street Cemetery	Barnegat trash
Chandler Hovey Park	Green Street Cemetery	Clark Landing trash
Community Center	Hooper Tomb Cemetery	Cloutmans trash
Crocker Park	Harris Street Cemetery	Commercial Street trash
Devereux Beach	Old Burial Hill Cemetery	Parker Yard trash
Fort Beach	Redd's Pond	Tucker Wharf Trash
Fountain Park	Waterside Cemetery (when requested by Cemetery Department)	
Gerry Playground	School Dept. properties:	Other Public Grounds:
* Gatchells Playground	Beacon/Green Street reserve	Fort Sewall
* Hobbs Playground	Bell School	Gas House Beach
* Orne Playground	Coffin School	Grace Oliver's Beach
* Reynolds Playground	Eveleth School	Red Steps Way
* Seaside park	Gerry School	Fort Sewall turnaround
Memorial Park	Glover School	Brookhouse Drive
Devereux Beach garage	* Marblehead High School	Gallison Avenue Way
Vine St. Garage	Lincoln Ave. reserve	Gatchells Green
	* The Village Middle School	Lovis Cove Beach
	* The Veterans Junior High School	
Other:	Other Public Building's properties:	Conservation Commission Lands (As labor permits):
All public shade trees	Abbot Hall	Bicycle, Exercise, & conservation trails
Traffic Islands (donated)	Abbot Library	Robinson Farm
All Public litter barrels	Gun House	Hamond Nature Center
	Mary Alley Building	Forest River
	OKO Building	Hawthorn Pond
	Old Town House	Steer Swamp
	Powder House	Wyman Woods
	Tower Way Grounds	Ware Pond

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Recreation Programs: Winter and Spring 2012

The Recreation side of the department saw the biggest change during 2012. Longtime Recreation Supervisor, Mike Lane retired and Jim Sullivan was hired to be the next Recreation Supervisor. Jim spent the last five years as the Recreation Supervisor for the Reading, MA Recreation Department and brings with him new energy and enthusiasm and a willingness to get involved. Jim's creativity is evident in the updated brochure, which is produced three times a year (Winter/Spring, Summer and Fall) and a new Facebook page. Jim has worked hard on branding the recreation department and making it a valuable asset to the community.

The department continued to offer programs at the Community Center and other town facilities including: an adult boot camp, Saturday morning Youth Basketball, a winter pre-school "indoor park", after school sports clinics, "Wicked Cool for Kids" science classes, Lego workshops, piano lessons, kids boot camp and a basketball program for girls in grades 2 – 8. Evenings featured adult pickup volleyball on Mondays and Thursdays, a new adult pickup basketball program on Tuesdays and adult badminton on Wednesdays and Sundays. Marblehead Youth Badminton and Marblehead Youth Basketball also rented time in the gym for their programs on weekday afternoons.

Jim Sullivan jumped in head first and added his creativity to a number of free community events such as the first annual Ham Jam, the free Halloween decorating contest and the yearly Christmas Parade.

Summer and Fall 2012 Recreation Programs

The department continued providing numerous summer outdoor programs (with rain locations provided) including the Gerry Playground Program (ages 5-7) and the Seaside Park Program (ages 8-11). Other programs offered included Magician's football, field hockey, basketball, baseball, and lacrosse clinics; the Roger Day baseball clinic, a soccer clinic; tennis lessons; youth sailing classes at Gerry Playground; and kayaking instruction through the Little Harbor Boat House. During the fall, the number of indoor programs at the Community Center increased and included new programs such as: Junior League Soccer, Little Ninjas Karate, Futsal and First Aid and CPR programs. New programs to be on the lookout for include a Daddy Daughter Dance, revamped T-ball and Indoor Park and Play, Snow Shoeing and Adult Fitness programs.

Department Staff

The Recreation and Parks Department is very fortunate to have a great staff of full and part-time employees. Our employees strive to make a positive difference and are committed to our community and, are willing to go the extra mile.

We want to thank the Department's employees for their dedication to our Town's natural resources and recreation opportunities. The following people worked for the Departments during the past year:

- Brendan Egan, Department Superintendent
- C. Michael Lane, Recreation Supervisor
- Jim Sullivan, Recreation Supervisor
- Ric Reynolds, Senior Clerk
- Peter R. James, Working Foreman/Building and Grounds

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- Robert Gillis, Parks Maintenance Craftsman
- Greg Snow, Maintenance Craftsman/Mechanic
- Reginald Berry, Mike Attridge, Brad Delisle, and Pat Sylvester, Maintenance / Groundskeepers.

There are many instructors who worked in the various recreation programs, playground, and other leisure services within the department in the parks and at the Community Center. Also, there were seasonal maintenance workers and caretakers for the parks, and summer maintenance workers and lifeguards at Devereux Beach.

The Commission would like to thank the staffs of the Tree, Highway, Health, Harbormaster, Building, Schools, Finance, Municipal Light, Cemetery, Police, Fire, and Water/Sewer Departments for their continued support and the Town Administrator, Town Clerk's, and Selectmen's office for their assistance during the past year.

Every year there are many who volunteer with maintenance and recreation programs for the Town. The Commission wants to express its thanks on behalf of all the residents who benefit from the countless hours volunteered, making Marblehead a great place to live.

Respectfully submitted,

Chip Osborne, Chairman
Derek Norcross
Linda Rice-Collins
Gerald Tucker
Robert Jackson

Brendan Egan
Superintendent, Recreation & Parks
Town of Marblehead

January 30, 2013

James E. Nye, President
National Grand Bank
91 Pleasant Street
Marblehead, MA 01945

Dear Mr. Nye,

On behalf of the Marblehead Recreation and Parks Commission I would like to thank you and the other members of the Harold B. and Elizabeth L. Shattuck Memorial Fund, for your continued support of the Memorial Park renovation.

As you are aware, the first phase of the renovation project took place in May of 2012 and included a new wrought iron fence that stretched from Pleasant Street to Essex Street, new granite posts and new plantings along the fence. In December of 2012 the second phase of the renovation was completed. This phase consisted of installing a wrought iron fence along the Essex St. and Pleasant St. sides of the park (up to the middle walkway) and the installation of granite posts. During the spring of 2013 we will be adding additional trees, shrubs and perennial plantings around the flagpole.

Without your continued support the renovation of Memorial Park would not have happened. Thank you again for your support and we look forward to working together on the final phase of this project.

Sincerely,

Brendan Egan
Superintendent
Marblehead Recreation and Parks Department

Haley and Ward, Inc.

Civil and Environmental Engineers

63 Great Road, Suite 200

Maynard, MA 01754

Quotation: Reynolds Playground Survey and Site Evaluation

<u>Task</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Extended</u> <u>Total</u>
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Task 1.1 –Wetland Flagging

Identify and delineate the limit of local, state and federal jurisdictional wetland areas in the vicinity of the proposed work. Delineate the wetland boundaries pursuant to the Mass. Wetland Protection Regulations (310 CMR 10.00 et seq.), the 1995 DEP handbook "Delineating Bordering Vegetated Wetlands under the Massachusetts Wetlands Protection Act." A Field Completion Memorandum will be prepared following completion of field work to document field findings.

Engineer	2 hr	110	220.00
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Task 1.2 –Topographic Site Survey

Conduct a survey to be used as a base for plan preparation to be supplemented by data provided by the Town. Survey will include property line survey, topographic information at a 0.5ft contour interval, and location of vegetation, roadways, curbs, fencing, backstops, light poles, utility structures including inverts and lighting, and other visible structures. Survey will include location of wetland flags provided by wetland scientists (as listed above).

Site Survey Crew	16 hr	95	1520.00
Drafting	8 hr	85	680.00

Task 1.3 –Geotechnical Engineering

1.3.1 Geotechnical Field Program

Prepare a program of subsurface explorations and arrange for the explorations to be made by a qualified subsurface exploration contractor. Up to ten (10) shallow borings (5 to 10ft each) and up to four (4) deep borings (25ft each) will be drilled with a hollow stem auger within the natural turf field and around the light pole structures. Boring locations will be accessed and drilled with a rubber tire ATV mounted drill rig to minimize damage to the existing field. Mark the proposed boring locations and coordinate with the driller to obtain Dig Safe clearance prior to the start of the field program and obtain any necessary permits before drilling begins. A state licensed soil evaluator/engineer will be provided to perform full time monitoring of the test borings so that depth and location of subsurface explorations, as well as sampling methods, can be varied to meet the subsurface conditions encountered. At the completion of drilling all test borings must be filled with drill cuttings for the full depth of the boring.

ATV Rig/Crew	1525 day	2.75	4193.75
Mob/Demob	1.85 mile	125	231.25
Crew/Support	1.6 mile	375	600.00
Engineer	4 hr	105	420.00

Haley and Ward, Inc.

Civil and Environmental Engineers

63 Great Road, Suite 200

Maynard, MA 01754

Quotation: Reynolds Playground Survey and Site Evaluation

<u>Task</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Extended</u>
				<u>Total</u>

1.3.2 Geotechnical Data

Once the Task 1.3.2 Field Program is completed, contractor will perform geotechnical tests on soil recovered from subsurface explorations to aid in material classification and for determination of engineering properties required for foundation design and drainage capacity. Laboratory testing will include testing for Atterburg limits, grain size, and grain size with hydrometer, and organic content of the soils. Five (5) representative samples.

Sample collection/handling	2	hr	75	150.00
Gradation (to #200 sieve)	5	ea	105	525.00
Hydrometer surcharge	5	ea	90	450.00
Atterberg limits	5	ea	90	450.00
Organic Content	5	ea	50	250.00

Total Not to Exceed Amount				9690.00
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This proposal will remain open for a period of 60 days.

January 7, 2013

(Sent)

Friday, January 11, 2013

TO: Reynolds Playground Bud Orne Rink Abutters

The Recreation and Parks Commission has received a request from a group of hockey volunteers to allow lights at Bud Orne rink on the two existing light poles adjacent to the rink for limited evening skating when the rink is frozen.

After discussion, the Board asked that a letter be sent to the abutters of the rink to assess any concerns they may have regarding the proposal to light the rink.

If you have any concerns, we ask that you please respond in writing to the Recreation and Parks office no later than Friday, January 25, 2013 by either regular mail or e-mail to one of the following:

E-mail address: park @marblehead.org

Regular mailing address:

Recreation & Parks Dept.
10 Humphrey St.
Marblehead, MA. 01945

Thank you for your attention to this matter.

Sincerely,

Brendan Egan
Superintendent, Recreation and Parks Department
Town of Marblehead

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

HOURS AVAILABLE FOR RENTALS: 3 PM - 9:45 PM Mondays - Thursdays: 3 PM - 4:45 PM on Fridays.
Events requested during hours NOT listed above are considered *regular* rentals of the facility: standard permit application and fees are required.

GYM RENTAL: Approved on a case by case HOURLY basis.

MEETINGS: permit is good for one meeting a week (UP TO 3 HOURS) for one year during normal building hours.

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.

APPLICATION date: Jan 29, 2013		APPLICANT (Name of person paying for the permit): Marblehead for Teens / Molly Williams	
DAY/DATE of event (if a repeating event put all days, dates, and times; use separate page if needed): March 12, 2013 (Tuesday)			
TIMES (begin & end times; includes set up & clean up): 3pm - 8pm		NAME of group/organization: Marblehead for Teens	
Event description & expected attendance (use separate page if needed): Teen Job & Resource Fair - 100			
Room requested (circle ONE):	Dining room	Conference room	<u>Gym</u> (note: no food or beverages allowed)
			Arts & Crafts room
			Game room
			Lobby
FEES:	Hourly Fee: 25% off regular hourly room fee for ALL rooms including gym (currently 25% off = \$18.75 an hour)		
Due before event(s)	Yearly Fee (GYM excluded): \$100.00 for 1 calendar year of 1 meeting per week during regular building hours.		
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 by Board) YES / NO

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


Signature of Applicant

Molly Williams
Name (Please print clearly)

4 Knights Hill Rd, Marblehead
Address

978-998-0285
Telephone

(Continued on next page)

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: January 9, 2013	APPLICANT (name of person paying for permit): Catherine Squires
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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: Saturday September 7, 2013	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): Set-up Friday 9/6, event Saturday 9/7 5am-4pm
EVENT DESCRIPTION & expected attendance (use another page if needed): 900 cyclists riding to raise funds for Tufts Medical Center	

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

Devereux Beach, Marblehead, MA + surrounding parking lots

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.)

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	
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Catherine Squires
Signature of applicant

Catherine Squires
Name (Please print clearly)

800 Washington St., Boston, MA
Address 02111

617-636-4265
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <div style="font-size: 1.5em;">1/17/13</div>	APPLICANT (name of person paying for permit): <div style="font-size: 1.2em;">Meredith McDonald</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.

EVENT Day & Date: <div style="font-size: 1.5em;">April 21, 2013</div>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.5em;">11:30 am - 2:30 pm</div>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

Children's Fun Run (YMCA)

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

Seaside Park

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; <u>Insurance required with 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				

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.)

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)	<input checked="" type="radio"/> YES / <input type="radio"/> NO
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OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		



Signature of applicant

Meredith McDonald

Name (Please print clearly)

40 Leggs Hill Road

Address

781-990-7023

Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

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

HOURS AVAILABLE FOR RENTALS: 3 PM - 9:45 PM Mondays - Thursdays; 3 PM - 4:45 PM on Fridays.
Events requested during hours NOT listed above are considered *regular* rentals of the facility: standard permit application and fees are required.

GYM RENTAL: Approved on a case by case HOURLY basis.

MEETINGS: permit is good for one meeting a week (UP TO 3 HOURS) for one year during normal building hours.

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.

APPLICATION date: 1-24-2012		APPLICANT (Name of person paying for the permit): CHERYL A. CONTE	
DAY/DATE of event (if a repeating event put all days, dates, and times; use separate page if needed): THURSDAY - DEC. 5; FRIDAY - DEC. 6 + SATURDAY - DEC. 7			
TIMES (begin & end times; includes set up & clean up): 9-1:00		NAME of group/organization: ARTISANS OF MARBLEHEAD	
Event description & expected attendance (use separate page if needed): WORKSHOPS & ANNUAL GREENS SALE *			
Room requested (circle ONE):	Dining room	Conference room	Gym (note: no food or beverages allowed)
			THURS/FRI Arts & Crafts room
			Fri & Sat Game room
			SAT Lobby
FEES:	Hourly Fee: 25% off regular hourly room fee for ALL rooms including gym (currently 25% off = \$18.75 an hour)		
Due before event(s)	Yearly Fee (GYM excluded): \$100.00 for 1 calendar year of 1 meeting per week during regular building hours.		
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 by Board)

☒ YES / ☐ NO

* per Cheryl Conte on 1/28/13

Cheryl A. Conte
Signature of Applicant

CHERYL A. CONTE
Name (Please print clearly)

6 POKETAN AVE.
Address
S W RAMPS COTT, MA
781-592-9077
Telephone

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)		

(Continued on next page)

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <u>1/18/2013</u>	APPLICANT (name of person paying for permit): <u>John Homan</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>Saturday 6/1/13</u>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>7:30 A.M. - 10:30 A.M.</u>
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EVENT DESCRIPTION & expected attendance (use another page if needed): Walk / Run around the Neck for Citizens Scholarship Fund Raiser

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

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

John Homan
 Signature of applicant
John Homan
 Name (Please print clearly)
29 Dartmouth Rd.
Marblehead MA
 Address
781-631-0300
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Abuts
Gracis
FYI

Notification to Abutters under the Massachusetts Wetlands Protection Act and
Marblehead Wetlands Protection Bylaw

In accordance with Massachusetts General Laws Chapter 131, Section 40 and Marblehead Bylaws Chapter 194, Section 194-5, you are hereby notified of a public hearing before the Marblehead Conservation Commission:

1. The name and address of the applicant is

EUGENE RECORD

19 CROWNINSHIELD ROAD, MARBLEHEAD

2. The name and address of the applicant's representative is

DAVID PEACH — G.F. PEACH, INC.

8 STONY BROOK ROAD, MARBLEHEAD

3. Type of application (circle appropriate bullet below):



The applicant has filed a Notice of Intent with the Marblehead Conservation Commission seeking permission to remove, fill, dredge, or alter an area subject to protection under the Wetlands Protection Act (MGL c. 131, § 40) and the Marblehead Wetlands Protection Bylaw (Marblehead Bylaws c. 194).

- The applicant has filed a Request for Determination of Applicability with the Marblehead Conservation Commission relative to the Wetlands Protection Act and the Marblehead Wetlands Protection Bylaw.
- The applicant has filed an Abbreviated Notice of Resource Area Delineation with the Marblehead Conservation Commission relative to the Wetlands Protection Act and the Marblehead Wetlands Protection Bylaw.

4. Location of proposed activity: CROWNINSHIELD ROAD SURFACE, OPPOSITE
2 CROWNINSHIELD ROAD

5. Copies of the application filed may be examined at the office of the Marblehead Conservation Commission c/o the Marblehead Engineering Department, Mary A. Alley Building, 7 Widger Road, Marblehead, MA 01945 (781-631-1529) between the hours of 8:00 AM and 5:00 PM on Monday, Tuesday and Thursday and from 8:00 AM to 6:00 PM on Wednesday and from 8:00 AM until 12:30 PM on Friday.
6. Copies of the application filed may be obtained from either the applicant or the applicant's representative as indicated below:

- Applicant at



Applicant's representative at

617. 548-5147 (CELL)

7. Information regarding the date, time and place of the public hearing regarding the application filed may be obtained from the Marblehead Conservation Commission, c/o the Marblehead Engineering Department, 7 Widger Road, Marblehead, MA 01945 by calling 781-631-1529 during normal business hours as previously indicated above.
8. Notice of the public hearing to include the date and place will be published in either the Marblehead Reporter, Salem Evening News, or the Lynn Item least five (5) business days before the hearing.
9. Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.
10. You may also contact the Massachusetts Department of Environmental Protection, NERO, 205B Lowell Street, Wilmington, MA 01887 (978-694-3200) regarding this application and the Wetlands Protection Act.