



TOWN OF MARBLEHEAD

Recreation & Parks Department

Recreation and Parks Meeting Minutes

02/05/13



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:** Derek Norcross called the 02/05/13 meeting to order at 7:00 PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Derek, Jerry, and Linda.
 - b) Absent: Chip and Bob.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 01/30/13 meeting; all in favor.
- 4) **Reports (see attached). Addendum:**
 - a) Jim's:
 - i) Working on summer programming.
 - ii) Indoor Jr. Soccer running with 30 kids.
 - iii) Still working on putting camera specs together.
 - b) Brendan's:
 - i) Finished barrels.
 - ii) "Forestry" lettering taken down over the service window.
 - iii) Boardwalks.
 - iv) Closets cleaned.
 - v) Stramski's roof test came back clean; no asbestos.
 - vi) Chris Butler will do an inspection of the Stramski House roof.
- 5) **Old Business:**
 - a) Devereux Beach - Peter Noyes: Absent. Has not returned application; is running out of time.
 - b) Paddleboard program: RFP is going out 2/13/13. Lease will be a minimum of \$1000 a month.
 - c) Lights at Gatchells': Brendan is coordinating with electrician and MMLD.
- 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) Mass Audubon: **Motion** made and seconded to approve; all in favor.
 - (2) B&S Fitness: **Motion** made and seconded to approve; all in favor.
 - ii) FY2014 budget: level funded.
- 7) **Timekeeping:** Meeting Adjourned: 8:00 PM. Next meeting TBD.

Attachments: Meeting Notice and Agenda; permit applications (2)

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420



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

<u>Tuesday</u>	<u>February</u>	<u>5</u>	<u>2013</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)

Approval of minutes from January 30, 2013 meetings

1. Superintendent and Recreation Supervisor reports
2. FY 2014 Budget
3. Devereux Beach

Next Meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 2/1/13

Shore Lea Nature Center rental application

Date of application: December 19, 2012

Name of applicant: Mass Audubon Ipswich River Wildlife Sanctuary

Day & Date of event: July 8 - August 2, 2013 Times (including set up & clean up): Monday - Friday 8:30am - 4:00pm

Event description & expected attendance (use separate page if needed):
Nature Day Camp Programs

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?
<u>(YES) / NO</u>	<u>YES / NO</u>	<u>(YES) / NO</u>
<u>\$50.00</u>	<u>(\$125 per unit)</u>	<u>\$</u>
*Security deposit	Park Detail fee	Usage fee
Dates paid and check numbers		

Scott Santino
Signature

Scott Santino
Name (Please print clearly)

87 Perkins Row, Topsfield
Address

(978) 887-9264
Telephone

Approved by: Brandon M. Egan
Superintendent, Recreation & Parks Department

12/26/12
Date

Approved by: _____
Marblehead Conservation Commission


Date

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 1/30/13		APPLICANT (name of person paying for permit): BTS Fitness Programs LLC	
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 <u>naming the Town of Marblehead as an additional insured</u> is REQUIRED to be provided with the request at the time of application.			
EVENT Day & Date: 3/2/13		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 630am - 1130am	
EVENT DESCRIPTION & expected attendance (use another page if needed): Black CAT-RELAY Transition spot + TURN AROUND!			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): NA (Entrance into Devereux for turn around)			
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)
Residents security deposit:	\$25.00	Due at time of application	
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		
		Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	
		\$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	
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)		


 Signature of applicant

Ashley Steeves
 Name (Please print clearly)

15 Maple St. Salem, MA 01970
 Address

978 836 0271
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved