



TOWN OF MARBLEHEAD
Recreation & Parks Department
Recreation and Parks Meeting Minutes



03/07/13

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.

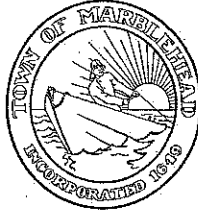
- 1) **Call to order:** Chip Osborne called the 03/07/13 meeting to order at 7:02 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Jerry, Linda, and Bob.
 - b) **Absent:** Derek.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 02/27/13 meeting; all in favor.
- 4) **Reports (see attached). Addendum:**
 - a) **Jim's:** Tabled; Jim absent.
 - b) **Brendan's:**
 - i) Paddle Board contract. After discussion: **Motion** made and seconded to approve awarding the contract as outlined in Brendan's attached report; all in favor.
 - ii) Reynolds' Playground. After discussion: **Motion** made and seconded to approve awarding the contract as outlined in Brendan's attached report; all in favor.
 - iii) Season Pay Schedule. After discussion: **Motion** made and seconded to approve the changes and addition to the seasonal pay groups and steps as outlined in Brendan's attached report and attachment; all in favor.
 - iv) Scholarships:
 - (1) After discussion: **Motion** made and seconded to approve the creation of a scholarship account through the Town accounting office for recreation programs, with approval of scholarships to be decided by the Recreation Supervisor and Superintendent; all in favor.
 - (2) After discussion: **Motion** made and seconded to transfer the money received from the "Orange Leaf" benefit into the newly created scholarship account; all in favor.
- 5) **Old Business:**
 - a) **Draft of Marblehead for Teens document:** Has been created and forwarded to Town Counsel for review and approval.
 - b) **Peter Noyes' contract:** The signed contract and \$5000 security bond have not been received and Peter has not responded to numerous e-mails and phone calls. Discussion of possibly retracting permission as the storage season is running out. Brendan is keeping a close tab on the situation; no actions taken.
 - c) **Lights at Gatchell's practice zone:** Tabled; Derek absent.
 - d) **Memorial Park next phase:** Board discussed and agreed it is time to plan & execute "phase 3" of the project; no further actions taken.
 - e) **Building Graffiti:** The Youth who was caught "tagging" the mailbox and Center was also identified as doing the same at Chandler Hovey Park and will be prosecuted.

6) **New Business:**

- a) Jerry: Request for building use. Jerry was approached to discuss using the Community Center for a function that would include permission to distribute and drink alcohol. Discussion included: Center has always been alcohol free; Restrictions of §236-1 C. of the Code of the Town (by-laws) prohibiting possession or drinking of any alcoholic beverages on any public park, playground, or recreation area in the Town of Marblehead; and one day liquor licenses issued by the Board of Selectmen. After discussion, Board asked Brendan to check and see exactly what would be involved in granting said permission.
- b) Bob:
 - i) Positive Coaching Association: Proposed looking into the program and seeing if it would be beneficial to offer through the department. After discussion, Bob will contact Jim to look into it.
 - ii) Riverhead: Proposed looking into memorial benches at the scallop statue. After discussion, Brendan will look into it, clean up of the area may be a possible Eagle Scout project.

7) **Timekeeping**: Meeting Adjourned: 7:56 PM. Next meeting TBD.

Attachments: Meeting Notice and Agenda; 1 report with attachment



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: Dining Room

Thursday
Day of week

March
Month

7
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 February 27, 2013 meetings

Superintendent of Recreation and Parks report

1. Spring field work
2. Devereux Beach work

Next Meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 3/4/13

Recreation Commission Meeting
March 7, 2013
Superintendent's Report

Devereux Beach

The Highway Department has been clearing the parking lot of almost three feet of sand that came in with the Blizzard. They have been running to loaders in the parking lot for the better part of two weeks and have just two small piles left. I am hoping this current storm is not going to bring all the sand back to the parking area. Once this storm passes we will begin the cleanup all over again and begin removing the sand from the Ushers lot.

Paddle Board Contract

We received one proposal to operate a paddleboard business from Riverhead Beach. The proposal is from SUP East Coast Style and the proposal is to operate a paddleboard business from June 1, 2013 – August 31, 2013 at \$500 a month. There is an option to extend the agreement in two-week increments based on weather.

I would like to request a vote to award a lease and license to SUP East Coast Style for a one year lease, for of a portion of Riverhead Beach, to run a paddleboard program at a rate of \$500 per month and authorize the chairman to sign on behalf of the commission.

Reynolds Playground

I am requesting a vote to award a contract to Haley and Ward to provide Wetland Flagging, Topographic Site Survey, and Geotechnical Engineering, for the purpose of developing a Conceptual Master Plan for Reynolds Playground in the amount of \$9,690.00 and authorize the chairman to sin on behalf of the commission.

Seasonal Pay Schedule

I would like to change the titles on the Seasonal Personnel schedule to more closely reflect the positions we have going forward (see attachment). I have spoken with John McGinn about this and he is looking into the matter. I have a handout explaining the changes. This would only affect one position in the General Fund portion of the budget and we would be able to absorb the cost with the current appropriation.

Scholarships

As we head into the summer season we receive requests for scholarships for a number of summer programs. We have talked in the past about establishing a donation account for scholarships, which can be used to help defray the cost of programs for residents that need assistance. Applicants would be required to fill out an application and provide proof of hardship (school lunch program, unemployment status, etc) and a decision would be made by the Superintendent and Recreation Supervisor.

We have been approached by the Little Harbor Boathouse about participating in a consignment swap, for kayaks, paddleboards and rowing skulls, and we would receive a percentage of the sales on both new and used equipment. I would like to see the donation be used for scholarships.

Old Business

- Lights at Gatchell practice zone

Next Meeting: March 19, 2013

Town Meeting Article

**SEASONAL PERSONNEL Proposed PAY SCHEDULE
EFFECTIVE JULY 1, 2013 - 2%**

GP	TITLE	DEPT	1	2	3
27	Sr Seasonal Harbor Asst	HM	697.94	741.52	785.18
26			655.08	696.03	736.94
25	Beach Supervisor Park Police	Rec/Park Rec/Park	613.75	651.89	690.27
24	Summer Acct Assistant Summer Programmer Asst Seasonal Harbor Asst	Finance Finance HM	577.01	613.75	650.50
23	Summer Acct Trainee Summer Programmer Trainee General Laborer III Recreation Leader, Sailing	Finance Finance Hwy/PW/Waste Rec/Park	543.31	577.38	611.43
22	General Laborer B Recreation Leader, Arts & Crafts Recreation Leader, Athletics Recreation Leader, Facilities Recreation Leader, Playgrounds Recreation Leader, Tennis Lifeguard Seasonal Custodian	Sewer/ Water Rec/Park Rec/Park Rec/Park Rec/Park Rec/Park Rec/Park Public Bldg/Insp	521.94	548.29	574.73
21	Seasonal Laborer General Laborer B Data Entry Clerk	Cemetery Health Public Bldg/Insp	512.73	531.85	550.99
20	Summer Clerical Beach Maintenance Person Forestry Worker Grounds Caretaker Recreational Instructor Seasonal Labor	Finance Rec/Park Rec/Park/Tree Rec/Park/Tree Rec/Park Rec/Park/Tree	502.04	508.15	514.26
2	General Labor C		476.97	498.43	
B	Custodian Summer Asst	Lib Dog Off	375.57	394.34	414.15

→ Add Program Dir.

→ Add-Recreation Specialists
- Head Lifeguard

→ Remove titles -
- Athletics, Facilities
Playgrounds, Tennis &
Arts & Crafts
Keep Rec. Leader as
a title