



## TOWN OF MARBLEHEAD

# Recreation & Parks Department

### Recreation and Parks Meeting Minutes



04/03/13

**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 04/03/13 meeting to order at 7:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Linda, & Jerry.
  - b) **Absent:** Bob.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 03/07/13 meeting; all in favor.
- 4) **Appearances:**
  - a) **Senior Class Carnival:** Cassie Rogers and Jillian Whiting appeared to request use of the beach for the Carnival (see attached). **Motion** made and seconded to approve and waive fees pending proof of insurance; all in favor.
  - b) **Youth Softball:** Don Kuzmar had a last minute emergency and was not able to attend. John Gold and Todd Norman appeared to discuss concerns regarding softball field work, access to the fields in early spring and to inquire about skinning the Vet 2 infield. After discussion, Youth Softball agreed to provide Brendan with a schedule of summer games to allow for future field maintenance planning. Brendan and the School AD will coordinate a site visit for all interested parties at Veterans field 2 in the near future.
- 5) **Reports (see attached). Addendum:**
  - a) **Jim's:** No addendum.
  - b) **Brendan's:**
    - i) Scholarship account (see attached): After discussion, **Motion** made and seconded to approve financial assistance policies and procedures pending school's permission to verify lunch program participation; all in favor.
    - ii) Seaside: Batting cages being finished; staff is building 2 mounds and the batter's box at Gatchells.
    - iii) Greg Snow: Returning from knee surgery next week for light duty such as machinery maintenance and signage.
- 6) **Old Business:**
  - a) **Memorial Park:** The final phase of renovation is estimated at \$52K; Brendan is submitting the proposal to the Shattuck Fund in May for their June proposal hearing. 3 proposals will be sought for care of the Park to cover weeding, mulch and cleanups.
  - b) **Gatchells practice zone lighting:** See Brendan's report. After discussion, **Motion** made and seconded to approve funding the project with money from the movie shoot; all in favor.
  - c) **MHD for Teens:** Game room has been repainted. Agreement has been received by Town Counsel and given to MFT for signatures. Office has received a permit application for usage on Fridays for the 90 day period approved by the Board pending proof of insurance and "code of conduct". After discussion, **Motion** made and seconded to allow YMCA employees to staff the Friday evening events in the Community Center; YMCA employees are not to wear shirts, etc. that promote the YMCA; 3 in favor, 1 opposed.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

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

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

7) **New Business:**

- a) **Family Fund:** Interested in working on the beach playground as next project; Brendan is coordinating.
- b) **Correspondence (attached):**
  - i) Lynn Breed letter: Board is receptive to idea, requested the family be invited to a meeting to discuss the proposal. Brendan will coordinate.
  - ii) The following attached permit applications were moved and approved pending receipt of any required fees and/or insurance:
    - (1) Geoff Hamilton bike race: 4/7/13; fees waived.
    - (2) Farm Direct Co-op: 6/11/13 – 11/21/13; fees waived.
    - (3) Glover's Regiment reenactment: 7/13/13; fees waived.
    - (4) Ham Jam: 8/3/13; fees waived.
    - (5) MHD Rotary rubber duck race: 9/13/13 & 9/14/13; fees waived.
    - (6) MHD Family Fund Touch-a-truck: 9/22/13 & 9/29/13 (rain date); fees waived.
  - iii) The 6 attached notices of public hearings were presented for informational purposes with no actions required.

8) **Timekeeping:** Meeting Adjourned: 9:05 PM. The next meeting is scheduled on April 23, 2013 at 7:00 PM.

*Attachments: Meeting Notice and Agenda; Sr. Class Carnival application; 2 reports with attachments; 6 permit applications; 6 notices of public hearings.*



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: Conference Room

Tuesday

Day of week

April

Month

3

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 March 7, 2013 meeting

Superintendent of Recreation and Parks and Recreation Supervisor reports

Appearance: 7:05 p.m. - Cassie Rodgers / Jillian Whiting - MHS Senior Carnival

7:15 p.m. - Don Kuzmar - Youth Softball

1. Memorial Park
2. Gatchells practice zone lighting
3. Spring field updates

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 4/1/13

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>3/21/13</b>		APPLICANT (name of person paying for permit): <b>Patrice Clough for the Class of 2013</b>	
<b>INSURANCE REQUIREMENT FOR ALL WEDDINGS &amp; LARGE EVENTS:</b> (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)			
* <b>IMPORTANT:</b> A copy of a 1 million occurrence / 3 million aggregate insurance certificate <u>naming the Town of Marblehead as an additional insured</u> is <b>REQUIRED</b> to be provided with the request <u>at the time of application</u> .			
EVENT Day & Date: <b>Senior Class Carnival May 4-7</b>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>Thursday 6-10 Sat 1-11 Friday 6-11 Sun 1-6</b>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Senior Class Carnival</b>			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <b>Devereux Parking Lot</b>			

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		<b>\$100.00 fee;</b> <b>Insurance required with</b> <b>ALL applications (see</b> <b>above);</b> <b>No security deposit</b> <b>required</b>	<b>Fees based on request</b> <b>(*see note); please</b> <b>describe on another page</b>
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)		

Patrice Clough  
Signature of applicant

Patrice Clough  
Name (Please print clearly)

2 Humphrey St. M<sup>th</sup>head  
Address

clough.patrice@marbleheadschools.org  
Telephone

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

4/4/13  
Date approved

Jim Sullivan  
Recreation Supervisor, Town of Marblehead  
Wednesday, April 3<sup>rd</sup> 2013

#### Recreation Supervisor Report

#### Programming Updates

- Summer Programming Guide is complete, released online Monday, registration now open for all Summer Programming
- Programming guide will be distributed to schools next week.
  - 2013 Summer Guide (1 season) 131 program options
  - 2012 Spring/Summer Guide (2 seasons) total of 108 program options
- Summer Playground Program – completely revised, returning staff and returning parents are extremely excited about the new format/location. Many parents are taking advantage of our weekly registration option, as well as discounted full summer option. Already have 115 participants registered throughout the summer. (Average of 16 per week) registration opened only 2 weeks ago.

#### Summer Staffing

- Summer Playground Program (55 applicants)
  - We will be hiring approximately 4 – 5 new staff with 3 returning. New to our hiring staff will be a Playground Director, Arts & Crafts Specialty Counselor and a Sports & Games Specialty Counselor.
- Sailing Staff (15 Applicants)
  - Currently looking to hire 1 sailing director and 1 sailing instructor.
  - Grant has been submitted for two new sets of sails to the Corinthian Yacht Club.
  - Doyles Sailmaker has remaining sails and is preparing them for the upcoming season.
- Summer Intern
  - I met with a student from St. Lawrence University that is looking to work with us this summer as an un-paid internship. She would be utilized in the office and out of the office.

#### Other

- Stramski Intergenerational Garden
  - Planting beds are completed (3 new raised beds built) COA grant money paid for supplies/material. Held information meeting with Terry from the COA last week, 12 students/seniors in attendance. Currently planning on moving gardening beds to Stramski next week and begin gardening prep shortly after. We are working closely with the Food Project in determining best practices in regards to planting times, what to plant, where to plant etc.

# **Recreation Commission Meeting**

**April 3, 2013**

## **Superintendent's Report**

### **Devereux Beach**

The Highway Department has cleared the non-resident lot again after the March 8 storm and is currently working on the Ushers lot. There is some damage to the walkway and curbing along the pavilion and I have received repair estimates for the work totaling \$7,925.00. I expect to have the area fixed before the end of the month.

We are planning to open the beach for the season on Friday, June 21.

I will be meeting with town Town Counsel regarding the float hauling contract for next season on Tuesday, April 9.

### **Athletic Fields**

The growth blankets have all been removed and the fields have been marked out and lined for the start of the season. The baseball and softball fields are in the process of being tilled and will be groomed the first of next week.

For the most part the high school teams and youth leagues have cooperated and stayed off the fields. I may look to open the fields for high school sports at some point next week.

### **Restrooms**

Electric Light has begun to reinstall the meters in the parks and when the overnight temperatures begin to stabilize I will work with the Water Department to begin installing the water meters and back flow devices around town. I would like to have the bathrooms open the last week of April and will begin weekend trash coverage soon after.

### **Reynolds Playground**

I spoke with Scott Miller from Haley and Ward and they are set to begin testing the week of April 15 – 19. He expects them to wrap up the site testing in about a week, as long as the weather cooperates.

### **Scholarships**

At the last meeting it was voted to establish a scholarship account in the Park and Recreation donation account to assist Marblehead residents, who are experiencing a financial hardship, in registering for our programs. Jim and I sat down and came up with a policy and application (attached) for financial assistance. I would like to have you look over the policy and suggest any changes or additions and be prepared to vote on it at the next meeting.

### **Gatchells Lights**

I have been working with Rick Macomber on the electrical requirements for the lights on the practice zone and new basketball court. There was some confusion on what was being supplied, the requirements of the Electrical Inspector and what was being done by the Electric Light. I am meeting with Rick tomorrow and hope to have everything worked out. The estimated cost of the project would be \$35,000.00

### **New Business**

- Proposed renovation of pavilion at Chandler Hovey by local family.
- Working with Family Fund on a new playground at the beach

**Next Meeting:** April 16, 2013

# Financial Assistance Policy and Procedures

## *Policy*

Any Marblehead resident may request financial assistance for a recreation program when a need exists. All requests will be evaluated based on financial hardships. The Recreation and Parks Department will employ the State and Federal standards for determining eligibility.

## *Procedure*

- Any resident of Marblehead is eligible to submit an application for Financial Assistance.
- Applicants must submit a "Request for Financial Assistance" form to the Marblehead Recreation and Parks Department.
- Applications should be submitted a minimum of three (3) weeks prior to the start of the program.
- Assistance is based on need, funds available and the completion of all required paperwork.
- Household income is defined as the sum, on an annual basis, of all pay, allowances, maintenance/child support, social services allowances and other income in the household.
- State guidelines for financial assistance or low income will be used to determine eligibility for assistance.
- Financial assistance awards are for Recreation program registration fees only.
- Assistance applies to most programs with the following exceptions:
  - Programs with independent contractors (not run solely by MRPD)
  - Late fees
  - Program fees of \$20.00 or less
  - Trips
  - Special events
- Financial assistance requests must be submitted for each program. No blanket approvals will be made. One program per programming season.

- Recreation and Parks Department personnel will use the information on the application only to decide if the applicant should receive assistance and to verify eligibility.
- Submission of an application is not a confirmation of financial assistance. It is also not a registration form. You must submit a program registration form in addition to the request form.
- Each application will be reviewed and a decision made by the Superintendent and Recreation Supervisor or designee.
- Notification will be made by letter mailed directly to the applicant as soon as possible prior to the start of a program.
- If financial assistance is awarded, the recipient is required to pay the remaining amount of the program cost and follow normal registration procedures.
- The number and amount of assisted funding available is based on donations received by the Recreation and Parks Department and program availability. We will spread the funds as far as possible to help as many people in need.



Dear Brendan,

I wanted to follow-up with you after our phone conversation two weeks ago. It was very helpful to speak with you and our family is excited about a proposed renovation and expansion of the existing pavilion which overlooks the harbor at Chandler Hovey Park. Our family would like to spearhead this project financially as a gift to the town and as a memorial to our deceased daughter, Lindsay Revell Breed ( 1979-2009).

Our family believes that an enlarged pavilion would be a source of much use and enjoyment of the view of our harbor for all our town residents and guests. We would like to work with an architect to design an acceptable structure to replace the existing structure with enlarged seating capacity benches as well as lighting and landscaping with plants and some natural stairs to make the area more handicapped accessible. We believe that this structure would not disrupt any of the neighboring abutters in regards to view easement. The new benches would provide a way for other town members to make dedications in memory of their loved ones and memorial names could possibly be added around the interior soffit of the structure as well. This new and expanded pavilion could be the site of many wonderful gatherings for our townspeople for weddings, funerals, church services, classes in astronomy, Shakespeare theatre classes for our youth, and quiet and peaceful enjoyment of the natural beauty of this park space and the sweeping ocean vistas.

We would very much like to meet with you personally to discuss this proposal further, should you be willing to do so. Please let us know when your schedule might permit a meeting together.

We look forward to working closely with you and to providing a gift for the town. My cell phone is: 781-608-8066.

All the best,

Rick, Lynne, Ashley, Richard and Mary-Stuart Breed

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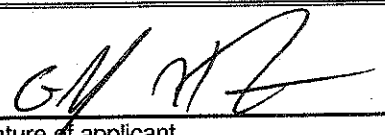
Lynne Breed, Realtor/Broker, CBR, GRI, CRS  
Harborside Realty  
72 Front Street  
Marblehead, MA 01945  
781-608-8066-Cell  
781-639-0915-Fax  
[lynne@harborsiderealty.com](mailto:lynne@harborsiderealty.com)  
[www.lynneread.com](http://www.lynneread.com)

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>3/4/13</b>		APPLICANT (name of person paying for permit): <b>Geoff Hamilton</b>	
<b>INSURANCE REQUIREMENT FOR ALL WEDDINGS &amp; LARGE EVENTS:</b> (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)			
* <b>IMPORTANT:</b> A copy of a 1 million occurrence / 3 million aggregate insurance certificate <u>naming the Town of Marblehead as an additional insured</u> is <b>REQUIRED</b> to be provided with the request <u>at the time of application</u> .			
EVENT Day & Date: <b>4/7/13</b>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>7 AM - 12:30 PM</b>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Bike race around Marblehead Neck</b>			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <b>Devereaux Beach Parking lot(s)</b>			
Available Facilities:	<u>Devereux beach - barbeque pavilion</u> (2 grills in season)	<u>Devereux beach - Garfield Pavilion</u> (2 grills in season)	<u>Gerry Playground (on Stramski Way)</u> (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		
		<b>Wedding ceremonies:</b> Chandler Hovey, Crocker Park, or Castle Rock  <b>\$100.00 fee;</b> <b>Insurance required with ALL applications (see above);</b> <b>No security deposit required</b>	Other  Fees based on request ("see note"); please describe on another page
<b>PAYMENT:</b> 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.			
<b>APPROVAL:</b> 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.			
* <b>Note:</b> special requests determined by the Board at their next meeting, including fee amounts and any restrictions.			
<b>CANCELLATIONS / REFUNDS:</b> requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).			
<b>RESTRICTIONS:</b> Open fires (bonfires) and alcoholic beverages are <u>prohibited</u> 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		
<b>OFFICE USE:</b>		
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  
**Geoff Hamilton**  
 Name (Please print clearly)  
**318 Atlantic Ave. Marblehead**  
 Address  
**781 - 631 - 3111**  
 Telephone

Approved by:   
 Superintendent, Recreation & Parks Department

**4/4/13**  
 Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>3.5.13</b>	APPLICANT (name of person paying for permit): <b>Farm Direct Coop / Julie Pottier-Brown TAMARA SULLIVAN</b>
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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: <b>Tues + Th. June 11 → Nov. 21</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>1pm - 7pm</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

**Distribution of local vegetables.**

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

**STRAMSKI Way → upper portion**

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 <u>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.

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Request fee waiver(s) due to hardship? (waivers determined at next Board meeting)	<b>YES</b>	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)		

**(C)**

**FARM Direct Coop**

**Julie Pottier-Brown**  
Signature of applicant  
**operations manager**

**Julie Pottier-Brown**  
Name (Please print clearly)

**P.O. Box 1146 Marblehead MA 01945**  
Address

**cell - 978 - 304 - 2627**

Telephone

Approved by:

**Brandon M. Span**  
Superintendent, Recreation & Parks Department

**4/4/13**

Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>03/25/2013</b>	APPLICANT (name of person paying for permit): <b>Glover's Mhd Regiment 501C3</b>
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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: <b>Saturday 13 July 2013</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>12:00 noon - 3:00 PM</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

**Revolutionary War - battle re-enactment**

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		<b>\$100.00 fee;</b> <b>Insurance required with</b> <b>ALL applications (see</b> <b>above);</b> <b>No security deposit</b> <b>required</b>	<b>Fees based on request</b> <b>(*see note); please</b> <b>describe on another page</b>
Resident fee:	\$25.00	Due upon approval			
Non - residents security deposit:	\$50.00	Due at time of application			
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Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit				

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**ROVAL:** 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.

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Request fee waiver(s) <u>due to hardship</u> ? (waivers determined at next Board meeting)	YES / NO
---	----------

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)		

**Walter Haug**  
Signature of applicant

Secretary, Glover's Mhd Regiment

**Walter Haug**  
Name (Please print clearly)

**10 Highland Terrace**  
Address

**781 639-2427**  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

**4/4/13**

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>3/18/2013</b>	APPLICANT (name of person paying for permit): <b>Marblehead Park and Recreations</b>
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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: <b>8/10/13 8/13/13</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>12 p.m. - 2 p.m.</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):  
**Ham Jam Music and Arts Festival 2013 (2nd Annual)**

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

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		<b>\$100.00 fee;</b> <b>Insurance required with ALL applications (see above);</b> <b>No security deposit required</b>	<b>Fees based on request (*see note); please describe on another page</b>
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).

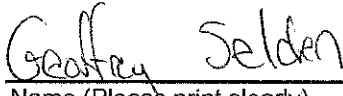
**RESTRICTIONS:** Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.)

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) due to hardship? (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

  
Name (Please print clearly)

**2 Wyman Rd., Marblehead, MA**  
Address

**978-302-7236**  
Telephone

Approved by:   
Superintendent, Recreation & Parks Department

**4/4/13**  
Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>3/7/13</b>		APPLICANT (name of person paying for permit): <b>STEPHEN BACH / MARBLEHEAD ROTARY</b>	
<b>INSURANCE REQUIREMENT FOR ALL WEDDINGS &amp; LARGE EVENTS:</b> (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)			
* <b>IMPORTANT:</b> A copy of a 1 million occurrence / 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is <b>REQUIRED</b> to be provided with the request at the time of application.			
EVENT Day & Date: <b>SEPT 14 2013</b>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>SET UP 9/13 3pm-6pm / EVENT 6AM-1pm</b>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>RUBBER DUCK RACE</b>			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <b>DEVEREUX BEACH PAVILION</b>			
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		Other	
		\$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.

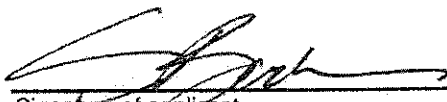
\* Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions.

**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) due to <u>hardship</u> ? (waivers determined at next Board meeting)		YES / NO
<b>OFFICE USE:</b>		
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

**STEPHEN BACH**  
 Name (Please print clearly)

**74 PITMAN RD**  
 Address

**781 639 6070**  
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

**4/4/13**

**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.

<b>APPLICATION date:</b> 1/16/13		<b>APPLICANT (Name of person paying for the permit):</b> Krisin Goedkoop				
<b>DAY/DATE of event (if a repeating event put all days, dates, and times; use separate page if needed):</b> 9/22/13 <del>GOING AWAY</del> 9/29/13 MINOR						
<b>TIMES (begin &amp; end times; includes set up &amp; clean up):</b> 11AM to 1PM					<b>NAME of group/organization:</b> HUBBARD FAMILY FND	
<b>Event description &amp; expected attendance (use separate page if needed):</b> POUCH ATWOOD						
<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.					
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	YES / NO
	(\$75 minimum)	\$
Detail fee	Staff Fee	Usage fee
Dates paid and check number(s)		

Krisin Goedkoop  
Signature of Applicant

Krisin Goedkoop  
Name (Please print clearly)

4 VINEY BL. MARBLEHEAD  
Address

(617) 388-6861  
Telephone

(Continued on next page)

R&P Co-Sponsor as in past

**William A. Quigley, Jr.,  
Attorney at Law**

**82 Washington Street  
Marblehead, MA 01945  
(781) 631-7777  
(781) 631-7757 (fax)**

March 5, 2013

Abutters to Marblehead High School  
Marblehead, MA 01945

**Re: Marblehead School Department Conservation Hearing on March 14, 2013 at 7:15 PM**

Dear Sir or Madam:

On behalf of the Town of Marblehead School Department and the Marblehead All Sports Foundation, please take notice that the Marblehead Conservation Commission will hold a public hearing beginning at or after 7:15 PM on March 14, 2013 on an application filed by the Town of Marblehead School Committee for the replacement of an existing grass playing field with an artificial turf playing field at 2 Humphrey Street in an area subjected to the Wetlands Protection Act and Marblehead Wetlands Protection Bylaw.

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

The meeting will be held in the Lower Level Conference Room at the Mary Alley Municipal Building, 7 Widger Road, Marblehead, MA.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

William A. Quigley, Jr.





## 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 1-25, Section 1-25-105, you are hereby notified of a public hearing before the Marblehead Conservation Commission:

1. The name and address of the applicant is

Vicky Kass

#2 Gas House Lane , Marblehead, MA 01945.

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

Hayes Engineering, Inc., 603 Salem Street, Wakefield, MA 01880

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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. 1-25).
- 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:

#2 Gas House Lane, Marblehead, MA

A Notice of Intent application has been filed pursuant to repairing an existing cobblestone driveway.

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 7:30 PM on Wednesday and from 8:00 AM until 1:00 PM on Friday.

Copies of the application filed may be obtained from either the applicant or the applicant's representative as indicated below:

- Applicant at

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- Applicant's representative at

Hayes Engineering, Inc., 603 Salem Street, Wakefield, MA 01880, (781)246-2800 between the hours of 1 p.m and 4:30 p.m. on the following days of the week: Monday through Thursday by appointment only.

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.

Notice of the public hearing to include the date, time and place will be published in the local newspaper (circle appropriate bullet) indicated below at least five (5) business days before the hearing.

Marblehead Reporter

Salem Evening News

Lynn Item

Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.

You may also contact the Massachusetts Department of Environmental Protection, NERO – Wetlands Division – 205B Lowell Street, Wilmington, MA 01887 (978-694-3200) regarding this application and the Wetlands Protection Act.



**Town of Marblehead  
Conservation Commission**

**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:

The name and address of the applicant is:

EUGENE RECORD  
19 CROWNINSHIELD ROAD  
MARBLEHEAD

Phone: 781-631-1379

The name and address of the applicant's representative is:

G.F. PEACH, INC.  
8 STONY BROOK ROAD  
MARBLEHEAD

Phone: 781-631-5571

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.

Property Address, or Location of proposed activity: LOWER CROWNINSHIELD ROAD  
FROM BEACON ST. TO DAVENPORT ROAD, MARBLEHEAD

Copies of the application filed may be examined at the office of the Marblehead Conservation Commission, Mary A. Alley Building, 7 Widger Road, Marblehead, MA 01945 (781-631-1529) during normal business hours.

Information regarding the date, time and place of the public hearing may be obtained from the Marblehead Conservation Commission, by calling 781-631-1529 during normal business hours, or online at [www.marblehead.org](http://www.marblehead.org)

A notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945

Notice of the public hearing will also be published in either the Marblehead Reporter, Salem Evening News, or the Lynn Item at least five (5) business days before the hearing.

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.



**Town of Marblehead  
Zoning Board of Appeals**

Mary Alley Municipal Building  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529  
Fax: 781-631-2617

**LEGAL NOTICE  
TOWN OF MARBLEHEAD  
BOARD OF APPEALS**

The Board of Appeals will hold a public hearing on **Tuesday, March 26, 2013 at 8:00 PM** in the Selectmen's meeting room of Abbot Hall, 188 Washington Street, Marblehead, on the application of the **Town of Marblehead School Committee** to vary the application of the present Zoning By-law by allowing a modification to a previously issued Special Permit of June 21, 2000, specifically amending paragraph 9 of the conditions therein, by expanding the use of the lights at the athletic field at **2 Humphrey Street, Marblehead High School, Map 61 Parcel 15 and Map 70 Parcel 12**, in a Single Residence District.

This hearing is held in accordance with the provisions of the Marblehead Zoning Bylaw, and Chapter 40A of the General Laws as amended. All interested persons are invited to attend.

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

Alan Lipkind, Secretary  
Board of Appeals

**NOTE: ALL MATERIALS INTENDED FOR BOARD CONSIDERATION  
MUST BE RECEIVED AT THE ADMINISTRATIVE OFFICE OF THE  
BOARD OF APPEALS, 7 WIDGER ROAD, ENGINEERING DEPT., NO  
LATER THAN 14 DAYS PRIOR TO THE DATE OF THE HEARING.**



**Town of Marblehead  
Zoning Board of Appeals**

Mary Alley Municipal Building  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529  
Fax: 781-631-2617

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Board of Appeals

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BOARD OF APPEALS, 7 WIDGER ROAD, ENGINEERING DEPT., NO  
LATER THAN 14 DAYS PRIOR TO THE DATE OF THE HEARING.**



## **Town of Marblehead Planning Board**

Mary Alley Municipal Building  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529  
Fax: 781-631-2617

### **Legal Notice Site Plan Approval Public Hearing Marblehead Planning Board**

The Marblehead Planning Board will hold a public hearing on the application of the **Marblehead School Committee**, for an amendment to a previously issued site plan approval special permit Section IV paragraph 5 (e) and (f) of the Specific Conditions which limit the number of night time games and requires the school department to return to the Planning Board for any additional use of the athletic field beyond six games for the High School Piper Field at **2 Humphrey Street** within a Single Residence District. This public hearing will be held under Section 200 -37 of the Marblehead Zoning Bylaw on **Tuesday April 9, 2013 at 8:00 pm** in Abbot Hall, selectmen's meeting room. All interested persons are invited to attend. Plans are on file and available for review at the office of the Town Engineer, Mary Alley Building, 7 Widger Road.

Philip Helmes  
Chairman