



TOWN OF MARBLEHEAD

Recreation & Parks Department

Recreation and Parks Meeting Minutes

06/27/13



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 06/27/13 meeting to order at 7:08 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Jerry, Linda (7:16 PM).
 - b) **Absent:** Bob & Derek.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 06/11/13 meeting; all in favor.
- 4) **Appearance:** Becky Curran, Judy Anderson, Lloyd Caswell, and Larry Sands from the Fort Sewall Oversight Committee appeared to discuss renovations and repairs at the Fort (see attached) and a request for matching funds from the Coffin Fund for the preparation of a pre-development study as outlined in the attached letter from the MA. Historical Commission. After discussion, **Motion** made and seconded to approve matching the amount of \$12,350.00 from the Coffin fund for the study; all in favor.
- 5) **Reports (see attached). Addendum:**
 - a) **Jim's:**
 - i) Playground programs starting next week; numbers are very good.
 - ii) Sailing program boats are all now being readied.
 - iii) T-ball banquet was last night; program was very successful and well received by all.
 - iv) All other summer programs are about to begin; kayaking/SUP programs are filling up.
 - b) **Brendan's:**
 - i) **Motion** made and seconded to approve awarding the contract for Hopkins Field as described in Brendan's report; all in favor.
 - ii) Discussion of the improbability of handicapped access to Fountain Park; no actions taken.
 - c) **Old Business:**
 - i) **Hopkins Field Contract:** See Brendan's report.
 - ii) **Marblehead for Teens:** Board agreed a written report from their organization is needed. The report should be both a summary describing use of the Community Center for the past 6 months and any proposals/requests for future use. This report would be distributed to both the COA and Recreation & Parks Board's for consideration before any meeting between the 2 boards is convened to make any decisions regarding Marblehead for Teen's future usage.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

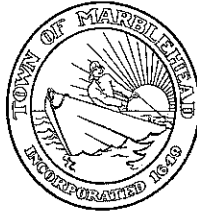
FAX: (781) 639-3420

d) **New Business:**

- i) **Redd's Pond:** Brendan inquired if the Board knew of any work that has occurred there in the past 10 years which would have affected the water levels and drainage of the pond. The Board knows of no such work occurring.
- ii) **Brendan:**
 - (1) **Girls Scouts Bench Project:** Chip recommended using orange oil for the cleaning solution.
 - (2) **Lead Mills Property:** The Department is helping out the Town with preparation of the property; the plan is to leave it as a natural meadow.
- iii) **Chip:** Discussion of proposed future projects on properties including scheduling, field closure policies, and budgeting for both materials and sub contracting. Discussion included preliminary planning of projects at Piper, Bud Orne, Village School, and Gatchells. Chip asked Brendan to have baseball remove the AAA and AA outfield fencing at Gatchells as soon as possible. No other actions taken.
- iv) **Correspondence (see attached):**
 - (1) The following attached permit applications were **moved and approved** as requested pending receipt of any required fees and/or insurance:
 - (a) Jane Giedraitis: Crocker Park music: no usage fee.
 - (b) Carol Smith: Breast Friends walk: no usage fee; proof of insurance required.
 - (c) Old North Church: Chandler Hover Services: no usage fee; proof of insurance required.
 - (d) Katie Van Dorpe: Center parking lot dog show fundraiser: no usage fee; proof of insurance required.
 - (2) Information items requiring no action:
 - (a) Thank you letter from Selectmen.
 - (b) Notice of decision.

6) **Timekeeping:** Meeting Adjourned: 8:20 PM. The next meeting is to be determined.

Attachments: Meeting Notice and Agenda; Fort Sewall Packet (10 p); Report (1); Permit applications (4); Information items (2).



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

June
Month

27
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 June 11, 2013 meeting

Superintendent of Recreation and Parks and Recreation Supervisor reports

1. Hopkins Field - award contract

Next Meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 6/24/13

In recent years we have noticed some deterioration of the Fort. The issues include:

- Rusting and corrosion of the bars on the windows of the Fort. Some of the bars have broken free leaving openings to the inside of the Fort.
- Weakening of the iron "gates" that protect the rooms at the Fort. Several hinges have broken loose.
- The doors of the Fort itself cannot be closed as the hinges are breaking apart and they no longer secure the inside of the Fort.
- The upper magazine door has been broken off and temporarily replace with plywood
- All of the doors (which are wood covered with tin) have been damaged by vandals and the weather
- Stone and brickwork has suffered some damage and will require repair and repointing
- The inside of the Fort needs repair of the plaster coating and repainting.

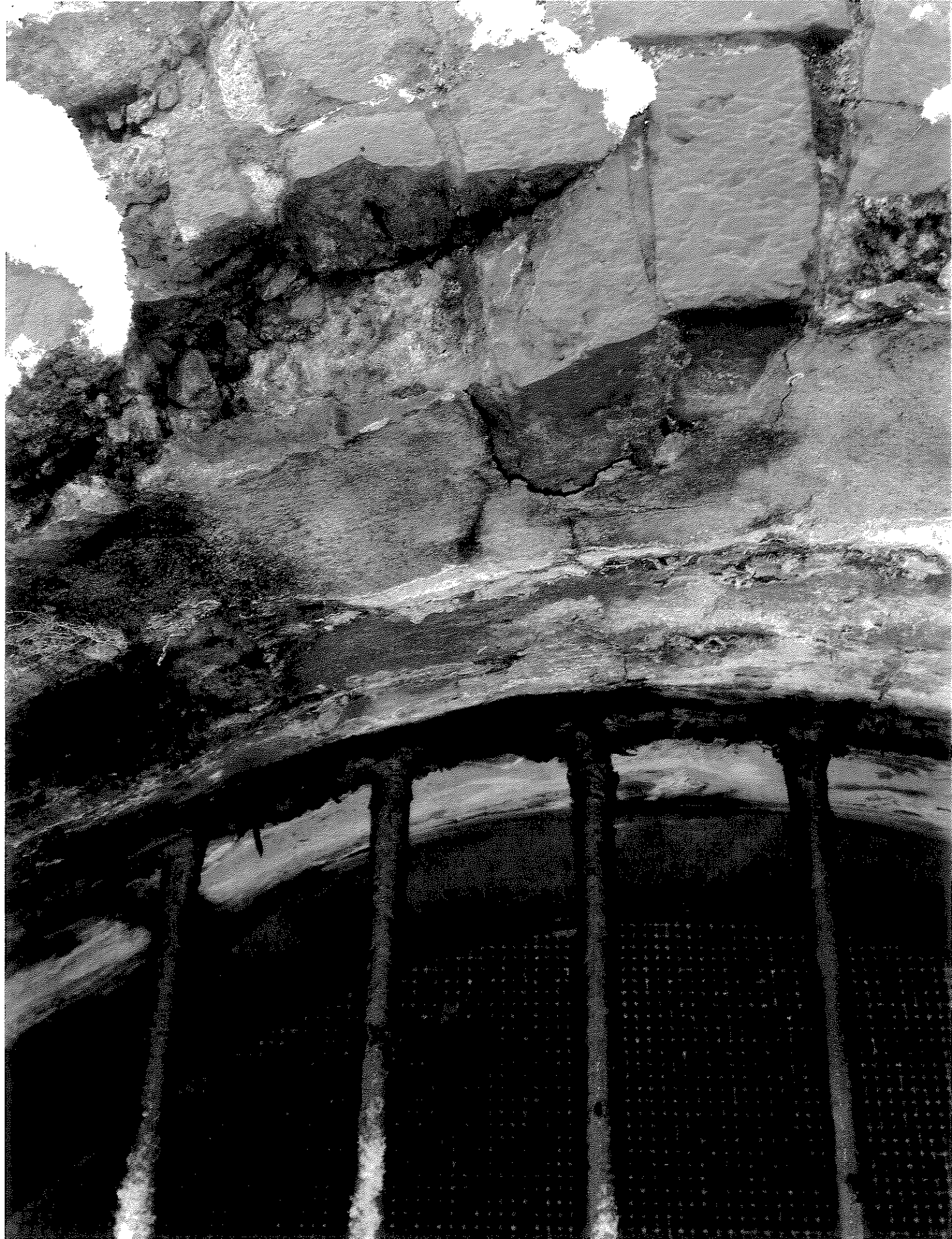
There are 5 doors, 3 gates, 4 windows, 5 "half moon" windows over the doors.

Recent Repairs

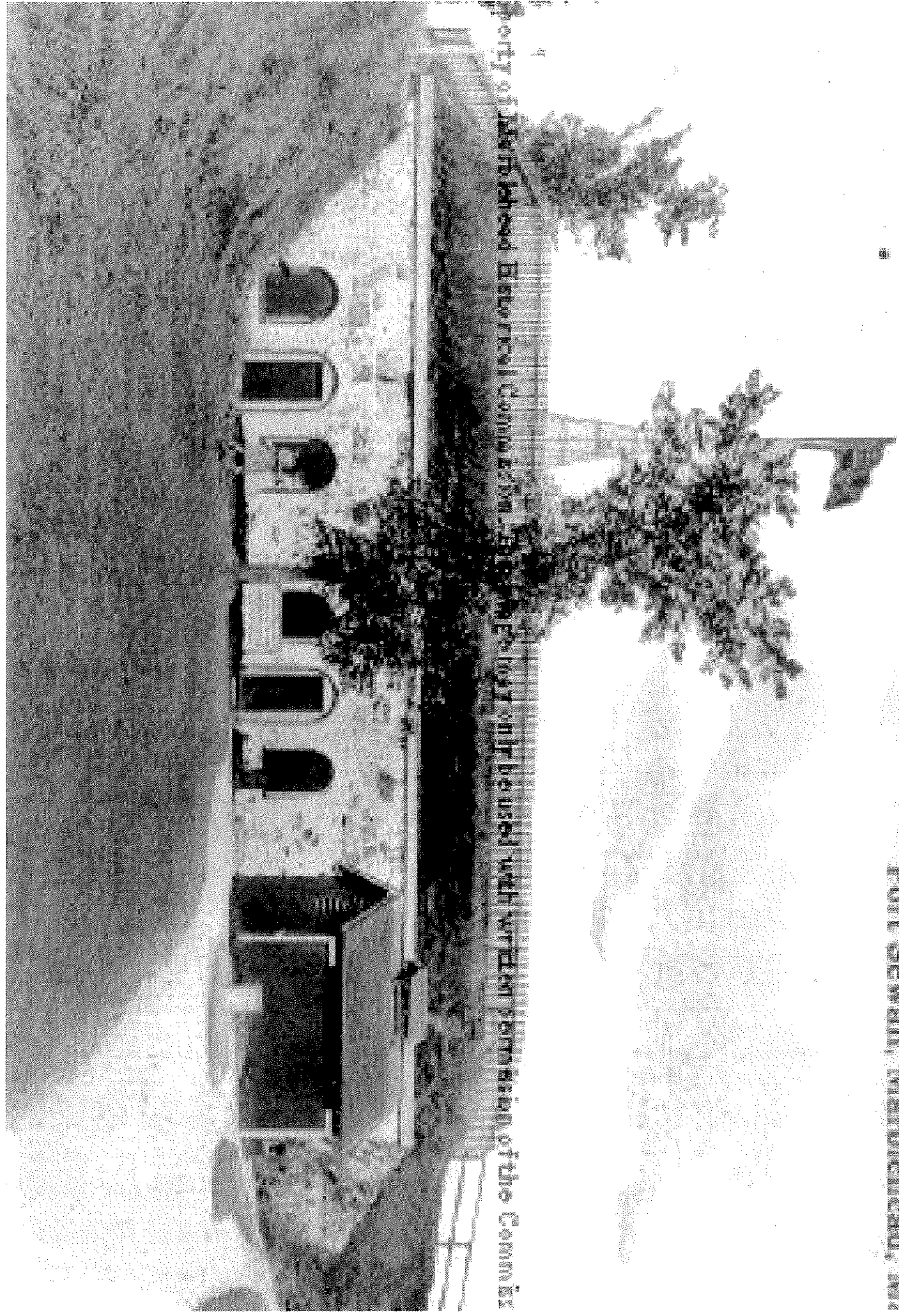
Over the past 5 years a number of repairs have been completed at the Fort including:

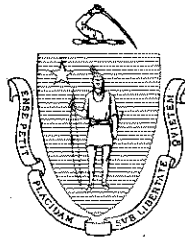
- Renovation of the rest rooms making them handicap accessible
- Regrading of the area in front of the restrooms, re-landscaping and replacing hot top with crushed stone
- Regrading of the hillside to the left of the Fort to minimize erosion
- Replacement of the chain link fence above the Fort with a steel picket fence
- Landscaping around the Fort to prevent erosion
- Replacement of all the benches via a Memorial Bench program
- Addition of interpretive signage within the Fort and at the turn-around to attract and educate visitors
- Installation of telescope at the top of the Fort





Fort Sewall, Marblehead, M.





RECEIVED JUN 24 2013

The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

June 17, 2013

Jackie Belf-Becker
Chair, Board of Selectmen
Town of Marblehead
Abbot Hall, 188 Washington Street
Marblehead, MA 01945

RE: Fort Sewall, MARBLEHEAD, MA

Dear Ms. Becker:

As Chairman of the Massachusetts Historical Commission, I am pleased to inform you that the above-mentioned project has been selected for a matching allocation of **\$12,350** from the Commission's Round 19: Massachusetts Preservation Projects Fund (MPPF).

Due to the competitive nature of the program and limited funding, your award may differ from your requested amount. Please note that the grant is subject to reauthorization of the capital accounts and the availability of sufficient allocated funds. The Office of Administration and Finance must first allocate the Commission's Round 19 Massachusetts Preservation Project Fund Grants. The Massachusetts Historical Commission (MHC) will not be liable for any amount or loss caused by the non-reauthorization or non-allocation of said funds.

If said funds are reauthorized and allocated, the Commission will provide 50:50 matching funds for the preparation of a pre-development study to include an overall building conditions assessment with treatment recommendations; plans and specifications addressing building needs, accessibility, and code compliance.

This allocation is contingent upon the successful execution of the following steps, all of which must be completed before construction or pre-development work can begin:

1. Consultation with MHC Grants Division and Technical Staff to complete the full plans and specifications for project work items or to develop the pre-development Request for Proposals (RFPs). Please note that the MHC may require changes from the scope of work or budget as presented in your application in order to meet the program guidelines and funding allocation. Please note that **August 30, 2013** is the deadline for final approved construction documents or final approval for pre-development RFPs.
2. Execution of a grant contract with the Massachusetts Historical Commission is a program requirement. It will define the grant-assisted project under applicable laws and regulations and include either plans and specifications or an RFP, a budget, and timetable for the full scope of eligible and approved work items.

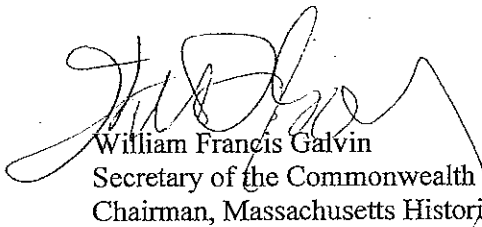
3. The grants staff will convene a workshop for Local Project Coordinators (LPCs) and other project participants on Thursday, **July 11, 2013** from **1:00 PM to 3:30 PM** in the MHC offices at the Massachusetts Archives Building in Boston. **LPC attendance at this scheduled workshop is a requirement of the program.** For development projects, we also encourage the attendance of other project team members, such as architects, preservation consultants, or engineers. **Please contact the MHC grants staff to confirm that you will be attending.** Also, please come to this meeting prepared to schedule preliminary site visits with assigned MHC grants staff to finalize a mutually agreeable scope of work for your MPPF project. These site visits should preferably be scheduled prior to the end of July and will require the attendance of your architect/engineer for all development projects.

Please respond in writing to Brona Simon, Executive Director and State Historic Preservation Officer, MHC, by **July 11, 2013** with your intention to accept the grant allocation and meet with appropriate MHC personnel.

A Local Project Coordinators' Manual will be distributed at the meeting. Directions to the Archives Building can be found on the MHC website at: <http://www.sec.state.ma.us/mhc/mhcloc/mhcloc.htm>.

The Commission looks forward to working with you toward the successful completion of your project. We sincerely hope that this grant allocation will help you to achieve your preservation goals.

Sincerely,



William Francis Galvin
Secretary of the Commonwealth
Chairman, Massachusetts Historical Commission

cc: Marblehead Historical Commission
Rebecca Curran, Town Planner & LPC

**TOWN OF MARBLEHEAD
REQUEST FOR PROPOSAL
FORT SEWALL
DESIGNER SERVICES
MARBLEHEAD, MASSACHUSETTS**

I. PROJECT BACKGROUND

Fort Sewall is an earthen fort that dates back to 1644. It is one of the few remaining examples of an earthwork fort. It is on the National Historic Places. In addition to its past military function it is located in a park located on a promontory surrounded by the ocean at the mouth of Marblehead and Little Harbors. Marblehead, Massachusetts. The fort is in need of repair. The town needs an architect/structural engineer to prepare plans, specifications and cost estimates so that the project can be bid. The architectural design work must follow MGL Chapter 7 Designer.

II. SERVICES REQUESTED

The Town of Marblehead seeks Architectural and Structural Engineering services to compile written specifications, plans and cost estimates to be used to bid the restoration of the Fort Sewall. The goal of the project is to preserve and the historic integrity of the structure and to enrich the visitor's experience.

The Architect/Engineer shall provide plans and specifications suitable to bid the project under chapter 149 or 30 39M (depending on project cost) and shall set forth in requirements for the Project. The plans shall comply will all applicable statutes, ordinances, order, rules, and regulations. Consultant shall prepare and submit to the town the progress of the design and the estimate cost of the project.

It is anticipated that the work on the fort restoration will include, but is not limited to, re-pointing of the masonry and stone; repairs and or replacement of roof and sidewall flashings; reconstruction and or re-pointing and stabilization of the doorways, windows; repairs and refinishing of interior; repairs or replacement review of existing conditions and recommendations for improvements to the structure.

The written specifications should include materials and methods required for the project such as tools, equipment, as well as specifications related to labor for all involved trades, prevailing wage rates, and insurance to perform the scope of work.

Upon signing of a contract, the consultant and project manager shall jointly establish a schedule for all design phases. The town reserves the right to hire the consultant for future phases of the project including preparation of construction documents, bidding phase and construction management.

III. QUALIFICATIONS

To be considered, consultants and/or the consulting team must possess the following minimum qualifications:

- Minimum of five (5) years of experience in design of historic renovations to historic properties of similar type;
- Successful experience providing similar services to other Massachusetts municipal clients.
- Experience with the Massachusetts public bidding process chapter 149,
- Documented background and qualifications of consulting team to perform the various aspects of the required services.
- Through the written proposal the consultant must demonstrate an understanding of the required services, concept of what the Town of Town of Marblehead is striving to accomplish, and its confidence level, commitment of relevant resources to the project and reliability and experience to perform the work.

IV. SCOPE OF SERVICES

The project shall consist of the following scope of work:

The Town of Marblehead is seeking provide us with plans and specifications suitable for publicly bidding the project. Specifically the scope of services includes:

1. Conducting site visits,
2. Attend Meeting with the Fort Sewall oversight committee
3. Based upon investigation, determine the scope of the necessary repairs to the fort and the best way to address them
4. Determine project cost estimate
5. Prepare final specifications and plans suitable for bidding under mass general law ch. 149.
6. Assist the town with bidding and review of bids including reference checking and conducting project walk through and preparing any addendums.
7. Basic project assumptions:
 - The town has received a grant from the Massachusetts Historical Commission
 - Town will provide front end of bid documents and bid doc distribution

V. PROPOSAL REQUIREMENTS

Each interested firm will be required to submit; under separate, sealed cover six (6) Proposals to the Town of Marblehead. Proposals shall be delivered to the Marblehead Board of Selectmen's Office 188 Washington Street, Marblehead, MA 01945 on or before_____.

Proposals shall be sealed an envelopes, with the proposer's name and address clearly indicated on the outside of the package and the notation FORT SEWALL on the face thereof. No proposals will be accepted after _____.

Proposal - must be submitted on Designer Selection Form. Proposal must include the following information:

- a. Name, address, telephone number, and fax number of the firm submitting the proposal. If a joint venture, the proposal should identify the proposers as such.
- b. A statement that the firm agrees to comply with the provisions of this request for proposals and that shows the proposers understanding of the scope of services to be accomplished on this project.
- c. A detailed definition of the tasks to be performed by the proposer. This definition should identify the specific scope of services to be performed and the estimated man-hours to complete each task;
- d. A schedule for completion of the work indicating key milestone dates. The schedule should also indicate those steps in the design process, which in terms of scheduling are not controlled by the proposer (i.e. weather). An estimate of time should be incorporated into the overall schedule for these types of items with an understanding that they may affect the proposer's ability to meet the proposed schedule;
- e. An organization chart indicating all key personnel and subcontractors to be utilized on this project. Personnel and subcontractors should be organized by the tasks that they will perform;
- f. Resumes of key personnel who will be principally responsible for the project design and engineering, and identification of the Project Manager who will be required to serve as liaison to the Town of Marblehead;
- g. A statement of the firm's background and qualifications, including relevant project experience;
- h. The names, address, title and telephone numbers of at least three references, together with a brief description of the firm's relationship to each reference (preference for State and Municipal references). Persons listed must have the ability to substantiate the consultant's summary of qualifications and experience relative to the project.
- i. Firms Affirmative hiring goals.

FEE - The fee is set at a not to exceed amount of twenty four thousand dollars \$24,000.00

Payment to the selected consultant will be based on work completed in accordance with mutually agreed upon payment schedule to be incorporated within the contract. The form of contract that will be used is attached to this document.

VI. DEADLINE

The Town of Marblehead will accept proposals, as described above, delivered to the Town of Marblehead Town Board of Selectmen's Office Marblehead, Massachusetts 01945 on or before_____.

VII. METHOD OF SELECTION

Proposals will be evaluated according to the following criteria:

1. Prior similar experience
2. Quality of previous work
3. Public Sector knowledge
4. Qualifications of consultants

5. Ability to undertake the project in a timely manner
6. Professional registration
7. Implementation of Affirmative hiring goals.

The town will review all proposals based upon the above criteria. Findings from this evaluation will be used to select finalists. Following interviews of these finalists and/or collection of information as necessary to render a decision, committee members will rank the finalists in order of qualifications. All finalists will be treated equally and reasons for the rankings will be set down in writing. This information will be forwarded to the Board of Selectmen and the Board of Selectmen will then appoint a designer from among the finalists in order of rank, subject to successful fee negotiations as appropriate. The Town of Marblehead reserves the right to reject any and all bids.

Inquiries concerning proposals should be directed to:

Rebecca Curran, Town Planner
Abbot Hall
188 Washington Street
Marblehead, MA 01945
781 631 0000
curranr@marblehead.org

Recreation Commission Meeting

June 27, 2013

Superintendent's Report

Devereux Beach

We had a great opening weekend at the beach with total parking fees of \$5,400 (\$2700 to revolving acct.). The new planters will be installed before Sunday and will be painted and replanted before the July 4th holiday.

We will be installing new signage around the bathrooms, directing people to the new shower location and repair to the concrete pavilion surface will also take place early next week.

Athletic Fields / Parks

We are heading into our next round of aerating and have some field work to start at Hopkins. This work consists of removing the center area of the football field (60 X 360) and installing sod to repair the damage from the past few seasons. I am asking the board to vote to award the contract for labor only services at Hopkins field to Shrewsbury Landscape Inc of Shrewsbury MA in the amount of eight thousand nine hundred dollars (\$8900) and authorize the chairman to sign the contract on behalf of the board.

Security Cameras

The Q-star Technologies camera system has come in and will be installed as soon as possible. We are planning to install them at Seaside Park, behind the grandstand to start.

Chandler Hovey

I have been working with the Police Chief and neighbors on solutions for the late night visitors to Chandler Hovey Park. One of the ideas was to make the parking area a "tow" area when the park closes at 10:00 p.m. This would give the police an enforceable rule/law and allow them to tow vehicles that are in the park after 10:00 p.m.

Gatchell Lights

The lights for the practice zone and basketball court have been ordered. I am still working with the Light Department, Electrical Inspector and a local electrician on the installation and specs. I will keep you informed of the progress.

Fountain Park

Sean McLaughlin of McLaughlin Masonry will be repairing the steps at Fountain Park, from the street to the top of the hill. The work will consist of cleaning and patching the steps and forming and re-pouring at least three steps. He will begin the work on Friday, June 28 and expects to complete the work by June 30.

New Business

- I have been approached by a group of Girl Scouts who are looking to earn their Silver Award and would like to clean and catalog all of the benches on town property. This is an ambitious project and will begin at some point after the July 4th Holiday.

Old Business

- Lynne Breed is working on a concept for a new pavilion at Chandler Hovey and will contact me when she is ready to meet.
- The Danvers Recreation summer program, Project Sunshine, will NOT be returning this summer to use Devereux Beach due to Christians Law, which is a new law related to

recreational programs requiring swim test and personal floatation devices. Betsy Ganglani and members of St. Stephens may still help out the program.

- The new Lime Rickey's owners will be coming to a meeting in July
- Marblehead For Teens would like to come before the joint boards in July to discuss this past spring's use of the building and the upcoming fall.
- Redd's Pond work from years ago?!?!

Next Meeting: July , 2013?

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <div style="font-size: 1.2em;">6/20/13</div>	APPLICANT (name of person paying for permit): <div style="font-size: 1.2em;">JANE GIEDRAITIS</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: 1.2em;">7/17/13</div>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.2em;">LATE AFTERNOON - 4 - 6 P.M.</div>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

MARIMBA PLAYING FOR 10-15 GUESTS (RELATIVES VISITING)

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

CROCKER 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)	<u>Wedding ceremonies:</u> 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)	YES / NO <div style="font-size: 1.2em;">YES /</div>
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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

Name (Please print clearly)

Address

Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <u>June 24, 2013</u>	APPLICANT (name of person paying for permit): <u>CAROL SMITH</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>BoFW Sun. Oct. 6, 2013</u>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>8am - 12</u>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

The walk begins & ends in Devereux Park lot (loops next to lighthouse at Sara's beach)

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		\$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)
YES / NO	YES / NO
(\$125 per unit)	
Detail fee	Usage fee
	Other fee
Dates paid and check number(s)	

Carol Smith
Signature of applicant

CAROL SMITH
Name (Please print clearly)

1 EAST RD
Address

781-771-6495
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 6/14/13		APPLICANT (name of person paying for permit): Lisa Nahatis, Office Manager			
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: Sundays, June 23 - Sept. 1, 2013		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 7:30 am - 9:30 am			
EVENT DESCRIPTION & expected attendance (use another page if needed): Worship Service - 30-100 people per week					
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Chandler Hovey 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; 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) 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)		

Lisa Nahatis
Signature of applicant

Lisa Nahatis
Name (Please print clearly)
Old North Church
8 Stacey St. Mhd.
Address

781-631-1244
Telephone

email: office@onchurch.org

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 08/12/13		APPLICANT (name of person paying for permit): Katie Van Dorpe / Friends of Marblehead's Abandoned Animals	
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: Sunday, August 4		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 2:00 - 5:00	
EVENT DESCRIPTION & expected attendance (use another page if needed): Dog SHOW fundraiser for Marblehead Animal Shelter			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Community center 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)
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	
		Other Parking lot 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.

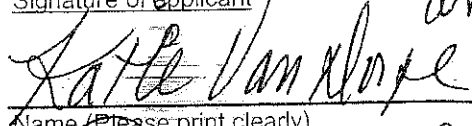
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Request fee waiver(s) due to hardship? (waivers determined at next Board meeting)	<input checked="" type="radio"/> YES / <input type="radio"/> NO
---	---

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)		

Katie Van Dorpe for Friends of Marblehead's Abandoned Animals
 Signature of applicant

 Name (Please print clearly)
Katie Van Dorpe
 Address
Marblehead
 Telephone
781-631-9468

Approved by:

Superintendent, Recreation & Parks Department

Date approved



Office of the
BOARD OF SELECTMEN
ABBOT HALL
188 Washington Street
MARBLEHEAD, MASSACHUSETTS 01945

Jackie Belf-Becker, Chair
Harry C. Christensen Jr.
Judith R. Jacobi
Bret T. Murray
James E. Nye

Jeff Chelgren
Town Administrator

June 4, 2013

Brendan Egan
Recreation and Parks Department
Marblehead Community Center
Marblehead, MA 01945

Dear Brendan,

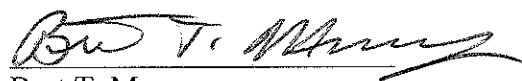
On behalf of the Town of Marblehead the Board of Selectmen wishes to thank you and your staff for providing the Town with a wonderful Memorial Day Celebration. We truly appreciate the collaborative effort of all Departments involved in preparing the cemeteries in honor of our Veterans.

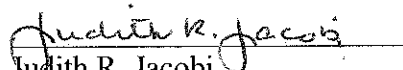
Keep up the good work!

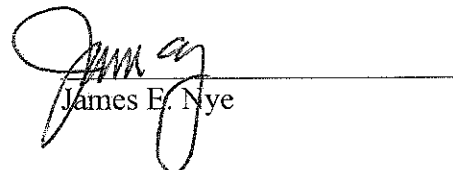
Very truly yours,


Jackie Belf-Becker, Chair


Harry C. Christensen, Jr.


Bret T. Murray


Judith R. Jacobi


James E. Nye



**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

June 25, 2013

NOTICE OF DECISION

The Board of Appeals, after notice and public hearing on April 23, 2013 on the application of **Town of Marblehead Board of Health**, voted to approve the request for a Special Permit with conditions to demolish the existing transfer station and construct a new transfer station and accessory structures at **5 Woodfin Terrace**.

The written Decision was filed with the Town Clerk on June 25, 2013.

A copy of the decision is available for inspection at the Town Engineering Department, 7 Widger Road, Marblehead, MA, 01945.

A twenty day appeal period begins the day after the decision is filed with the Town Clerk.

After the twenty day appeal period, the Applicant must record the decision at the Registry of Deeds and a receipt from the Registry of Deeds must be returned to the Marblehead Engineering Department showing proof of recording.

A decision of the Board of Appeals does not constitute the granting of a Building Permit. No Building Permit shall be issued prior to recording the decision at the Registry of Deeds.

Failure to act on a decision within one year renders the decision null and void.