



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

07/23/13

NOTE: The following is a **summary** of matters submitted at a meeting of the Recreation and Parks Commission in accordance with M.G.L. Chapter 39 and the Massachusetts Open Meeting Laws. Meetings are often recorded and tapes used as an aid.

- 1) **Call to order:** Derek Norcross called the 07/23/13 meeting to order at 7:02 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Derek, Jerry, Linda, Bob (7:14 PM).
 - b) **Absent:** Chip.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 07/09/13 meeting; all in favor.
- 4) **Reports (see attached). Addendum:**
 - a) **Jim's:** Absent; report tabled.
 - b) **Brendan's:**
 - i) Playground program doing great, and several other programs have excellent participation.
 - ii) Devereux has had repairs and maintenance ongoing including new signage.
- 5) **Old Business:**
 - a) **Marblehead for Teens:** With the executive director resigning, the group did not supply a summary report of the first 90 day trial period as requested; see Brendan's report and attached proposal.
 - i) Board discussed that MFT must understand and agree:
 - (1) The Community Center is a municipal property where they are **leasing** usage the same as any other private civic group. Specified insurance for their events is required and usage fees/securities are determined and approved by the Commission.
 - (2) ANY and ALL room usage must be scheduled through and approved by this Department **prior** to any usage. MFT must use and follow the required existing building permit applications and procedures the same as any other user.
 - (a) Facility scheduling is done by the Recreation & Parks Department **ONLY**; **NO** private groups or organizations *including MFT* have ANY rights or privileges to schedule or give permission for facility usage.
 - (b) MFT cannot "sublet" the space out to any other group, organization, or individuals as suggested in their proposal (see "Teen Center Collaboration").
 - (c) Anyone wishing to use the Center must submit a written facility permit application to the Department office.
 - (3) The Center's rooms are meant for scheduled use by multiple users; **NO** part of the facility is dedicated to ANY single group or organization exclusively.
 - ii) Brendan suggested another 90 day trial period may be the most appropriate, with 2 Friday's a month in the autumn, fees to be determined by the Board, required proof of insurance, and exact dates and times scheduled through the office by permit required prior to any usage. The last 90 day period (Spring 2013) typically attracted only a "handful" of teens; Board agreed that if attendance continues to be negligible then the Center rooms are to be opened to other Town groups for meetings and programs that will make better use of the space. Brendan will coordinate a joint meeting between the Department, COA, and MFT to discuss the attached proposal.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

- b) Security Cameras: Brendan is coordinating with the wiring inspector regarding installation.
 - c) Yoga on Beach: Brendan has contacted the requesting party and suggested creating a Town recreation program through the department.
 - d) Gatchells' lighting: Lighting units are being manufactured now, and Brendan has coordinated with Macomber Electric regarding materials and installation.
- 6) **New Business:**
- a) Dog Park Rules (see attachment): After discussion: **Motion** made and seconded to change the requirement for puppies to six months, immunizations to be legal in the State, and to forward the suggested rules to Town Counsel for approval with the goal of having the rules posted by the end of the summer; all in favor.
 - b) Jim leaving: Jim has been offered a position in Winchester that pays more and is a much easier commute; he will be leaving August 16th. Brendan will be posting the job opening tomorrow and hopes to have applications in by mid August and interviews scheduled by August 26th.
 - c) Correspondence (see attached):
 - i) Permit-photo shoot: **Motion** made and seconded to approve as requested pending receipt of fees; all in favor.
 - ii) Thank you letter- MFD: no action required.
- 7) **Timekeeping**: Meeting Adjourned: 7:55 PM. The next meeting is to be determined.

Attachments: Meeting Notice and Agenda; Report with attachments (1), Letter (1)



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

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

Recreation and Parks Commission

Name of Board/Committee

Address of Meeting: Community Center, 10 Humphrey Street Room: Conference Room

<u>Tuesday</u>	<u>July</u>	<u>23</u>	<u>2013</u>	<u>7:00 PM</u>
Day of week	Month	Date	Year	Time

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

Approval of minutes from July 9, 2013 meeting

Superintendent of Recreation and Parks and Recreation Supervisor reports

1. Dog Park rules / signage

Next Meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 7/19/13

July 23, 2013

Superintendent's Report

Devereux Beach

The slab on the main pavilion needs to be repaired in a number of spots. I met with Shawn McLaughlin and he is going to give me a prioritized list of repairs and we are going to start repairing them this month.

Athletic Fields / Parks

The Hopkins field project has been completed and the watering schedule has been adjusted to keep the roots wet. The sod has begun to root into the existing topsoil and the field will remain closed until late August.

The Village school properties will be top dressed with compost tomorrow, seeded by the end of the week and then given a dose of fertilizer early next week.

Memorial Park

The RFP for phase 3 of the Memorial Park fence project is set to go out next week and will be due back August 15. The completion date on the project is October 25, 2013.

I met with Jay Anderson, Light Dept., and he believes getting power to the site for lights will be relatively easy. There is a temporary service on one of the poles that can be brought down and put into a hand hole, inside the fence and the lights can run from there. Jay recommended going with the same lights that are already downtown and will get me the specs. I will also be meeting with a supplier for lights next week and bring recommendations to the next meeting.

Marblehead For Teens

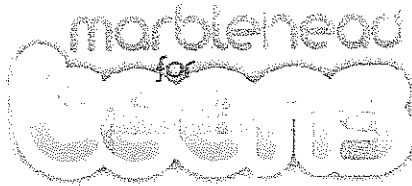
Molly Williams, Executive Director for Marblehead For Teens resigned from her position on Friday, July 19, 2013. I did receive a new proposal from Ellen Pederson and have a copy for you to review. They would again like to rent space in this building for the coming school year. Thoughts?

New Business

- Dog Park rules

Old Business

Next Meeting: August 2013?



Proposal to Marblehead Recreation and Parks Commission and Marblehead Council on Aging

2013-2014 School Year

- **After-School Hours**
 - Open to high school students and middle school students as determined by MFT
 - Tuesdays and Thursdays, 2:30-5:30 pm
 - Social and recreational activities led by MFT and potentially YMCA program staff
 - Peer mentoring, homework help, hang out time, café with snacks and drinks
- **Friday Night Teen Events***
 - 1st and 3rd Fridays – possible Middle school teen night
 - 2nd and 4th Fridays – High school teen night
 - Open mic nights, movie nights, dances, games, contests, open gym
 - Events organized by the Teen Leadership Council and staffed by MFT and potentially YMCA

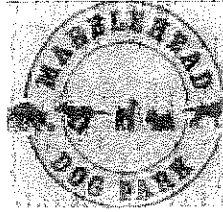
** possible Saturday night events scheduled upon request*
- **Teen Leadership Council**
 - A fun, meaningful leadership opportunity for high school students with middle school representation
 - TLC leaders help shape the direction of the Teen Center; create and organize teen events, projects and special initiatives; and serve as ambassadors for their peers
- The TLC meets weekly, typically 7-8:15 pm on Thursdays
- **Teen Center Collaboration**
 - Church groups, teen clubs, and other community and school organizations invited to use the Teen Center for meetings, gatherings, and special events such use to be determined in close collaboration with the Recreation and Parks and COA

Marblehead Recreation and Parks Department

Dog Park Rules

The Marblehead Dog Park is a privilege and therefore we ask all users to comply with the dog park rules for the benefit of everyone. Marblehead Recreation and Parks Department and Marblehead Animal Control will monitor the park and ensure that all users comply with the dog park rules.

- The park is open sunrise to sunset
- The park is divided into two sections
 - One section for small and sedentary dogs
 - One for large and active dogs
- Owners must remain with and watch their dog(s) at all times
- Dogs must remain on a leash when entering and leaving the park
- The gates must remain closed at all times
- Dogs must remain unleashed while in the dog park and prong, spike or choke collars must be removed
- Female dogs in heat, injured dogs and dogs with open wounds are prohibited from the park
- Intact male dogs must be closely supervised
- Dogs exhibiting aggressive behavior are to be removed immediately
- Please pick up after your dog(s)



Dog Park Rules

The Marblehead Dog Park is a privilege not a right. Therefore we ask all users of the park to comply with the dog park rules for the benefit of everyone. Experience by professionals, as well as by people with intimate knowledge of dog behavior agree that the rules, while extensive, are necessary and required for the safety of the dogs and dog owners alike. Marblehead Animal Control will be monitoring the dog park to ensure that all dogs are licensed and that all users are complying with the dog park rules.

General

1. Dog Park hours are sunrise to sunset
2. Dog Park users and dog owners assume all risks related to dog park use
3. Owners must remain with and watch their dog(s) at all times
4. Dogs must be restrained on a leash when arriving and leaving the dog park and park gates must remain closed except when entering and leaving
5. Dogs must be unleashed in the dog park, and prong, spike or choke collars must be removed



Dogs

1. Dogs must be healthy, fully immunized and licensed in the town of Marblehead with the registration tag displayed on the collar
2. Female dogs in heat, injured dogs or dogs with open wounds are not allowed
3. Intact male dogs must be closely supervised
4. Dogs with a known history of, or exhibiting dangerous behavior are prohibited
5. Dogs showing aggressive behavior must be immediately removed
6. Puppies must be at least 4 months of age
7. The dog park is divided into a smaller area for little and sedentary dogs and a larger area for big dogs, active dogs and tough little dogs



Please Pick UP After
Your Dog.

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: July 19, 2013	APPLICANT (name of person paying for permit): Ben Consoli
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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: August 8 (rain date TBD)	TIME OF EVENT (begin & end up to 3 hours: INCLUDES set up & clean up): 9am - 1pm / or 3-7pm
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EVENT DESCRIPTION & expected attendance (use another page if needed):

Video Shoot / Under 10 cast and crew on set / Scene is : Grandmother playing with grand daughter in a park

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

bathroom (if you have one)

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.

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



Signature of applicant

Ben Consoli
Name (Please print clearly)

PO Box 6220 Haverhill, MA 01831
Address

617-429-9991
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Parks and Recreation,

The Marblehead Fire Fighters Union Local 2043 would like to extend our sincerest thank you for your continued support of our fundraising goals for the Muscular Dystrophy Association. With you help, Marblehead Fire Fighters raised nearly \$ 1,200.00 on July 6th for the "Fill the Boot." All the proceeds go to further the research for the neuromuscular disease as well allows kids to attend summer camps! You're help through the years does not go unnoticed and we look forward to working with you again soon. Again, thank you for your continued support!

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Martin', with a long horizontal stroke extending to the right.

Jeff Martin

Marblehead Union Local 2043

MDA Representative