



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



***Recreation and Parks Meeting Minutes***

**08-05-13**

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

- 1) **Call to order:** Chip Osborne called the 08/05/13 meeting to order at 7:03 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Jerry, Linda, and Bob (8:05 PM).
  - b) **Absent:** Derek.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 07/23/13 meeting; all in favor.
- 4) **Reports (see attached):**
  - a) **Jim's:** Discussion of report; no actions taken.
  - b) **Brendan's:** Discussion of report; no actions taken.
- 5) **Appearance:** Teri McDonough and Freda McGuire from COA appeared to discuss the Marblehead for Teens proposal for upcoming building usage as considered at the 7/23/13 meeting. After discussion it was agreed that Brendan will organize a meeting in September between MFT, the COA Board, and the Recreation and Parks Board to consider another 90 day trial period. It was agreed that MFT must understand the following:
  - a) By law all building permit fees, restrictions, approvals, and revocations are solely under the jurisdiction of the Recreation and Parks Commission and the Department Superintendent and coordinated with COA. ALL usage must be done by written permit application at the Recreation & Parks office and all permitted users are responsible for paying any fees and providing proof of insurance if required by the Town prior to any usage, as stated on the permit applications.
  - b) MFT has no authority to schedule use of any space in the Community Center by any other group, organization, or individual; building usage is authorized only to those named in an approved permit.
  - c) No MFT unscheduled "drop-ins", "drop-offs", or interference with any other scheduled events in the facility is permitted.
  - d) All MFT events must be properly staffed by MFT personnel and should not interfere with the duties of any COA or Recreation & Parks staff.
  - e) Should the said trial period shows MFT events are again sparsely attended, then further reserved usage by MFT may not be approved; the building will be made available for other's permitted use to better utilize the facility.

6) **Old Business:**

- a) Dog Park: See Brendan's report.
- b) Gerry Playground: Railing is fixed and Brendan is planning other minor repairs of the structure.
- c) Updates: Chip requested updates on any plans or renovations at Memorial Park, the Stramski house, and Reynolds' Playground for the next meeting.
- d) Bob: Requested a trash barrel be placed by Orne Rink; Brendan will follow up.

7) **New Business: Bench donation**: See Brendan's report. Board suggested a thank you letter to the Reporter and the family be sent; Brendan will follow up.

8) **Timekeeping**: Meeting Adjourned: 8:13 PM. The next meeting is to be determined.

*Attachments: Meeting Notice and Agenda; Reports (2); 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

Monday

Day of week

August

Month

5

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 July 19, 2013 meeting

Superintendent of Recreation and Parks and Recreation Supervisor reports

1. Community Center usage
2. Field work and program updates

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 8/1/13

Jim Sullivan  
Recreation Supervisor, Town of Marblehead  
Monday, August 5<sup>th</sup> 2013

## Recreation Supervisor Report

### Programming Updates

#### Summer Playground

- Summer Playground program has been very successful and rewarding this year. Staff has been fantastic and has gone above and beyond my expectations. Consistently receiving emails praising how wonderful the staff has been this year.

#### By the numbers:

- Total of 794 registrations over the 7 week program
- Average of 113 p/week; Largest week: 143 week 2 & 3 ;Total Fees Collected \$75,655.00
- Approximate Profit for 2013 Playground program to date is \$34,030.00 after all expenses are paid out (staff, supplies, shirts, events/field trips)

#### Sailing Program

- Sold out the entire summer (program is on target to make a small profit this year.)
- The 17ft whaler recently sustained damage to the motor, struck a submersed object that is typically not in the normal travelled path when putting the boat on shore for loading. Estimate cost of repairs is \$5,000. Brendan will be putting an insurance claim in this week.
- Staff has been very good this year.

#### Summer Programs/Clinics

- Majority of our programs have seen an increase in enrollment this year -  
January 1<sup>st</sup> – August 5<sup>th</sup> 2012, fees collected \$122,216.25  
January 1<sup>st</sup> – August 5<sup>th</sup> 2013, fees collected \$213,545.50  
*Difference: + \$91,329.25*

Remaining Summer Programs: Playground Program, Sailing, Girls Lacrosse, Kayak & Paddleboard, All Sports, Tennis, Basketball, Track, & Soccer.

#### Other Programs/Events

2013 HamJam Music & Arts Festival was a success once again.  
9 Bands/6 Visual Artist with artwork on display  
\$1,000 was raised for the Plummer Home of Salem

#### Fall Programming

Currently in the process of accepting program proposals for the 2013 Fall Programming guide. All vendors/contractors must submit proposals by August 9<sup>th</sup>. My goal is to have the majority of the book complete as of August 16<sup>th</sup>.

**Recreation Commission Meeting**  
**August 5, 2013**  
**Superintendent's Report**

**Devereux Beach**

Shawn McLuaghlin of McLuaghlin Masonry gave me an estimate for repairs to the concrete pad and footings. He is planning to begin repairing the slab and some of the footings this week.

It has been a pretty good beach season to date. We have deposited \$14,975.00 into the beach revolving account. Last year at the same time we had deposited \$13,065.00.

**Athletic Fields / Parks**

Aerating, top dressing, seeding and fertilizing have been completed. We are getting ready to aerate and top dress the Village school fields again next week.

We have ordered playground fiber and will be installing it over the next three weeks before the start of school.

**NFL Flag Football**

Jeff Plakins has approached me about some ledge showing through at Bud Orne. I walked the site with him and have identified a few areas of concern. I would like to propose we allow them to use the Veterans School fields on Sunday afternoons this fall. They have approximately 180 participant's ages 5-8 years old.

**Gatchell's Lights**

The new lights for the Gatchell's practice area and basketball court are set to be delivered next Thursday, August 15. I am waiting to receive the materials list from the electrician so I can place the order. I anticipate a Fall 2013 installation.

**Gas House Beach**

Last year, after concerns from neighbors, a set of rules was agreed to for the use of Gas House Beach. A sign was made and installed this June and stolen shortly after. A second sign was put up on Friday, July 26 and promptly vandalized / painted over by Monday, July 29. On Tuesday, July 30 the park staff removed all vessels and items left against the wall at the beach. A new sign will be installed in the coming weeks and we hope the problems will subside.

**Recreation Supervisor**

The job has been posted on the Massachusetts Recreation and Parks Department website and we have begun to receive resumes. I anticipate scheduling first interviews the week of August 26 – 30, 2013 and second interviews the week after Labor Day.

**New Business**

\$160.34

- Bench Donation: I received a donation ~~check~~ in the amount of ~~\$80.17~~ from Mathew and Nick Dinner. The brothers spent the summer in Marblehead visiting their grandmother and raised money by selling lemonade. They spent a lot of time at Redd's Pond and decided to donate the money for the upkeep of the benches.

**Old Business**

- Dog Park rules will be going to Town Counsel and MIAA this week for review and comments.

**Next Meeting:** August / September 2013?

July 26<sup>th</sup>, 2013

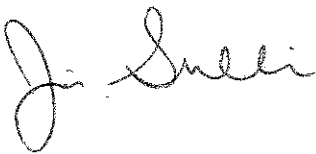
To Whom It May Concern,

This letter is to inform you of my resignation as Recreation Supervisor for the Town of Marblehead effective as of August 16<sup>th</sup>, 2013. I have thoroughly enjoyed my time over the last fifteen months and believe I have left my mark in leading this department into a positive direction in my short tenure. I am very confident that my replacement will be able to continue to improve, maintain and carry on where I have left off.

I have agreed to and accepted a position with the Town of Winchester in a similar capacity that will not only benefit my career, but also my family. I will begin working with the Town of Winchester and its Recreation Department on August 19<sup>th</sup>, 2013.

I truly appreciate all of the connections, relationships and friendships I have developed over the course of my employment. I wish the Recreation and Parks Department Staff & Commission the best of luck moving forward. I will certainly keep in touch.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jim Sullivan".

Jim Sullivan  
Recreation Supervisor  
Town of Marblehead