



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



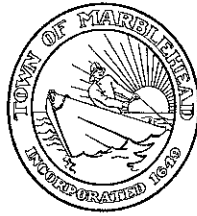
***Recreation and Parks Meeting Minutes***

08-28-13

**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 meeting to order at 7:30 PM.
- 2) **Attendance:**
  - a) Present (constituting a quorum): Chip, Jerry, Derek.
  - b) Absent: Linda, Bob.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 08/05/13 meeting; all in favor.
- 4) **Superintendent's report (see attached). After discussion:** **Motion** made and seconded to award the 3<sup>rd</sup> phase of the Memorial Park fence project to Cassidy Brothers Forge in the amount of \$53,889.00 and to authorize the Chairman to sign the contract on the Board's behalf; all in favor.
- 5) **Old Business:**
  - a) Dog Park Rules: See attached.
  - b) Marblehead for Teens: Joint meeting with all parties scheduled for 9/11/13 at 5:00 PM.
- 6) **New Business:**
  - a) Permit requests: These attached permit requests were moved and approved pending receipt of any forms, fees, or proof of insurance as noted:
    - i) Genesis Church: approved as requested.
    - ii) Goodness Gracious: approved pending insurance.
    - iii) Judith Black-Bridging Lives: approved and rental fee waived; Bridging Lives responsible for any staffing fees.
    - iv) B&S Fitness: Request approved, but with no alcohol allowed, pending receipt of proper application, fees, proof of insurance, and Selectmen's approval.
  - b) Meeting Times: **Motion** made and seconded to move meeting times to 7:30 PM until the end of the Field Hockey season; all in favor.
- 7) **Timekeeping:** Meeting Adjourned: 8:30 PM. The next meeting is to be determined.

*Attachments: Meeting Notice and Agenda; Report with attachment (1); Permit requests (4)*



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>Wednesday</u>	<u>August</u>	<u>28</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 August 5, 2013 meeting

Superintendent of Recreation and Parks and report

1. Memorial Park contract approval

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 8/16/13

**Recreation Commission Meeting**  
**August 28, 2013**  
**Superintendent's Report**

**Memorial Park**

We received one bid for the third phase of the Memorial Park fence project from Cassidy Brothers Forge, Inc of Rowley, MA in the amount of \$52,889.00. I would like to request a vote to award the contract for phase three of the Memorial Park fence project to Cassidy Brothers Forge, Inc of Rowley, MA in the amount of fifty three thousand eight hundred eighty nine dollars a(\$53,889.00) and authorize the chairman to sign the contract on behalf of the board.

**Crocker Park**

There was an act of vandalism at the park on Thursday, August 15, 2013 by a local resident who was painting a friends memorial bench. The police were called and have done a complete report. I am working with the individual on restitution.

**Bud Orne**

The Bud Orne infield project has been completed and the field looks great. The project was completed by Sports Turf Specialties and took only about 6 hours.

**Recreation Supervisor**

I have interviewed six candidates for the open Recreation Supervisors position and would like to schedule second interviews for the week of September 17, 2013.

**New Business**

**Old Business**

- Dog Park rules have been received back, with changes, from Town Counsel and have been resubmitted to MIIA. I hope to get the final results next week
- Marblehead For Teens – joint meeting with the COA Board on September 11, 2013?

**Next Meeting:** September , 2013?

# **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 on a regular but not constant basis and will require that all users comply with the dog park rules. Use of the Dog Park will be at the sole risk of the those who use it.

- 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 to each section and to the outside must remain closed at all times.
- Dogs must remain unleashed while in the dog park and prong, spike or choke collars must be removed.
- Dogs must be healthy, fully immunized and licensed with the registration tag displayed on the collar.
- 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.
- Puppies must be at least six (6) months of age before entering the dog park.
- Users must pick up after their dog(s) and the waste disposed of properly, not on the Marblehead Recreation and Parks Department property. Any person who enters the park must be at least 18 years of age or of sufficient strength to control a dog and/or ward off unwelcome attention from dogs.
- This park is made available in accordance with laws governing recreational use (M.G.L. Chapter 21 Section 17c.)
- The Town of Marblehead does not assume responsibility for injuries or damage to personal property.

# Town of Marblehead Recreation & Parks Department

## Application for park permit

<b>APPLICATION date:</b> 8/14/13	<b>APPLICANT (name of person paying for permit):</b> GENESIS Community Church
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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.

<b>EVENT Day &amp; Date:</b> Sunday, September 8th	<b>TIME OF EVENT (begin &amp; end up to 3 hours; INCLUDES set up &amp; clean up):</b> 11AM
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**EVENT DESCRIPTION & expected attendance (use another page if needed):** please see below.

**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; Insurance required with ALL applications (see above); 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) <u>due to hardship</u> ? (waivers determined at next Board meeting)	YES / <b>NO</b>
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OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES <b>NO</b>	YES <b>NO</b>	YES <b>NO</b>
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
	\$ 50	
Dates paid and check number(s)		

Signature of applicant

Michael Davis

Name (Please print clearly)

35 Olympia Ave. Woburn - 01801

Address

781-258-2640

Telephone

Approved by:

*Brendan M. Egan*  
Superintendent, Recreation & Parks Department

9/3/13  
Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <u>8/20/13</u>		APPLICANT (name of person paying for permit): <u>Goodness Gardens, LLC</u>	
<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: <u>Nov 2, 2013</u>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>11-2<sup>00</sup> (noon start)</u>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <u>400-200 people expected</u> <u>A charity 5K run/walk for people &amp; their leashed dogs to raise money for - local animal shelters including Marblehead's FOMAA. 100% of proceeds go to charity</u>			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <u>Chandler Hovey Park (including restrooms)</u>			
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) <u>due to hardship</u> ? (waivers determined at next Board meeting)		
YES / NO <u>due to charity</u>		
<b>OFFICE USE:</b>		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO (\$125 per unit)	YES / NO	YES / NO
Detail fee	Usage fee	Other fee
	\$25	\$25
Dates paid and check number(s)		

Signature of applicant

Amy Renz-Hawes  
Name (Please print clearly)

66 Walnut St, Marblehead  
Address

781-789-2500  
Telephone

Approved by:

Brandon M. Egan  
Superintendent, Recreation & Parks Department

9/3/13  
Date approved

# Marblehead Community Center rental permit application

APPLICATION date: 7/22/2013		APPLICANT (Name of person paying for the permit): Judith Black	
DAY/DATE of event: Fri 9/27/2013			
TIMES (begin & end times up to 3 hours; includes set up & clean up): 5:30 - 8:00		NAME of group/organization (if applicable): BRIDGING LIVES	
Event description & expected attendance (use separate page if needed): Opening event for Community Peer Mentoring Program teens - elementary partners - adult superv. staff			
Circle room(s) requested:	Gym (note: no food or beverages allowed)	Game room (note: same as teen center space)	Dining room
			Conference room
			Arts & Crafts room
			COA Kitchen
Security deposit (separate check due at time of application):		\$50.00	
One Room fee (up to 3 hours):		\$50.00	
Two room fee (up to 3 hours):		\$75.00	
Fee per room for permit over 3 hours:		\$25.00 an hour	
Staffing fee (Friday 5 PM - Sunday 10 PM):		\$25.00 an hour; minimum \$75.00	
Please see the next page for office hours and other information.			
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.			
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 at next Board meeting)			YES / NO
OFFICE USE:			
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required? School Dept	
YES / NO	YES / NO	YES / NO	
\$50.00	(\$75 minimum) \$75		
*Security deposit	Staff Fee	Usage fee	
	\$75	N/A	
Dates paid and check numbers			

Signature of Applicant
Judith Black
Name (Please print clearly)
33 Prospect St
Address
781-631-4417
Telephone

(Continued on next page)



PROJECT...

8E...

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Dear Marblehead Selectman,

This is an Inaugural request to host the "b Positive Project 5k Music Festival" at Devereux Beach this November 2<sup>nd</sup> beginning at 11:30AM, ending at 2PM. We are asking for permission for a crowd of approximately 300 to run 3.1 miles around the Neck starting and finishing at Devereux Beach. In addition to the street usage request, we'd like to request a one day beer/wine license to serve beer in a sectioned off, police monitored area of the parking lot and a one day entertainment license from 10:30am-2pm. North Shore Bartending Services out of Salem, MA will be administering the beer/wine and we plan to invite two 3-4 person bands to setup and play at the event. This will be the first event of what is anticipated in becoming a national race series. The b Positive Project in summary is a lifestyle, t-shirt and apparel company out of Boston, MA with a mission to promote positivity through our brand. Our project inspires people to do good, spread hope, turn a bad day into a good day and pay it forward. The company has partnered and sponsored over 300+ races in the past four years throughout New England, a good percentage of these being North Shore races that has lead to a strong following in these surrounding communities, which is one of the many reasons for choosing Marblehead. We have chosen to contribute a minimum of \$500 to the Marblehead Recreation Department and to Fit Girls Running Club out of Marblehead.

#### Event Summary

The b Positive Project Race Series – "The most inspiring race series you can imagine." This event is for your mind, body, soul and heart. Each event will recognize an honorary chair person: This person is someone that has positively impacted his/her community, made a difference in someone else's life, is a role model and community leader. Throughout your 3 mile journey make sure to take note of all of the inspirational messages and quotes along the way that will no doubt help get you across the finish line. At the finish line you will receive two things you will never receive at any other event in the world, a *TASK* and *MONEY* to complete that task. In completion of your 3 mile run or walk you will be treated to an assortment of catered food, beer and wine and live music. This event is not about PR's or the awards...It's about making a difference, changing someone's life, giving someone a reason to smile, and living a healthy fun life.

We have partnered with B&S EVENT MANAGEMENT as they are a strong supporter of the project and have been with us since the beginning. They will be managing all aspects of the race. They will be in contact with the Marblehead Police Dept. to organize road details if you permit us to move forward.  
See attached maps of the course.

If you would like to address any questions or concerns, Ashley can be contacted at 978-836-0271 or [bnsfitnessevents@yahoo.com](mailto:bnsfitnessevents@yahoo.com)

We look forward to hearing from you.

b Well,

Stephen Martin

Stephen Martin  
CEO/Founder  
b Positive Project

617.212.3251

[steve@bpositiveproject.com](mailto:steve@bpositiveproject.com)

[www.bpositiveproject.com](http://www.bpositiveproject.com)

[www.facebook.com/thebpositiveproject](http://www.facebook.com/thebpositiveproject)