



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



***Recreation and Parks Meeting Minutes***

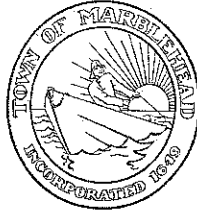
10-02-13

**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, Derek, Jerry, Bob (7:32 PM), Linda (8:42 PM).
  - b) **Absent:** None.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 09/18/13 meeting; all in favor.
- 4) **Appearance:** Max Schaeffner-Eagle Scout project: see attached. After discussion, **Motion** made and seconded to approve project; all in favor. Brendan will coordinate with Veteran's agent and Max moving forward.
- 5) **Superintendent's report: see attached. Addendum:**
  - a) **Gatchell's Park:**
    - i) Marblehead Baseball has agreed to pay for half of the sod.
    - ii) Electrician is coordinating with MUSCO lighting to install new lights.
  - b) **Chandler Hovey:**
    - i) Board agreed wood railings would be fine.
    - ii) Resident reported suspected cutting at the Park again (see photo); Brendan will investigate.
  - c) **Riverhead Beach Clamshell cleanup:** Brendan is coordinating a cleanup of the area with Scout leader Andy Barnett.
- 6) **Old Business:**
  - a) **Brendan's report:** Board agreed Girl Scouts should be recognized for their bench project; Brendan will invite them to an upcoming meeting. Board also discussed inquiring if the group would be interested in a Halloween activity at the Hamond Center.
  - b) **Crocker Park-Red Bench:** Brendan is coordinating getting the Bench refinished to its proper color.

7) **New Business:**

- a) **Office staffing:** Discussion included Sr. Clerks job descriptions (see attached); History of vacant Special Clerk's position; Revolving fund; staff structuring; Evening Staff; and Seasonal office help. Board agreed with hiring a seasonal office person with the proper skills to help with the increased workload during the busy season and fund it from the Revolving fund up to \$10K; Brendan will coordinate hours, salary, and duties. Board also requested Brendan distribute a copy of the current job description for the Evening staff (Recreation Leader-Facilities) for the Board's consideration.
  - b) **Brendan's report – Bench request (attached):** **Motion** made and seconded to approve; all in favor. Brendan will coordinate.
  - c) **Correspondence (see attached):**
    - i) **Requests:** The following were moved and approved pending any conditions as noted:
      - (a) **Girl Scouts – campfire at Hamond Center:** approved as requested.
      - (b) **MHS Ski team:** approved as requested.
      - (c) **Fort Sewall request – Douglas May:** approved as requested.
    - ii) **FYI Items:**
      - (1) **Conservation Commission Notice of Hearing-Recreation & Parks:** Hearing regarding the removal of existing bushes from parking lot islands at Devereux Beach is scheduled for 7:15 PM on 10/10/13; Chip invited all available Board members to attend.
      - (2) **Conservation Commission Notification to Abutters and Notice of Hearing-Water & Sewer:** No actions required.
- 8) **Timekeeping:** Meeting Adjourned: 9:04 PM. The next meeting is scheduled for Tuesday 10/22/13 at 7:30 PM in the Community Center.
- Attachments: Meeting Notice and Agenda; Eagle Scout Project Proposal; Superintendent's report with 1 attachment; Job Descriptions; 4 requests for permits; 2 Legal Notices, 1 Notice to Abutters.*



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: Conf. Room

<u>Wednesday</u>	<u>October</u>	<u>2</u>	<u>2013</u>	<u>7:30 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 September 18, 2013 meeting

Appearance: 7:30 p.m. - Max Schaeffner, Eagle Scout project

1. Superintendent report
2. Fall field work
3. Memorial Park fence project

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 9/22/13



## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA

Eagle Scout candidate's name Max Schaeffner

### Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

## Contact Information

### Eagle Scout Candidate

Full legal name: Max Christian Schaeffner		Birth date: 11/10/96	BSA PID No.*:
Email address: maxschaeffner15@yahoo.com			
Address: 20 Casino Rd.		City: Marblehead	Ma 01945
Preferred phone Nos.: 857-753-0277		Life board of review date: 2/14/12	

\*Personal ID No., found on the BSA membership card

### Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit No. 79
District name: Great Eastern	Council name: Yankee Clipper

**Unit Leader** Check one: ☐ XScoutmaster ☐ Varsity Coach ☐ Crew Advisor ☐ Skipper

Name: Frank Massaro		Preferred phone Nos.: 781-631-2584	
Address: 10 Pilgrim Road		City: Marblehead	State: MA Zip: 01945
Email address: massarofam@comcast.net		BSA PID No.:	

### Unit Committee Chair

Name: Alan McKinnon		Preferred phone Nos.:	
Address: 21 Robert Rd.		City: Marblehead	State: MA Zip: 01945
Email address: amckinnon@thegarrettgroup.com		BSA PID No.:	

### Unit Advancement Coordinator

Name: David Ostrovitz		Preferred phone Nos.: 781-706-2972	
Address: 25 Pond St.		City: Marblehead	State: MA Zip: 01945
Email address: dostrovitz@gmail.com			

### Project Beneficiary *(Name of religious institution, school, or community)*

Name: Town of Marblehead		Preferred phone Nos.: 781-631-0990	
Address: 7 Widger Rd.		City: Marblehead	State: MA Zip: 01945
Email address: rodgersd@marblehead.org			

### Project Beneficiary Representative *(Name of contact for the project beneficiary)*

Name: Dave Rodgers		Preferred phone Nos.: 781-631-0990	
Address: 7 Widger Rd.		City: Marblehead	State: MA Zip: 01945
Email address:			

### Your Council Service Center

Council name:		Phone No.:	
Address:		City:	State: Zip:
Email address:			

### Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			

### Project Coach

*(Your council or district project approval representative may help you learn who this will be.)*

Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			

# Eagle Scout Service Project Proposal

## Project Description and Benefit

Eagle Scout candidate: max schaeffner

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

**The project is to clean the Veterans monuments at Memorial Park and the G.A.R. headstones at Waterside Cemetery.**

Tell how your project will be helpful to the beneficiary. Why is it needed?

**The monuments and headstones are very dirty and are in need of cleaning. If they are not cleaned, then we are allowing these memorials of our nation's defenders to be defaced.**

When do you plan to begin work on the project? I

**plan to begin my project in April 2013**

How long do you think it will take to complete?

**Two days will be needed: one day for the memorial, one day for the cemetery**

## Giving Leadership

Approximately how many people will be needed to help on your project? **About 10 or 11 people will be needed**

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain: **I will recruit them from a scout meeting and through emails**

What do you think will be most difficult about leading them?

**I think the most difficult part about leading them would be to direct them and keep them on track.**

## Materials

*(Materials are things that become part of the finished project, such as lumber, nails, and paint.)*

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

**I will not need any materials**

## Supplies

*(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

**Sponges (\$23.66), rags (donated), stone cleaning solutions for granite, marble, and sandstone (\$54.85)**

# Eagle Scout Service Project Proposal

## Tools

What kinds of tools, if any, will you need?

Strong brushes (\$36.90), large buckets (\$29.98), scrapers (\$43.70), paintbrush (\$9.20) ladder/z-lift/cherry picker(donations)

## Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?  
How much will they cost? How long will it take to secure them?

I will need to get permission from the town and approval from the dept. of parks and recreation and the cemetery commission

## Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses) **Fundraising** Explain where you will get the money for total costs indicated below, left.

Items	Cost	
Materials		I plan on acquiring the funds I need from the troop and possibly from the town.
Supplies	\$78.51	
Tools	119.78	I expect to be able to borrow the power washer from the Marblehead little theater and the z-lift from the town.
Other*		
<b>Total costs:</b>	198.29	I plan on getting materials loaned to me from either ACE hardware or Lowe's.

\*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

## Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Seek approval
2. Final planning
3. recruitment
4. fundraising
5. preparation
6. acquire supplies/tools/materials
7. execution
8. reporting

## Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

I will transport the materials to the meeting place and the helpers will arrive on their own. Once all materials, supplies, tools, and helpers are at the meeting area or "base camp", adult volunteers will transport helpers and materials to the site and will help. After the day of work is finished, volunteers will be driven back to meeting place and will then go home. This will then be repeated the next day

## **Recreation Commission Meeting**

**October 2, 2013**

### **Superintendent's Report**

#### **Parks and Fields**

The staff has been busy clearing fence lines, property lines and access ways in the parks and playgrounds around town. They cleared the fence line on the lower high school, Bud Orne and the entire perimeter of Gatchells. They have also cleared low hanging and dead limbs around the Hamond Nature Center and cleared out the front of the Stramski house.

#### **Memorial Park**

The fence has been fabricated, painted and is ready to install. We are waiting on the drain project to clear Essex Street so we can access it for the fence. Plants and Pleasantries will be removing the hedges for us and grading the area in preparation for the fence. I expect this to take place the week of October 15 - 18

#### **Gatchell**

The Park staff will be doing some sod work on the Majors, Triple A and Single A infields beginning next week. The work will consist of removing and laying approximately 5,000 square feet of sod on the Single A infield and replacing the inside edge of the infield on the Triple A and inside and back infield edge on the Majors field.

#### **Chandler Hovey**

In the Passive Parks plan for Chandler Hovey we planned to replace two metal railings and repair the walls they are mounted in. One of the railings has given way and is no longer upright. I suggest we look at replacing the railing with a wooden guardrail like the one at Gatchells and proceed with the wall repair. The wooden guardrail will soften the look out to the water and be a little lower to the ground. Thoughts?

#### **Recreation Supervisor – Sean Timmons**

I have spoken with Sean Timmons and he will be stopping over in the next week to begin filling out his paperwork for the town. His first day is scheduled for Monday, October 21.

#### **Old Business**

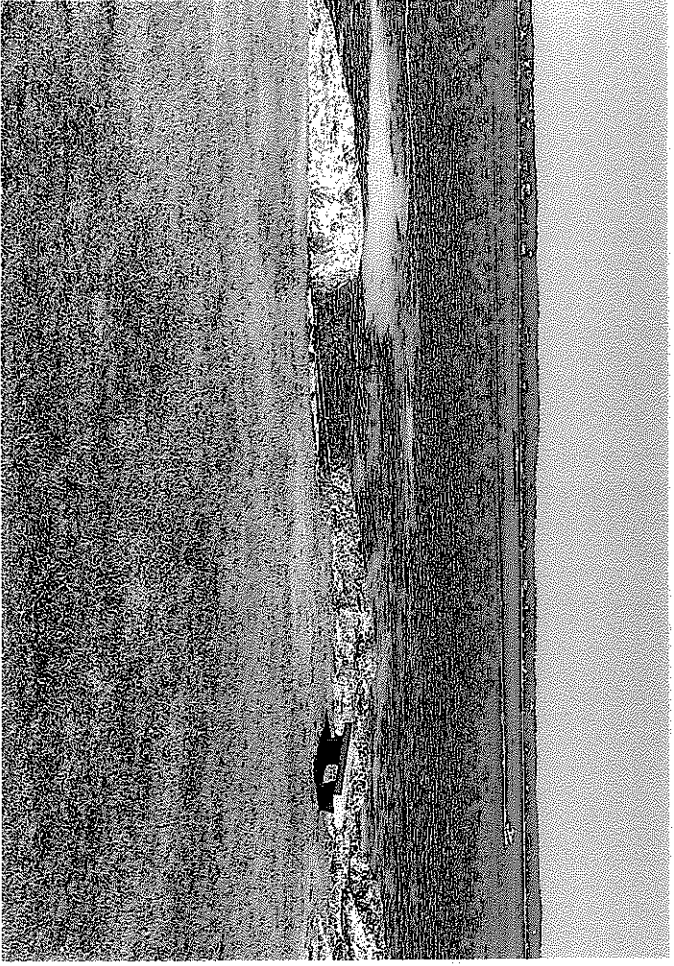
- MFT – MFT held their first teen center of the fall on Tuesday, September 24 and had approximately 8 teens. The group has lost their part time staff and has suspended the weekdays until they have a new person on board. They are going to be holding their first Friday night event this Friday, October 4, from 7:00 – 10:00 p.m.
- Girl Scout Troop #61215 completed the bench cleaning and compiling data for their Silver Award. I met with them last week and they presented me with a three-ring binder with all of the information they compiled, along with an Excel spreadsheet of all of the benches. I would like to invite them to our next meeting to recognize them for their hard work.

#### **New Business**

- Bench request for Richard Holbrook at Red's Pond

**Next Meeting:** October 22, 2013





TOWN OF MARBLEHEAD  
POSITION DESCRIPTION

TITLE: Senior Clerk

DEPARTMENT: Recreation, Park, Tree

DATE:

SUMMARY:

Responsible for assisting the Director with all phases of work in the Department Office, including but not limited to budgets, meeting preparation, personnel functions, payroll, accounts payable, expenses, deposits, and other record keeping. Works with word processing, data systems, and software associated with computer operation.

DUTIES AND RESPONSIBILITIES:

1. Attends meetings of the Recreation and Park Commission. Takes notes, prepares minutes, including executive sessions, distributes to Board members, and oversees correspondence required by actions taken.
2. Answers public inquiries directed to department and has authority to make purchases and decisions in office management.
- N/A — 3. Oversees, under the supervision of the Director, two part-time employees in the office. — N/A  
Manages the everyday operations of the office in the absence of the Director. (Special Clerk positions w/h.)
4. Interfaces with various citizens and employees to resolve routine complaints.
5. Receives confidential data for Board and other information regarding recreation programs.
6. Handles the accounts receivable and payable, reconciling to monthly statements from the Finance Department.
7. Documents delivery of purchases against invoices for accuracy.
8. Reviews invoices for timely payment and referral to budget or appropriate fund. Prepares monthly authorization for payment of all invoices.
9. Maintains weekly employee time cards for payroll, checking time worked, overtime, vacation, sick/personal time use.
10. Keeps annual employee calendar of time use.
11. Provides director with annual financial data for local, state and federal budget and report preparations.

12. Does light secretarial work for Director to include: opening and sorting mail, typing, processing employee work history forms.
13. Contacts vendors and follows up on shipments, errors, defects, and the like and establishes system to maintain inventory and receiving activities.
14. Handles weekly itemized deposits for recreational programs, fees, revolving fund, machine use, rental, insurance settlements, and other sources of collection for the Department.
15. Performs other duties of a similar nature and complexity as directed.

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PREFERRED BACKGROUND:

High School plus specialized courses in business administration with three to five years of related experience, such as standard word processing and spreadsheet software packages. Analytical skills and management experience desirable.

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Town of Marblehead  
Position Description

Title: Senior Clerk II    Group 28

Department: Recreation and Parks

Summary:

- Responsible to the Department Superintendent. Department has no other clerks.
- Assists the Superintendent with all phases of overall Department Office management and administration including but not limited to: Commissioners meeting preparation and minutes, human resources, payroll, budgets, accounts payable and receivable, supplies, expenses, receipting and deposits, permitting, maintenance scheduling, and record keeping. Works extensively with all department computer operating systems and software, accounting database (MMS), and Town web site as related to the department.
- Assists the Recreation Supervisor with all phases of Town recreation management and administration including but not limited to: revolving fund budgets and accounts payable and receivable; program advertising, planning, and scheduling; web site management; recreation program staffing; recreation supplies, program registrations, facility scheduling, customer support, and record keeping. Works extensively with all department computer operating systems and software, Accounting database (MMS), Recreation program database (RECTRAC), and Town web site as related to the department.

Duties and Responsibilities:

1. Manage the everyday office operations in the absence of the Superintendent. Answer/assist with public inquiries directed to the department; interface with citizens and employees to assist in resolving routine complaints. Has authority to make purchases and decisions in office management.
2. Commissioner's meetings:
  - a. Take and prepare Minutes in accordance with Massachusetts open meeting laws; assist with accomplishing any actions voted on by the Board as needed; Post approved minutes to the Town web site and Minutes binder.
  - b. Prepare/assist with preparation of notifications for: meeting changes, cancellations, special meetings, and creating agenda as needed.
3. Accounting: Coordinate with Finance Department and follow Town policies/procedures for the following:
  - a. Coordinate/assist with coordinating all accounts receivable and payable (ordering/tracking supplies, revenue, invoices, etc.) Use accounting database (MMS) to research and track account histories.
    - i. Bills: Organize/prepare bill invoices for Superintendent's signature to include vendor codes, account codes, invoice tickets, and summary sheet; submit to Finance; Coordinate getting schedule signed by Commission and returned IAW Finance Department's schedule.
    - ii. Deposits: Organize receipts and prepare Town AD form 9 for Superintendent's signature, to include all fees for recreation programs, beach parking, float/vessel/trap storage, permits, donations, and any other Department revenue; Submit to Revenue Department; ensure a signed copy of AD form 9 is distributed to Finance and a Department copy is received.
    - iii. Payroll: Collect and organize/assist with organizing weekly time slips for 10 full time employees, 3 part time employees & all (20-30) Beach and Recreation seasonal hires.
      1. Submit payroll to payroll office and ensure payroll schedule is picked up IAW Payroll Department's scheduling; check/assist with checking payroll and confirm with payroll; coordinate getting schedule signed by Board and returned IAW Payroll Department's schedule.
      2. Track and reconcile vacations, sick, & personal leave for full time employees.
  - b. Track & reconcile all office cash (Register and Petty cash).
  - c. Prepare/Assist with preparation of yearly department budget proposals.
  - d. Assist/ensure fiscal year procedures are followed (billing, payroll, deposits, & petty cash).

Town of Marblehead  
Position Description

4. Human Resources:
  - a. Hiring: Coordinate/prepare/schedule/assist with: CORI & SORI checks, physical appointments, employee histories, and personnel files for all employees (seasonal, part time, and full time).
  - b. Assist with any accidents reports and claims as needed.
  - c. Assist with personnel issues as needed (payroll, vacation/sick/personal time, scheduling, etc.)
5. Permits & Scheduling: Check/update scheduling in computerized building schedule and permit scheduling book daily; ensure copies of proper insurance are attached for any events as required. Organize/coordinate/schedule/receipt/process/assist with permits and payments for: Facility usage, Park usage, Float storage, Pram rack usage, Public gardens usage, Boat and Trap storage, Memorial benches, and any other department permits applications as submitted.
6. Program registrations:
  - a. Coordinate with Recreation Supervisor to ensure program brochure, web site, and the RECTRAC program are correct and up to date.
  - b. Ensure all registrations/permission forms submitted are complete, have correct fees, and all fees are receipted correctly for deposit.
  - c. Primary Registrar: process registrations received for any recreation programs in RECTRAC
7. Web site management: Coordinate with the Superintendent and Recreation Supervisor regarding:
  - a. Posting/updating recreation program flyers and information
  - b. Posting/updating athletic field condition alerts
  - c. Posting/updating department related "notify me" alerts
  - d. Posting/updating all forms, permits, policies, & applications related to the dept.
  - e. Posting/updating calendar, Department information, links & directions related to the dept.
8. Other correspondence & Information when needed:
  - a. Create/Assist with preparing the Department's Annual Town Report.
  - b. Create/Assist with Dept. e-mails, sort and process daily regular mail.
  - c. Prepare/coordinate correspondence and mailings as required.
  - d. Ensure phone system works properly and general recorded information is kept updated.
  - e. Keep the office informational binders and bulletin boards updated.
9. Other duties of a similar nature and complexity as directed, including:
  - a. Man/monitor the customer service window, 2 office phone lines, and dispatch radio.
  - b. Assist with facility issues as needed (alarms, access, scheduling maintenance, etc.)
  - c. Filing (update, archive, and shred/destroy as required): Recreation program registrations; Bills, bill schedules, and payroll schedules binders/files; Employee folders; Permits applications (facilities and parks); other related Department documents/files (Accident reports, job applications, etc.).

Preferred Background: College and 3 to 5 years of experience in business administration and management is desirable. Computer, database, accounting, and analytical skills are required.

**RECREATION & PARKS DEPARTMENT**  
**REQUEST FOR MEMORIAL BENCH**  
**FOR REGISTERED MARBLEHEAD RESIDENTS ONLY**

Today's Date: Aug. 21, 2013

Resident in memoriam: RICHARD D. HOLBROOK

Dates of residency: Jan 16, 1931 — Aug. 1970 / Aug 1997 to October 27, 2012

1<sup>st</sup> Location desired: Redd's Pond

Alternate location desired: \_\_\_\_\_

Inscription desired (see pricing information):

In loving memory of RICHARD D. HOLBROOK

"TO THOSE LEAVING ON THE SUSTAINING INFINITE, TODAY IS BIG WITH  
BLESSINGS." M.B.E.

Other information (use back if needed): \_\_\_\_\_

**I understand and will comply with the Marblehead Recreation, Parks, & Forestry Memorial bench policy attached.**

Name: CHRISTINE K. HOLBROOK  
(Please print)

Signature: Christine K. Holbrook

Address: 123 FRONT ST. 01945

Telephone: 781 631-7277

Fee: \_\_\_\_\_ Paid: \_\_\_\_\_

Application approved by: \_\_\_\_\_

\_\_\_\_\_  
Superintendent, Recreation & Parks

\_\_\_\_\_  
Date

# Hamond Nature Center rental application

Date of application:

9/30/13

Name of applicant:

Lisa Indelicato - Marblehead Conservation Commission

Day & Date of event:

Sunday Oct. 20<sup>th</sup>

Times (including set up & clean up):

2:00 - 5:00 PM

Event description & expected attendance (use separate page if needed):

Girl Scout Town-wide Campfire

NOTE: Property is under the jurisdiction of the Marblehead Conservation Commission and requires joint approval. Requests must be compatible with the nature center uses.

Hourly rental fee	\$50.00 (Up to 3 hour rental, \$100 minimum)
Security deposit	\$50.00
Park Staff detail fee	\$125.00
Special requests:	* Note: special requests will be submitted at the next regular Commissioner's meeting (1st and 3rd Tuesday's of each month) for fee amounts and approval.

A copy of a standard 1:3 million insurance certificate naming the Town of Marblehead as an additional insured is required to be filed with the application.

Applications are processed during regular business hours (M - F 8am - 5pm). standard applications take 1 - 3 business days to approve. 1 permit is for up to 3 hours of use (including set up / clean up time)

Please submit the security deposit check at the time of application (made out to "The Town of Marblehead"). Final payment is due within 2 business weeks after approval. Note: Sorry, the Town doesn't accept credit cards. The security deposit check will be destroyed or returned once the property is inspected after use.

Cancellations/refunds: request in writing at least 5 business days before the scheduled event.

**\*\* Alcoholic beverages are prohibited on property. \*\***

It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Conservation Commission 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 / <input checked="" type="radio"/> NO
OFFICE USE:		
Park detail required? (see detail sheet)	Police required? (631-1212)	Insurance required?
<input checked="" type="radio"/> YES / <input type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO	<input checked="" type="radio"/> YES / <input type="radio"/> NO
\$50.00	(\$125 per unit)	\$
*Security deposit	Park Detail fee	Usage fee
Dates paid and check numbers		



Signature

Lisa Indelicato

Name (Please print clearly)

3 Havenck Ct.

Address

781-990-1495

Telephone

Approved by:

  
Superintendent, Recreation & Parks Department

Date

10/2/13

Approved by:

Marblehead Conservation Commission

Date

# Marblehead Community Center rental permit application

APPLICATION date:		APPLICANT (Name of person paying for the permit):				
DAY/DATE of event:						
TIMES (begin & end times up to 3 hours; includes set up & clean up):				NAME of group/organization (if applicable):		
Event description & expected attendance (use separate page if needed):						
<u>Circle room(s) requested:</u>	Gym (note: no food or beverages allowed)	<u>Game room</u>	Dining room	Conference room	Arts & Crafts room	COA Kitchen
Security deposit (separate check due at time of application):				\$50.00		\$50.00 fee; \$50 separate security deposit; in conjunction with a dining room rental
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?				
YES / NO	YES / NO	YES / NO				
\$50.00	(\$75 minimum)	\$				
*Security deposit	Staff Fee	Usage fee				
Dates paid and check numbers						

Signature of Applicant

Name (Please print clearly)

Address

Telephone

(Continued on next page)





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

September 19, 2013

Douglas May  
1 Philips Street  
Marblehead, MA 01945

Dear Douglas,

At a meeting of the Board of Selectmen on Wednesday, September 18, 2013 it was voted to approve your request to use Fort Sewall on Monday, October 28, 2013 from 4:00 pm – 10:00 pm for the cub scouts annual pack meeting and to have a campfire subject to approval from the Recreation and Parks Department and receipt of the required Certificate of Insurance. Please contact Larry Sands, Chairman Fort Sewall Oversight Committee, to coordinate this event. [Lsands16@hotmail.com](mailto:Lsands16@hotmail.com) 781-631-2482.

Sincerely,

Jeff A. Chelgren  
Town Administrator

kw

cc: Brendan Egan, Recreation and Parks  
Chief Jason Gilliland  
Chief Robert Picariello

**LEGAL NOTICE**  
**TOWN OF MARBLEHEAD**  
**CONSERVATION COMMISSION**

The Marblehead Conservation Commission will hold a public hearing beginning at or after 7:15 PM on **October 10, 2013** on an application filed by the **Town of Marblehead Recreation & Parks Department** for the **proposed removal of existing bushes from the parking lot islands at the Devereux Beach Parking Lot/Float Storage Area** in an area subject to the Wetlands Protection Act and the 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.

Walter Haug, Chairman  
Marblehead Conservation Commission

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Requested Insertion Date: October 3, 2013

Please Invoice:     Town of Marblehead  
                             Recreation & Park Department  
                             Attn: Brendan Egan, Superintendent  
                             10 Humphrey Street  
                             Marblehead, MA 01945  
                             Phone: 781-631-3350

**LEGAL NOTICE**  
**TOWN OF MARBLEHEAD**  
**CONSERVATION COMMISSION**

The Marblehead Conservation Commission will hold a public hearing beginning at or after 7:15 PM on **October 10, 2013** on an application filed by the **Town of Marblehead Water & Sewer Commission** for the **proposed sealing of a decommissioned water inlet chamber at Redd's Pond** in an area subject to the Wetlands Protection Act and the 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.

Walter Haug, Chairman  
Marblehead Conservation Commission

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Requested Insertion Date: October 3, 2013

Please Invoice:     Marblehead Water & Sewer Commission  
                              Attn: Amy McHugh, Superintendent  
                              100 Tower Way  
                              Marblehead, MA 01945  
                              Phone: 781-631-0102

**RECEIVED**

SEP 27 2013



**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:**

Marblehead Water and Sewer Commission

9 Tower Way

Marblehead, Ma. 01945

**Phone:** 781-631-0102

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

**Phone:**

**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:**

Adjacent to 68R Pond Street, small water inlet structure located at the edge of Redd's Pond

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.