



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

01/06/2015

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 called the meeting to order at 7:00PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Chip, Jerry, Sam, and Derek.
 - b) Absent: Linda
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the 11/18/2014 meeting; all in favor.
- 4) **Appearance:** NONE
- 5) **Old Business/New Business**
 - a) Jerry: Turf Blankets – not received and too late in season to order & put down. Will order next years budget
 - b) Chip: School fields. Derek/Sam will get update from where they are at with fields
 - c) Jerry: Lights at Gatchells- Marblehead has purchased the lights and has them and will install in spring.
 - d) Chip: Community Garden: Chip & Tim will be discussing this with the Conservation Committee
 - e) Chip: Haley & Ward: will be attending next Commission meeting to discuss status of project
- 6) **Agenda Items:**
 - a) Paddleboarding: Request for Proposal draft reviewed by commission (see attached). Travis Farley will update Request for Proposal draft and send to commission for final review. Once approved the final copy will be emailed to Becky Curran.
 - b) Recycling: See Tim Shorts report
 - c) State of Department: The department will be changing the office layout to better suit our needs. Chip & Derek met with Tim in regards to structure of department. Chip, Derek, and Tim will be changing some duties/descriptions of positions within the Recreation & Parks department.
 - d) Correspondence: NONE
- 7) **Reports (attached):**
 - a) Tim's: No addendum
 - b) Travis: **Motion:** made and seconded to allow Travis to purchase 3 guitars used for rental for Intro to Guitar class.
- 8) **Timekeeping:** Meeting Adjourned: 9:00 PM. Next meeting to be determined.

Attachments: Meeting Notice and Agenda.



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

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

Recreation & Parks Commission

Name of Board/Committee

Address of Meeting: 10 Humphrey Street, Marblehead MA. 01945 Room: Conference Room

Tuesday

Day of week

January

Month

6

Date

2015

Year

7:00 PM

Time

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

1. Approval of past meeting minutes
2. Reports: Superintendent/Recreation Supervisor
3. Topics:
 - a. Paddleboarding
 - b. Recycling
 - c. State of Department
 - d. Correspondence
4. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: December 29, 2014

Recreation and Parks Commission Meeting
Superintendent Report
January 6, 2015

Town Report

Starting to work on the Recreation and Parks piece. Due on February 4th, 2015. Did Brendan Egan have the commission review?

Community Center Roof

Gym roof has been leaking. Last bad rain storm prior to Christmas forced us to cancel night time programs. Received a quote from Select Construction Company and will receive another quote from Garland Roofing.

Community Garden

Requested that this be added to the Conservation Commission meeting in February so that a "Notice of Intent" application would have to be filed with the Commission for that work.

Trash Collection

Moving to a three day collection cycle for trash pick-up during the week. Weekend trash will need to be reviewed.

Reynolds Playground

Amy McHugh has set up a meeting for Monday, January 12 to review construction of sewer pipeline from Reynolds Playground to SESD plant.

Lynne DeVoe

Lynne has requested help rock base from Seaman's house, 10 Harbor View, to Crocker Park.

Travis Farley

Recreation Supervisor, Town of Marblehead

Tuesday, January 6th, 2015

Recreation Supervisor Report

Programming Updates

- Drop in Programs
 - o Pickleball: 11 today
 - o Volleyball: 10 on Monday
- Program Updates this week:
 - o Multi Sports (Glover) Mondays – 9 enrolled
 - o Multi Sports (Bell) Tuesdays- 10 enrolled
 - o Girls Indoor Soccer – 10 enrolled
 - o Thundercats – 14 enrolled
 - o Saturday Basketball – over 90 enrolled

Upcoming/New Programs:

- Programs Starting in the next few weeks
 - o Special Events:
 - Working on marketing Daddy Daughter Dance, Paint & Sip night, and BU Hockey Game
 - o Week ending on 1/9/15
 - Multi Sports, Pre-K Art Class
 - o Next Week (Week ending in 1/16/15)
 - Karate, Dance Classes through Dancers Dream, World Wide Sports, Improv for grades 2-5, Tuesday at the Museum, Guitar (both youth and adult), and Zumba

Facility & Parks

- Working on gathering quotes for roof of Community Center

Other:

- Working on comparison for online registration. Hope to have final comparison done for next meeting
- Marketing
 - o Booklets went out and getting a lot of great feedback
 - o Started the advertising on wicked local website in December
 - o Bumper stickers just arrived – have already sold a couple
- Would like to create a Strategic Marketing Plan for our Department
 - o Items include: Organizational Review, Demographics, Key Competitors, Identify what we want to achieve out of this marketing, Identify Strength/Weaknesses – Will be ready by next week.
 - What would the commission like to see in increases for the next 5 year
- Reached out to Charles River Kayak
 - o Spoke with Sea Kayak Person Kevin Homer and won't be happening this summer. Will be setting up a meeting in March/April for him to come meet the commission.
- Went to a Social Media Marketing prior to the new year
- Created draft for Request for Proposal for the Paddleboarding this summer.

Hammond Nature Center

- First Hammond Nature Center Committee meeting will be on Tuesday, January 13th at 5pm

- Spoke with Holly Hannaway and we will be coordinating a Little Explorers program in May at the Hammond Nature Center
 - o Audobon and Christine Doner (Peabody Rec Dept) both cannot do anything
 - o