



# TOWN OF MARBLEHEAD

## Recreation & Parks Department



### *Recreation and Parks Meeting Minutes*

05-22-12

**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:** Chairman Chip Osborne called the 05/22/12 meeting to order at 7:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Linda, Bob, and Jerry.
  - b) **Absent:** Derek.
- 3) **Minutes of last meeting(s):** Motion made and seconded to approve the minutes of the 05/10/12 meeting; all in favor.
- 4) **New Commission restructuring:** **Motion** made and seconded to appoint Chip Chairman and Derek Co-Chairman of the 2012-2013 Recreation and Parks Commission; all in favor.
- 5) **Appearances:** Tyler Foley, Geoff Selden, Dylan Woodrow, and Victoria Polwnina appeared to discuss creating a music festival for student musicians at Crocker Park at the end of July. Discussion included sponsorship, funding, insurance, vendors, and other logistics. After discussion, **Motion** made and seconded to approve a music festival at Crocker Park from noon to 9 PM on Saturday 7/28/12 with the Recreation & Parks Dept. co-sponsoring the event pending all insurance, costs, logistics, and legalities are coordinated and resolved with the Town through Jim and Brendan; all in favor. The group will set up an appointment with Jim to begin coordinating and will get the proposal into written form.
- 6) **Appointments:** **Motion** made and seconded to vote on any staff appointments at any point during the meeting if appropriate; all in favor.
- 7) **Reports (see attached). Addendum:**
  - a) **Jim:**
    - i) **Motion** made and seconded to approve staff appointments as listed in Jim's report (see attached); all in favor.
    - ii) Sailing: discussion of upgrading equipment, boats, opening dialog with MHS Sailing Coach Nick Burke, and expanding to adult sailing and boat rentals. Jim is already in the planning stages on upgrades and expansions, and he will contact Nick.
    - iii) Discussion of getting equal advertising in the Reporter that the YMCA and JCC get. Jim is already investigating all advertising avenues and has created a newsletter (see attached) to be posted and advertised through the "Notify Me" system on the Town website. Jim will also ensure a draft of any upcoming brochures will be presented to the board before releasing it to the public.
  - b) **Brendan:**
    - i) **Motion** made and seconded to approve seasonal maintenance staff appointments as listed on Brendan's report (see attached); all in favor.
    - ii) **Motion** made and seconded to approve Headers sports staff appointments as listed on Brendan's report (see attached); all in favor.
    - iii) **Motion** made and seconded to approve beach Supervisor staff appointments as listed on Brendan's report (see attached); all in favor.
    - iv) **Motion** made and seconded to approve beach maintenance staff appointments as listed on Brendan's report (see attached); all in favor.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

- v) **Motion** made and seconded to approve Lifeguard appointments as listed on Brendan's report (see attached); all in favor.
- vi) **Motion** made and seconded to approve request to change dates of use for Seaside tennis courts 5 & 6 by Columbia Pictures as listed on Brendan's report; all in favor.
- vii) **Motion** made and seconded to empower Brendan to coordinate any small last minute logistic details with Columbia Pictures on the Board's behalf that are not contractual changes; all in favor. Company would like to put up a 20x40 tent on the corner of the beach property for costume changes; Brendan will coordinate.
- viii) Discussions:
  - (1) Discussion of hiring a beach manager for next year; no action taken.
  - (2) Discussion of mowing schedule; no action taken.
  - (3) Discussion of Coffin Fund use for Fort Sewall; no action taken.

8) **Old Business:**

- a) **Memorial Park:** Chip outlined the next phase of renovations and reports the Veterans Agent is very happy with phase 1. Chip had a favorable discussion with the Town Manager regarding the possibility of coordinating a joint effort between departments to get walkways redone, and is hoping to coordinate using revenue from Columbia Pictures for property use on the next phase of the project. Discussion of other sources of revenue for the project and upkeep of the park, to include selling memorial benches and plaques for 8 foot sections of fencing. After discussion:
  - i) **Motion** made and seconded to create a 1 page sheet defining qualifications of Veterans allowed to be memorialized; all in favor.
  - ii) **Motion** made and seconded to create a Memorial Park endowment fund; all in favor. Brendan will contact the Finance Department on procedure.
  - iii) **Motion** made and seconded to deposit any revenue made from the sale of Memorial items at Memorial Park into the endowment fund; all in favor. Brendan will contact the Finance Department on procedure.
  - iv) Discussion of investigating the legalities and logistics of putting together a volunteer group to work on landscaping and gardening projects at the Park next September such as re-seeding and weeding.
- b) **Scholarships:** Discussion of creating a Department scholarship fund under the discretion of the Superintendant; Brendan will contact finance.

9) **New Business:**

- a) **Correspondence (see attached):**
  - i) FYI (No actions required): Thank you notes (2), Notifications (3).
  - ii) To be determined:
    - (1) Permit application: Old North Church. **Motion** made and seconded to approve pending proof of insurance and waive fees; all in favor.
    - (2) Permit application: Marblehead Rowing Club. **Motion** made and seconded to approve as received; all in favor.
    - (3) Permit application: YMCA. **Motion** made and seconded to approve pending proof of insurance and receipt of all fees; all in favor.

b) Other:

- i) Sam Ganglani: Appeared per Chips request to discuss staying involved with several sub-committees. After discussion:

- (1) **Motion** made and seconded to approve Sam as the Chairman of the Sports sub-committee; all in favor.
- (2) **Motion** made and seconded to approve Sam as the Chairman of the Chandler Hovey sub-committee; all in favor.
- (3) **Motion** made and seconded to approve Sam as a member of the Hamond Center sub-committee; all in favor.
- (4) Sam reports having a conversation with Youth Soccer's Ted Cook; Soccer is going to put aside \$10 from every registration into a fund specifically for grounds maintenance and upkeep which the Department can then request donations, similar to the way the Shattuck fund operates. Sam hopes to have all Youth Sports Leagues do something similar.

ii) Chip:

- (1) Movies: Chip suggested the department look into renting an inflatable movie screen to have an outdoor movie event featuring Adam Sandler movies this summer. Brendan and Jim will investigate the details.
- (2) Handicapped access at Fort Sewall: Stu Curtis via Dave Rogers asked the Commission to look into handicapped access at the Fort's upper walkways to view the ocean. Brendan reported the Fort Sewall Sub-Committee already has that item on their agenda.
- (3) Open Meeting Laws: Discussion regarding Bob recusing himself from discussions and activities that may become a conflict of interest due to his involvement with several of the Youth Sports organizations.

- iii) Jerry: Reports a barrel has appeared at the Dog Park. Brendan will ask Reggie to remove it as the dog park is strictly "pack out".

iv) Bob:

- (1) Seaside Grandstands: Tom Roundy mentioned seating in the grandstand is in need of maintenance. Brendan will contact Tom.
- (2) Fund raising: Suggested donation funds could be mentioned in a future monthly newsletter. Jim will try to incorporate.

- v) Shattuck fund request (see attached): After discussion, **Motion** made and seconded to request \$40,000 for phase 2 of the Memorial Park project; all in favor. Brendan will draft a request.

10) Timekeeping:

- a) 9:00 PM: **Motion** made and seconded to extend the meeting 15 minutes; all in favor.
- b) Meeting adjourned at 9:15 PM.

11) Next meeting to be posted: Tuesday June 5, 2012 at 7:00 PM.

Attachments: Meeting notice and agenda; Reports and attachments (2); Thank you notes (2); Notifications (3); Permit applications (3); Shattuck Fund letter.



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

Tuesday

Day of week

May

Month

22

Date

2012

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 May 10, 2012 meeting

Appearance: 7:15 p.m. Tyler Foley - concert

1. Commission reorganization
2. Staff reappointments
3. Harold B. and Elizabeth L. Shattuck Memorial request

Old Business

New Business:

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 5/16/12

Jim Sullivan  
Recreation Supervisor, Town of Marblehead  
Tuesday, May 22<sup>nd</sup> 2012

## **Recreation Supervisor Report**

### **Health forms/Immunizations & Physicals on Registration Forms**

New program registration forms released last week on 5/15/12. In collaboration with the Board of Health we successfully removed physical/immunization records from the basic registration form for all programming. Physical and immunization records are only required by state law if it is licensed as a camp. (Currently no program is considered a camp)

### **Current programs:**

Multi Sports (Midway point)

Monday Pre K - 18 participants

Monday MS Eveleth – 11 participants

Tuesday MS Bell - 9 participants

Thursday MS Bell -5 participants

Friday MS Glover - 9 participants

### **Recent programs:**

Babysitting Program, 5/19: 21 participants

**Summer Staff:** Recommend the following names to the commission for summer employment 2012.

#### **Seaside Playground Program:**

Sean Sylvester (Returning), Todd Delisle (Returning,) Lucia Chalek (New), Nicole Magnet (New)

#### **Gerry Playground Program:**

Mark Imber (Returning), Brittany Woodfin (Returning), Dylan Woodrow (New), Maisie Miller (New)

### **Sailing Program:**

Kathryn Booras (Sailing Director), TBA (Instructor #1), TBA (Instructor # 2)

**Sailing Program:** Seasonal staff currently working on prepping the boats, the goal will be to have 4 precisions in the water with 1 on land for dry boat training. With the approval of the commission Katie Booras will be the Sailing Director of the program. Recently graduated from Tufts University and was on the sailing team. She has her Level 1, 3 sailing instructor's license.

**Session 1:** 4 enrolled   **Session 2:** 4 enrolled   **Session 3:** 4 enrolled   **Session 4:** 5enrolled

**Program Advertising/Promotion:** Finalizing June newsletter that contains information on upcoming events, programs and staff. Monthly newsletters will be featured on the website and emailed out by "Notify Me." Currently, in the beginning stages of the Fall programming guide.

# MARBLEHEAD

## RECREATION AND PARKS

### Newsletter

781-631-3350

June 2012

[www.marblehead.org](http://www.marblehead.org)

10 Humphrey Street, Marblehead

Marblehead Community,

As the new Recreation Supervisor I have a number of exciting and new ideas to share with you and the community. Within this newsletter you will find information on upcoming programs, special events, and other recreation news. In the upcoming months you may see some slight changes within the department, all for the better. One of the first changes you may have already noticed is our new registration form. In working with the Board of Health we have simplified the registration process. No longer will you need to search and hunt down physical/immunization records when signing up for basic programming with us. Fill out the basic registration form and you are done!

Summer is fast approaching, so please be sure to check out all of our great summer offerings online or stop into the office. For questions on any of our programs or programming ideas, please contact Jim Sullivan at 781-631-3350 or visit us online at [www.marblehead.org](http://www.marblehead.org).

Sincerely,

*Jim Sullivan*

Recreation Supervisor Town of Marblehead  
[sullivanj@marblehead.org](mailto:sullivanj@marblehead.org)

### JUNE CALENDAR

Upcoming programs/events

**Summer Multi-Sports Program (Ages 8-12)**  
Monday, June 25th - August 17th (weekly sessions)  
9:00AM - 1:00PM @ Village School, side playground  
Fee: \$150 per session

**Boys' Lacrosse Clinic (Boys Grades 4-6)**  
Monday, June 25th - Friday, June 29th  
9:00AM - 12:00PM @ Marblehead H.S. Lower Field  
Fee: \$125

**Girls' Field Hockey (Girls Grade 5-9)**  
Monday, June 25th - Friday, June 29th  
9:00AM - 12:00PM @ Seaside Park  
Fee: \$125

**Sailing Session I (Ages 8-1)**  
Monday, June 25th - July 6th (Off 7/4)  
8:30AM - 2:00PM @ Gerry Playground (Stramski Way)  
Fee: \$215

**Gerry & Seaside Playground Program**  
Gerry (Grades K - 2) Seaside (Grades 3rd - 7th)  
Monday, June 25th - August 17th (Off 7/4)  
8:00AM - 3:30PM  
Fee: Resident \$375 Non Resident \$425

## SAILING PROGRAM, HEADING IN THE RIGHT DIRECTION



Katie Booras, Sailing Director  
Marblehead Recreation & Parks

The Marblehead Recreation and Parks Department is pleased and excited to introduce our new Sailing Director, Katie Booras. Katie grew up in nearby Swampscott and recently graduated from Tufts University, where she was a member of the Varsity Sailing Team for 3 years. She spent her summers learning how to sail at the Winthrop and Swampscott Yacht Clubs, and taught sailing for five summers at the Swampscott Yacht Club and one summer at Sail MV in Martha's Vineyard. She is very excited to continue to be involved with sailing and to join the Marblehead team!

The Marblehead Recreation Sailing Program aims to provide students with sailing skills and knowledge to sustain lifelong passions for sailing. Classes will be divided into beginner and intermediate groups, which will focus on teaching skills tailored to their experience levels. Sailors will receive certificates at the end of the sessions to record their experiences.

Sailors should expect days to be filled with fun and learning. The morning portion will include classroom instruction and demonstrations of various sailing skills and knowledge. Classroom instruction will be followed with the morning sailing lesson, where students will practice the skills learned in the classroom. After the skills session, sailors will eat lunch, and then use the afternoon portion for racing, games, and free-sail activities. Don't wait and sign up for this exciting program today, space is limited.

**WE HAVE SIMPLIFIED THE REGISTRATION PROCESS!**

**NEW REGISTRATION FORMS CAN BE FOUND ONLINE AT [WWW.MARBLEHEAD.ORG](http://WWW.MARBLEHEAD.ORG)**

# **Recreation Commission Meeting**

**May 22, 2012**

## **Superintendent's Report**

### **Parks / Fields**

The guys have been very busy trying stay on top of the grass with the rain we have been getting over the last two weeks. I asked four staff to work on Saturday morning to catch up on some of the areas that we can't get to during the week. I have three summer staff ready to go (see appointments).

We are in full swing for memorial Day preparations. All properties along the parade route will receive our full attention this week.

Mike Attridge's grandmother passed away and he will be out all week.

### **Devereux Beach**

I am planning to get the boardwalk and picnic tables out this week before Memorial Day weekend. It looks like the weather is going to be nice at the end of the week and we will have plenty of visitors. Jim and I are meeting with Erica Petersol (Lime Rickey's) on Thursday to go over trash issues that arose at the beach last year.

Bob Pappas has removed the gates at the beach and has begun to repair them in his shop. I will be meeting with him to go over the design of the new gate system this week.

### **Seaside Park Tennis Courts**

Vermont Recreational Surfacing and Fence Corp will be in to resurface the courts the week of June 25 – 29. The courts will be done in time for our summer tennis program.

### **Chandler Hovey**

The bathroom building has passed its inspections and I have the contractor finishing the punch list this week. I expect the building to open this weekend.

I have been working with Joan Wheeler on landscaping ideas for the park. She has designed a plan for plantings around the perimeter of the bathroom building. The plantings and labor would be donated to the town and we would just have to prepare the area around the bathroom building. I would like to have a meeting of the Chandler Hovey Park subcommittee to approve the plan so planting can begin.

### **Seaside Park**

The practice zone has been progressing nicely and according to plan. A double gate was installed towards the batting cage end to accommodate large equipment for repairs and an ambulance if necessary.

### **Memorial Park**

The park has been planted and seeded and I am working with the Water Department on a meter and backflow for the water connection. I have spoken with Jane Mace about keeping the watering up on the weekends when there is no staff and she has agreed to water the grass and plants until they are established.

### **Appointments**

I would like to ask the following people be appointed to summer positions with the Marblehead Recreation and Parks Department:

Mike Cohn, Nick Haller and Matt O'Neil – Seasonal Maintenance

Graham Billings and Eric Lundgren – Headers Sports

Martha Anderson, and Gail Davidson – Beach Supervisor

Connor Doliber and Hunter Graves – Beach Maintenance

Luke Chandler, Kathryn Prince, Elizabeth Stevens and Amelia Traynor - Lifeguards

### **Ft. Sewall**

I have asked Bob Papas to look at and repair the bars on the cells at the Fort. They are beginning to deteriorate and need some repair before the Champagne Reception. The Fort Sewall committee is looking into a long term rehab of the cells and will present the plan to the commission at a later date.

### **Columbia Pictures – Grown Ups 2**

Representatives from Columbia pictures have requested revised dates for the tent at Seaside Park tennis courts. The original request was for May 31 – June 2 on courts 5 & 6. The new request is for May 29 - May 31 on courts 5 & 6. I would like to ask the commission to vote to approve the amended request from Columbia Pictures to erect a tent on Seaside Park tennis courts 5 & 6 from May 29 – May 31.

The work at Gatchells Park has begun and they are planning on filming on Friday, June 8 and Monday June 18.

### **Old Business**

### **New Business**

### **Next Meeting:**

To Be Determined



Dear Mr Egan,

Thank you very much for  
supervising and facilitating the project  
of rebuilding the Seaside tennis shed.  
It was incredibly helpful to have  
you as a liaison with the town.  
Everyone really appreciates the  
time and effort you put into the project.

Sincerely,

The Marblehead Boys Tennis Team

Coch. ~~Shawn~~ Saloner

Jim Mike Aaron

Jason Frost

Jake  
Jyle Buck

Steven Goldman

Matt 5'10" 140 lbs. 10/15/11

BEN

EN

Jake  
Michael

Alex  
Rothbard

David L.

Coach Elisabeth Foukard

Chris  
Josh Zeff

Please thank the  
Department that painted  
the sign as well.

We are all so pleased

Sincerely

Carol Cassidy

May 14, 2012

Dear Breanna

Thank you again  
for restoring the sign  
at the Madison C. Putnam  
Field - It looks so  
nice and a great  
Mother's Day gift -



**NOTIFICATION TO THE SITE MAILING LIST**

**CONDUCTED IN ACCORDANCE WITH THE PUBLIC INVOLVEMENT  
PLAN FOR THE FORMER CHADWICK LEAD MILLS SITE  
SALEM/MARBLEHEAD, MASSACHUSETTS**

**MASSDEP RTN # 3-12695**

**May 7, 2012**

This notice is being sent to fulfill the public notification requirements of Section 40.1405(6)(e) of the Massachusetts Contingency Plan (MCP), which states that a minimum 20-day comment period shall be implemented on all submittals for response actions following the Public Involvement Plan (PIP) designation. Accordingly, please be advised that the following document has been added to the local repositories:

- *Class A-3 Partial Response Action Outcome (RAO-P) Statement for the Bike Trail Portion of Site, May 2012.* This Report was submitted to the Massachusetts Department of Environmental Protection (MassDEP) on or about May 7, 2012 and was prepared in accordance with the Massachusetts Contingency Plan (MCP 310 CMR 40.0000). In support of the RAO Statement, a Notice of Activity and Use Limitation (AUL) was recorded at the Southern Essex District Registry of Deeds on April 30, 2012.

The two repositories that have been established for this Site are located at the Abbott Library (235 Pleasant Street) in Marblehead and The Enterprise Center (121 Loring Avenue) in Salem. Please submit all comments by May 28, 2012 in writing or via email to:

Michael Apfelbaum, P.G.                      mapfelbaum@woodardcurran.com  
Woodard & Curran  
35 New England Business Center, Ste 180  
Andover, MA 01810

In addition to the above, it is anticipated that the remaining Response Action Outcome Statements for the entirety of the Former Chadwick Lead Mill Site will be completed within the next few weeks. Based on this proposed schedule, it is anticipated that the remaining two reports will be submitted to MassDEP on or before May 25, 2012:

- *Class A-2 Partial Response Action Outcome (RAO-P) Statement for the Eastern Upland Area, Eastern- and Western-Nonutility Sections, Coastal Resource Area and Salem Harbor.* Anticipated to be submitted to the MassDEP on or about May 18, 2012.
- *Class A-3 Partial Response Action Outcome (RAO-P) Statement for the Western Upland Area.* Anticipated to be submitted to the MassDEP on or about May 25, 2012. Note that since this RAO-P will be the final RAO submitted for the Site, it will be considered the "Master" RAO.
- Comments on these two reports may be submitted in writing or via email by June 19, 2012.

For more information, contact the applicant's representative, Michael Apfelbaum, at Woodard & Curran Inc., (978) 557-8150.

FYI

Abutts  
Conservation  
Land,  
Wet  
Park

# 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:

1. The name and address of the applicant is  
THE MARBLEHEAD CONDOMINIUM TRUST  
40 MID CONSTRUCTION, 9 MOBE ROAD  
MARBLEHEAD, MA 01945
2. The name and address of the applicant's representative is  
SEAN PATNOWICZ, P.E.  
14 BROWN ST., SALEM, MA 01970

3. 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. RE-SIDING REPAIRS

- 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.

4. Location of proposed activity:  
THE BOOMS HOUSE, 147 FRONT ST.
5. Copies of the application filed may be examined at the office of the Marblehead Conservation Commission c/o the Marblehead Engineering Department, Mary A. Alley Building, 7 Widger Road, Marblehead, MA 01945 (781-631-1529) between the hours of 8:00 AM and 5:00 PM on Monday, Tuesday and Thursday and from 8:00 AM to 6:00 PM on Wednesday and from 8:00 AM until 12:30 PM on Friday.
6. Copies of the application filed may be obtained from either the applicant or the applicant's representative as indicated below:

- Applicant at

- ☒ Applicant's representative at 978-836-6400 (cell)  
SEAN PATNOWICZ, P.E.

7. Information regarding the date, time and place of the public hearing regarding the application filed may be obtained from the Marblehead Conservation Commission, c/o the Marblehead Engineering Department, 7 Widger Road, Marblehead, MA 01945 by calling 781-631-1529 during normal business hours as previously indicated above.
8. Notice of the public hearing to include the date and place will be published in either the Marblehead Reporter, Salem Evening News, or the Lynn Item least five (5) business days before the hearing.
9. Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.
10. 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.

**Notification to Abutters under the Massachusetts Wetlands Protection Act and  
Marblehead Wetlands Protection Bylaw**

FYI

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:

Abutts  
~~Grass~~  
Conservation  
Land,  
Not  
Park

1. The name and address of the applicant is  
MARILYN SMITH  
26 CHURCHILL ROAD, MARBLEHEAD, MA.  
01945
2. The name and address of the applicant's representative is  
SWOPI PATROWICK P.E.  
14 BROWN ST., SALEM, MA 01970
3. 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. POOL DEMOLITION / LANDSCAPING
  - ☒ 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.
4. Location of proposed activity: 26 CHURCHILL ROAD
5. Copies of the application filed may be examined at the office of the Marblehead Conservation Commission c/o the Marblehead Engineering Department, Mary A. Alley Building, 7 Widger Road, Marblehead, MA 01945 (781-631-1529) between the hours of 8:00 AM and 5:00 PM on Monday, Tuesday and Thursday and from 8:00 AM to 6:00 PM on Wednesday and from 8:00 AM until 12:30 PM on Friday.
6. Copies of the application filed may be obtained from either the applicant or the applicant's representative as indicated below:
  - Applicant at \_\_\_\_\_
  - Applicant's representative at 978-236-6400 (cell)
7. Information regarding the date, time and place of the public hearing regarding the application filed may be obtained from the Marblehead Conservation Commission, c/o the Marblehead Engineering Department, 7 Widger Road, Marblehead, MA 01945 by calling 781-631-1529 during normal business hours as previously indicated above.
8. Notice of the public hearing to include the date and place will be published in either the Marblehead Reporter, Salem Evening News, or the Lynn Item least five (5) business days before the hearing.
9. Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.
10. 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.

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <div style="text-align: center;">May 9, 2012</div>	APPLICANT (name of person paying for permit): <div style="text-align: center;">OLD NORTH CHURCH</div>
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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: Sundays beginning June 24th through Sunday, Sept. 2, 2012	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 7:30 a.m. to 9:00 a.m.
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EVENT DESCRIPTION & expected attendance (use another page if needed):  
To hold our 8:00 a.m. Sunday morning worship services for approximately 125 people.

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

Chandler Hovey Park

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) due to hardship? (waivers determined at next Board meeting)	<input checked="" type="radio"/> YES / NO
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Need - Needs insurance  
- Fee waived

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

Approved by:

Superintendent, Recreation & Parks Department

Date approved

OK'd by board 5/22

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>May 3<sup>rd</sup> 2012</b>	APPLICANT (name of person paying for permit): <b>Terrie Leake (Marblehead Rowing Club)</b>
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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: <b>Sunday June 3<sup>rd</sup> 2012</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>9am - 2pm</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed):

**Community Rowing Day ~ 20-30 people**

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

**Riverhead Beach (town side of boat ramp)**

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:	<b>\$25.00</b>	Due at time of application		<b>\$100.00 fee;</b> <b>Insurance required with ALL applications (see above);</b> <b>No security deposit required</b>	<b>Fees based on request (*see note); please describe on another page</b>
Resident fee:	<b>\$25.00</b>	Due upon approval			
Non - residents security deposit:	<b>\$50.00</b>	Due at time of application			
Non - resident fee:	<b>\$50.00</b>	Due upon approval			
Catered event (Clambake, etc.)	<b>\$2 per person; minimum \$100.00 - \$50 Security Deposit</b>				

**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) due to hardship? (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)?
<b>YES / NO</b>	<b>YES / NO</b>	<b>YES / NO</b>
(\$125 per unit)	\$	\$
<b>—</b>	<b>25-</b>	<b>25-</b>
Detail fee	Usage fee	Other fee
<b>—</b>	<b>#3509</b>	<b>#3510</b>
Dates paid and check number(s)		

**(Terrie Leake)**  
Signature of applicant

**Terrie Leake**  
Name (Please print clearly)

**2 Shorewood Rd**  
Address

**781-639-0412**  
Telephone

**\* 781-856-4156**

Approved by:

Superintendent, Recreation & Parks Department

Date approved

AK L L 9 SL

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>5/12/12</b>		APPLICANT (name of person paying for permit): <b>Lynch/Nan after 4MCA - Emily Hudak</b>			
<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 <u>naming the Town of Marblehead as an additional insured</u> is <b>REQUIRED</b> to be provided with the request <u>at the time of application</u> .					
EVENT Day & Date: <b>Sunday, June 17th</b>			TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>1:00 - 4:00pm</b>		
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Family Amigos Race. Hopins for 10-15 families participating</b>					
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <b>Seaside Park - Next to grandstand, away from baseball field.</b>					
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:	<b>\$25.00</b>	Due at time of application		<b>\$100.00 fee;</b> <b>Insurance required with</b> <b>ALL applications (see</b> <b>above);</b> <b>No security deposit</b> <b>required</b>	<b>Fees based on request</b> <b>(*see note); please</b> <b>describe on another page</b>
Resident fee:	<b>\$25.00</b>	Due upon approval			
Non - residents security deposit:	<b>\$50.00</b>	Due at time of application			
Non - resident fee:	<b>\$50.00</b>	Due upon approval			
Catered event (Clambake, etc.)	<b>\$2 per person; minimum \$100.00 - \$50 Security Deposit</b>				
<b>PAYMENT:</b> 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.					
<b>APPROVAL:</b> 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.					
* <b>Note:</b> special requests determined by the Board at their next meeting, including fee amounts and any restrictions.					
<b>CANCELLATIONS / REFUNDS:</b> requests <b>must</b> be in writing at least 5 business days before event (sorry, no "rain out" refunds).					
<b>RESTRICTIONS:</b> Open fires (bonfires) and alcoholic beverages are <u>prohibited</u> 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 damage or injury to the property or of such use of the accommodations described above, and engages to make the same good. The undersigned further agrees to pay promptly such charges as may be made for the use of the property.					
Request fee waiver(s) <u>due to</u> <u>hardship</u> ? (waivers determined at next Board meeting)		YES / <b>NO</b>			
<b>OFFICE USE:</b>					
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?			
<b>YES</b> / <b>NO</b>	<b>YES</b> / <b>NO</b>	<b>YES</b> / <b>NO</b>			
(\$125 per unit)	\$	\$			
<b>—</b>	<b>25—</b>	<b>25—</b>			
Detail fee	Usage fee	Other fee			
<b>—</b>		<b>\$67919</b>			
Dates paid and check number(s)					

- Needs insurance  
- Needs Fee (\$25)

Approved by:

Superintendent, Recreation & Parks Department

Date approved

OK by Board 5/22



May 3, 2012

Brendan Egan, Superintendent  
Recreation, Parks & Forestry Department  
Ten Humphrey Street  
Marblehead, MA 01945

Re: Harold B. and Elizabeth L.  
Shattuck Memorial Fund

Dear Brendan:

As Trustee we are pleased to announce the availability of \$175,000 to be distributed to the five organizations that benefit from the Shattuck Memorial Fund.

Please do not assume that the same amount will be distributed in the future, as this amount will fluctuate depending on market conditions.

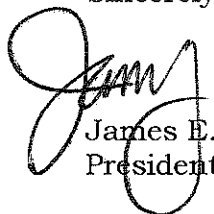
Under the terms of the Trust the beneficiaries must request funds from the Trustee and they shall do so by submitting a request in writing, signed by a duly authorized officer of the organization, which request shall state the amount requested and the purpose for which the requested funds are to be used.

The trust document states that it is the donor's intention that the Trustee shall have the right at any time, or from time to time, to exclude any or all of the beneficiaries and to make unequal distributions. If your organization does not currently have a use for these funds, you certainly may apply for less than an equal share; on the other hand, you may also apply for a greater amount.

Enclosed is a request form that covers the above requirements. I would appreciate your returning the request form to me by Friday, June 15, 2012.

Please call me if you have any questions.

Sincerely,

  
James E. Nye  
President

Enclosure

**HAROLD B. AND ELIZABETH L. SHATTUCK MEMORIAL FUND**

**INFORMATION REQUIRED FOR REQUESTING FUNDS**

Date:

Name of Organization, Address, Name of Contact Person:

Phone and Fax Numbers:

Amount Requested:

Purpose for which funds are to be used. Please attach any documents that you believe will help the Trustee in making its decision, i.e. annual financial audit.

Brief summary of results achieved from previous support received from Shattuck Memorial Fund.

Signature of authorized person with title:

**All requests should be sent to the National Grand Bank, P.O. Box 4, Marblehead, MA 01945, Attn: President.**