



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



***Recreation and Parks Meeting Minutes***

07-02-12

**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 07/02/12 meeting to order at 7:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Linda, and Jerry.
  - b) **Absent:** Bob.
- 3) **Minutes of last meeting(s):** Motion made and seconded to approve the minutes of the 06/20/12 meeting; all in favor.
- 4) **Appearance:** Doug Church appeared to discuss his boat being towed from Devereux Boat Storage (see attached timeline). After discussion Board agreed every reasonable attempt was made to work this situation out; no other actions will be taken.
- 5) **Reports (see attached). Addendum:**
  - a) **Brendan:**
    - i) **Lead Mills:** **Motion** made and seconded to submit a PARC grant application on behalf of the town of Marblehead, which is a joint application with the City of Salem, for the acquisition of the lead mills site in the amount of \$400,000 and to authorize the chairman to sign on behalf of the board; all in favor.
    - ii) **Fort Sewall bathroom renovation proposal (see attached):** **Motion** made and seconded to approve the expenditure of \$1,600 from the Curtis Coffin fund to cover the cost of paint and repairs; all in favor.
  - b) **Jim:** Absent; report tabled.
- 6) **Old Business:**
  - a) **Memorial Park grant/work:** See Brendan's report. Discussion of use of funding for project; no action taken.
  - i) **Music Festival "Ham Jam" (see attached):** **Motion** made and seconded to approve with ONLY the following conditions: fees waived for permit and park staff detail and act as co-sponsor for insurance purposes; all in favor.
- 7) **New Business:**
  - a) **Correspondence (see attached):**
    - i) **Tardiff Bench Application:** **Motion** made and seconded to approve; all in favor.
    - ii) **FYI (No actions required):** Notice of Decision.
  - b) **Marine Corps Event:** August 3-4, will be advertised throughout town.
  - c) **Kayaking/Paddleboard:** Kayak Learning Center backed out of doing classes at last minute; will now be run by Little Harbor Boathouse Rowing and Paddling Center.
- 8) **Timekeeping:** Meeting Adjourned 8:15 p.m. Next meeting: TBD

*Attachments: Meeting Notice and Agenda; Doug Church Time Line; Report with attachments; Music Festival request; Bench request; Notice of Decision.*



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: Game Room

<u>Monday</u>	<u>July</u>	<u>2</u>	<u>2012</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 June 20, 2012 meeting

Appearance: 7:30 - Doug Church

1. Superintendent and Recreation Supervisor reports
2. Memorial Park - grant / work
3. Fort Sewall - bathroom building painting

Old Business

New Business:

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 6/27/12

Town of Marblehead

# MEMORANDUM

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TO: Marblehead Parks & Recreation Commission  
FROM: Jeff A. Chelgren, Town Administrator  
RE: Complaint – Doug Church  
DATE: June 20, 2012

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I have received a letter of complaint (see attached) from Mr. Doug Church regarding the handling of a recent boat storage issue down at Devereux Beach. Upon receipt of the letter I asked Brendan Egan to provide me with a summary of his actions as they relate to this incident (also attached for your review).

I reviewed the matter with Brendan and then called Mr. Church on Wednesday, June 20<sup>th</sup>, to discuss. I explained to Mr. Church that it was my opinion that the matter was handled appropriately by Brendan and that the towing of the boat was a logical conclusion to the sequence of events. I further explained that I find no reason to offer reimbursement for the towing expense especially in light of the patience exercised by Mr. Egan over what appears to be a 5 month period of time.

Mr. Church was not satisfied with this answer and I then explained to him that I would be glad to forward this to the Marblehead Parks and Recreation Commission as they would be his final recourse. He indicated that he would prefer that I do so. Therefore, please accept this package of information as a summary of the complaint and the resulting actions by my office. If you should have any questions or would like me to attend a meeting to discuss, I will make myself available as appropriate.

RECEIVED JUN 14 2012

To Whom It may Concern, On Saturday May 19th  
I was washing my Boat Behind the Park + Rec Shed At  
the beach. The head of the Park + Rec Brendon Came over  
to tell me that that Boat Had to be moved from Behind  
the Shed Be Tuesday 5/22/12. So on Monday 5/21/12 the  
Boat was moved from the shed, to the Parking Lot at  
the Beach, with a flat tire. On Tuesday 5/22/12 I  
Removed the Tire and got it fixed and Back on the  
trailer on Thursday May 24th. The Boat was sold  
and I told that to Brendon on Tuesday and Friday.  
When I saw Brendon on Both those days. He never said  
Anything to me that the Boat Had to be moved  
never! So on Sunday 5/27/12 The person who bought  
the Boat and His Son and myself went over to the  
Beach with Titles in hand, with A \$3000 check  
made out to me, And the Boat was gone! I was  
Told By friends that the Boat was towed. I was  
Not told By Brendon on Tuesday or Friday that the  
Boat Had to be out of there. I was Also told  
By the Police Department over →

That I went to see on Tuesday 5/29/12 that everybody was notified that Had A trailer or Boat to get it out of there By 10 Am Sunday, which I never was! If I was told to move I would Have moved to Riverhead till Noon, when I went Over there to pick the Boat up to sell it There. Where boats At Riverhead that where behind the Shed. I was not told in Anyway to move my boat not by Brendon or by the Police Department. Now Im out \$3000 Dollars for my Boat and \$217 for the tow which I know the town Should pay for the tow. I was not notified in Any shape or form to move my Boat from the Beach. All I Had to do was ~~been~~ be notified, It would have taken 5 minutes to bring it to Riverhead. I know Im Intitled to the \$217 for the tow, for these Reasons

Lucy Chubb

6-13-12

## Doug Church Timeline

December 6, 2011

- Boat Storage behind Devereux Beach garage approved by Recreation and Parks Commission pending approval of agreement by Town

December 20, 2011

- Devereux Beach added to Marina Liability Insurance endorsement
- Winter boat / lobster trap agreements approved
- Receive first signed agreements
- Attempts made to reach Doug Church, owner of boat that has been left behind Devereux garage for last year

January 2012

- Contact is made with Mr Church

February 17, 2012

- Mr. Church submits Winter Storage Application / Agreement
- Mr. Church states that he is out of work and does not get regular pay checks; asks if he can submit payment in two weeks when he gets paid next and I agree
- Payment never received

March 2012

- Contacted Mr. Church regarding payment for boat storage and states he is trying to sell boat
- Mr. Church cannot come up with fee and I agree to allow him to keep the boat at the beach as long as the boat is out by May 15 deadline

May 11, 2012

- Reminder letter to boat and lobster trap storage people that items must be out by May 15, 2012

May 17, 2012 ?-

- While at the beach I run into Mr. Church cleaning his boat behind beach garage. He told me he was selling it and needed to find someone to tow his boat out from behind the garage because his truck was not big enough. I agreed to give him some extra time to get it moved.

May 21, 2012

- Ran into Mr. Church at the beach and he informed me the boat trailer had a flat tire and he was trying to get money to fix it.

May 23, 2012-

- While at beach I saw Mr. Church and he informed me the tire was getting fixed and he was going to be removing the boat

May 25, 2012

- While at beach with Recreation Supervisor and, Jim Sullivan, I witnessed Mr. Church fixing the flat on his trailer. He told me the boat was going to be out that night or by Saturday (May 26) at the latest.

May 26, 2012

- While at the beach meeting with Lime Rickey's owner, Paul Petersiel about the lack of parking I notice approximately 6 boat trailers, 2 with boats on them, parked perpendicular across parking spots
- I took MS numbers and plate numbers and asked the Police dispatchers if they could track down the owners and ask them to remove their boats/trailers. If they were not removed by Sunday, May 27 at 11:00 a.m. they would be towed.
- Mr. Church's boat was in the parking lot at this time. I did not contact him because he told me on Friday, the boat would be out that night or Saturday at the latest.

May 27, 2012

- Boats / trailers still in the lot at 9:00 a.m. I called dispatch and asked them to continue with towing the boats/trailers at 11:00 a.m. if they were still there.

June 11, 2012

- Mr. Church's boat appears in the lower parking lot of Gerry Playground (Stramski's)

**Recreation Commission Meeting**  
**July 2, 2012**  
**Superintendent's Report**

**Parks / Fields**

The tennis courts at Seaside Park have been completed and will be opened on July 4 for a "free" day of tennis. I have been working on a plan to do the fencing and will have a total cost at a future meeting.

**Devereux Beach**

I am having three new "Rules & Regulations" signs made to replace the current signs. The wording on the signs has begun to melt.

I would like to purchase a York rake for the removal of seaweed at the beach. The cost of the rake is \$1,499 and I would be purchasing it out of the revolving account (beach parking).

**Memorial Park / Shattuck Request**

We have been awarded a grant in the amount of \$40,000 for Phase II of the Memorial Park project. I will be seeking bids in August for work to be done in the fall (see attached).

**Lead Mills**

The town meeting article of the acquisition of the lead mills property authorized the recreation and Park commission to sign the application on behalf of the town. This is required by the grant even though it is held by the conservation commission.

I would like to ask the commission to vote to submit a PARC grant application on behalf of the town of Marblehead, which is a joint application with the City of Salem, for the acquisition of the lead mills site in the amount of \$400,000 and to authorize the chairman to sign on behalf of the board.

**Fort Sewall**

The bathroom building at Fort Sewall was painted, the roof was power-washed of moss and some shingles were replaced last week. I would like to ask the commission to vote to approve the expenditure of \$1,600 from the Curtis Coffin fund to cover the cost of paint and repairs.

**Old Business**

**New Business**

- Pete James is having elbow surgery and will be out 8 weeks. His surgery is scheduled for the third week in July and we should expect him back in September.

**Next Meeting:**

To Be Determined





Urban Landscape Architecture  
1000 Massachusetts Avenue, Suite 100  
Cambridge, MA 02139  
Tel: 617.452.1234  
Fax: 617.452.1235  
www.ubla.com

DATE: 09/07/01  
REV. DATE:  
REVISION:  
22/6/02

MEMORIAL PARK  
PHASE I PLANTING

PHASE I  
PLAN

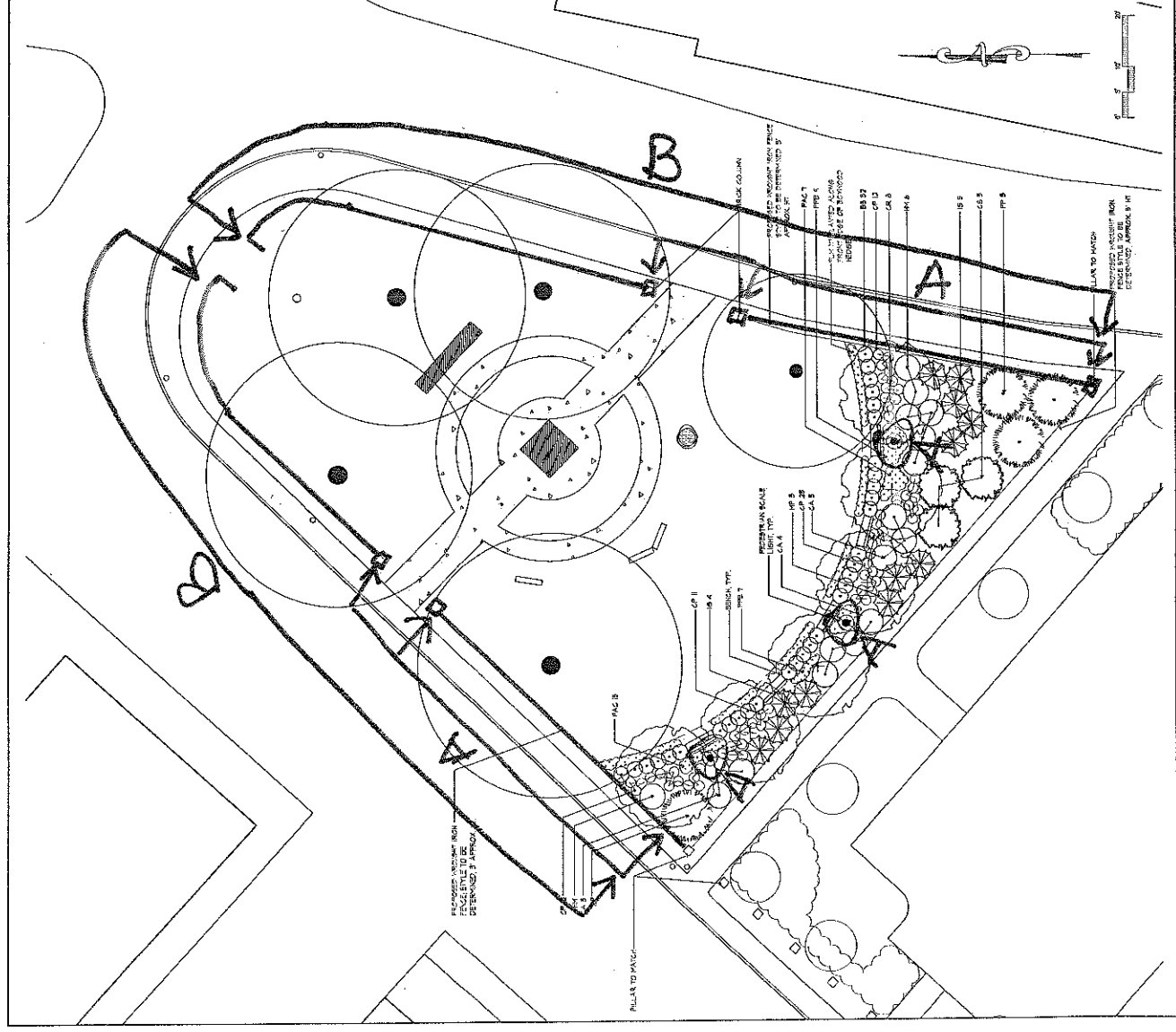
SCALE: 1" = 10'  
DWN BY: RAB  
REV BY: RAB

LI

# Phase II

A - 4' wrought iron  
w/granite to middle  
walkway & flights

B - Everything in A  
and fencing to flagpole



SYMBOL	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	NOTE
1	QUERCUS ROBUR	WHITE OAK	10	14" DBH	
2	QUERCUS ROBUR	WHITE OAK	10	14" DBH	
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**Griffin Contracting Services  
180 Loring Ave.  
Salem Ma. 01970  
978/740/2394 – 781/405/1045**

**Fort Sewall, Bath house:  
Attention, Brendan Eagan  
Marblehead Park and Recreation Department**

**Painting Estimate: exterior trim 06/21/2012**

**Roof Moss** – Spray with chemical to kill moss, scrape and wire brush moss from roof.

**Prep work**- Scrape and sand all loose paint from surfaces to be painted. Minor carpentry repairs will be done where needed

**Finish work**- Apply two coats of finish, exterior latex flat paint, self priming "Flood deck paint" color is Benjamin Moore rich chestnut, Doors will be done with "Iron clad" latex semi gloss equipment paint.

**Labor cost - \$1600.00**

**Payment schedule is 50% \$800.00 at start of project and the remaining 50% \$800.00 upon completion**

**Authorized signature:**

A handwritten signature in black ink, appearing to read 'Michael F. Griffin', written over a horizontal line.

**Griffin contracting services:  
Michael F. Griffin owner: 06/21/2012**

2 Wyman Rd  
Marblehead, MA 01945-2028  
June 10, 2012

Marblehead Parks and Recreation Commission  
10 Humphrey St.  
Marblehead, MA 01945-2028

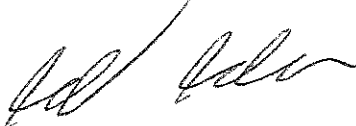
We are formally proposing the idea of a non-profit summer outdoor music festival. We will have local high school and college-age musicians from around the Commonwealth perform. Our primary objective is to donate any funds procured from this music festival to organizations including the Marblehead Cares Coalition and the Plummer Home in Salem. Also, funds will be collected via donations from those who wish to attend and donate to the music festival. We want to promote local businesses that have cart and vending licenses by asking them to support our cause by catering our festival. This music festival is meant to attract people of all age groups, including people from other towns. Moreover, this music festival is designed to promote a safe and family friendly environment. It is also our intent to unite the community of Marblehead. Our target audience is primarily students and families, however this does not exclude anyone who wishes to attend.

The student committee organizing this event consists of Victoria Polunina, Geoff Selden, Dylan Woodrow, Leo Chalvin and Tyler Foley. Ideally this music festival will be held at Crocker Park on July 28th starting with set up at 8:00 a.m. with the beginning of the actual festival at 12:00 p.m. and running until 8:00 p.m. with clean up until 9:30 p.m. We will be asking Terry's Ice Cream, and either Romano's or Tony's pizza to help cater the event providing they have cart and vending licenses. We already have a growing list of bands that are willing to perform at this festival. We will obtain stage and tent rentals, as well as a police detail to fill the requirement of security. In the event of inclement weather, we are currently arranging a rain location.

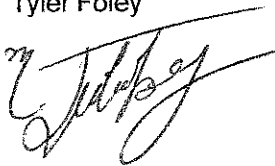
We are asking Marblehead Parks and Recreation to help us co-sponsor this festival. We are also requesting that Marblehead Parks and Recreation cover the expenses of the permit, the expenses of the insurance and the expenses of the electric bill. This will be enormously helpful to the success of our endeavors, and will not only be beneficial to the festival itself, but also to the Town of Marblehead because it will enhance the quality of this festival. Also this will enable us to use the donated funds from the audience to support Marblehead Cares and the Plummer Home. We have already contacted Department of Health and in the event that vendors need to be supplied hand-washing machines, we ask that the Board of Park and Recreation cover the cost of the rentals. In the case of bad weather, we request that the Marblehead Board of Park and Recreation allows us to use it's gymnasium.

Sincerely,

Geoff Selden



Tyler Foley



Victoria Polunina



Leo Chalvin



\* Request fee waiver

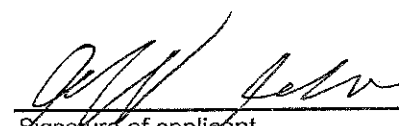
Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <b>6/24/12</b>		APPLICANT (name of person paying for permit): <b>Geoffrey D. Selden - Ham Jam</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 at the time of application.					
EVENT Day & Date: <b>Saturday, 7/28/2012</b>			TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>8:00 a.m. - 9:30 p.m. (Performances 12:00 - 8:00 p.m.)</b>		
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Music Festival w/ an expected attendance of 300-400 people</b>					
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <b>Crocker Park</b>					
Available Facilities:	<u>Devereux beach - barbeque pavilion</u> (2 grills in season)	<u>Devereux beach - Garfield Pavilion</u> (2 grills in season)	<u>Gerry Playground (on Stramski Way)</u> (2 grills in season)	<u>Wedding ceremonies:</u> Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	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:	\$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				
<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.					
* Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions.					
<b>CANCELLATIONS / REFUNDS:</b> requests must 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 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 <b>YES</b>
---	------------------------

OFFICE USE:		
Park detail required? (see detail sheet) <b>YES</b> / NO	Police detail needed? (631-1212) <b>YES</b> / NO	Insurance required (wedding, large event)? <b>YES</b> / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

  
 Signature of applicant  
**Geoffrey D. Selden**  
 Name (Please print clearly)  
**2 Wyman Rd., Marblehead**  
 Address  
**978-302-7236**  
 Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

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

Today's Date: June 25, 2012

Resident in memoriam: ARTHUR J. TARDIFF

Dates of residency: 1963 to 2009

1<sup>st</sup> Location desired: Castle Rock

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

Inscription desired (see pricing information): (Tentative)

\_\_\_\_\_  
IN LOVING MEMORY  
ARTHUR J. TARDIFF 1931-2009  
A KIND AND GENTLE MAN  
\_\_\_\_\_

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

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

Name: DOROTHY A. TARDIFF Signature: Dorothy A. Tardiff  
(Please print)

Address: 17 Devereux St.

Telephone: 781-631-6525

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

dorothy@tardiff.us

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

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

\_\_\_\_\_  
Date



## **Town of Marblehead Planning Board**

Mary Alley Municipal Building  
7 Widger Road  
Marblehead, MA 01945  
Telephone: 781-631-1529  
Fax: 781-631-2617

### **MARBLEHEAD PLANNING BOARD NOTICE OF DECISION**

At a meeting of the Marblehead Planning Board held on June 12, 2012 the board voted to issue the following site plan approval special permit:

**Petition of:** Gregory Mahan

**Location:** 77 Bubier Road **Assessor Map:** 94 Lot: 27

**Request:** Site plan approval special permit

**Description:** Construction of an addition to an existing single family residential structure

**Decision:** Filed with Town Clerk June 26, 2012

*This notice is in compliance with MGL chapter 40A and does not require action by the recipient. Any appeal of this decision shall be made pursuant to Chapter 40A and filed with 20 days from the date which the decision was filed with the Town Clerk.*