



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



***Recreation and Parks Meeting Minutes***

10-02-12

**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 10/02/12 meeting to order at 7:30 PM.
- 2) **Attendance:**
  - a) Present (constituting a quorum): Chip, Derek, Linda, Jerry, and Bob.
  - b) Absent: None.
- 3) **Minutes of last meeting(s):** Motion made and seconded to approve the minutes of the 09/18/12 meeting; all in favor.
- 4) **Appearances:** Walter Jacobs appeared to present a scope of work plan (attached) for the Board's consideration. Discussion included: roofing, siding, materials, lighting, HVAC, insulation; department staff use, contractors and subcontractors use, security, safety features, utilities, and design. Walter walked through the property with 3 different contractors and got a ball park figure of @ \$100 K for "phase 1" of the project (basement, locker storage, roofing and siding). Board thanked Walter for all his work and will begin considering how to raise funds for "phase 1" to be done as soon as possible; Brendan will contact the Town Planner to discuss the procedures for bidding contractors and subcontractors.
- 5) **Reports (see attached). Addendum:**
  - a) Jim's: No addendum.
  - b) Brendan's:
    - i) Float Storage: distributed Notice of Intent (see attached); public meeting scheduled 10/11/12.
    - ii) Memorial Park: estimate of \$8900.00 from Dave Peach for granite installation; Brendan will seek 3 bids.
    - iii) Gatchells': Brendan working with Sports Turf Specialties and Youth baseball regarding "Double A" and "Major League" field repair.
    - iv) Redd's Pond: Board OK with weed removal as proposed.
- 6) **New Business:**
  - a) Brendan's (see report). Addendum: Facility Stickers. Board feels an increase to \$75.00 is too much for people only wanting to go to the beach that don't use the transfer station. They instead would like the Board of Health to do 2 stickers: a \$55 transfer station sticker and a \$30 beach sticker which would allow the stickers to be put on the correct side of the vehicles for each location. The Board believes this will also increase revenue for the Town. Brendan will relay this feedback to the Board of Health.
  - b) Dept Reorganization: Brendan feels it is time to update policies and procedures in the department. This would include updating job descriptions and specifically defining procedures for full time, part time, and seasonal park maintenance staff, office staff, and recreational staff to include standard safety and operating procedures, hierarchy, responsibilities, accountability, and expectations. Brendan will work with the staff, the Union, and the Town Administrator to ensure compliance with all laws, policies, and contractual agreements. Board in agreement and will help as needed; Brendan will begin working on updating job descriptions immediately.
  - c) Jerry: Jerry received a request from a resident to have a Christmas tree in Memorial Park. Board agreed a Christmas tree in the park is inappropriate. The Chamber of Commerce is also looking for a place to have a Town Christmas tree and is in discussion with the Town.
  - d) Correspondence (see attached): 3 Informational items; no actions required.

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

7) **Old Business:**

a) **Brendan's (see report). Addendum:**

- i) Park Staff to do the removal of the ceiling of the Stramski Garage to check the structure underneath before any roof proposals are put out to bid.
- ii) CDM Smith Proposal: Chip queried the board regarding spending revolving fund money for the creation of a concept plan. Discussion included: seeking other bids for the rendering; scope of project; fill; irrigation; partnering with the Charter School; and funding. Chip estimated the costs of all documentation/renderings for the project could go as high as \$80K for all the plans required. After discussion: **Motion** made and seconded to allow Brendan to put together a concept plan rendering spending no more than \$20K from the revolving fund; all in favor.

b) **Reynolds' Playground:**

8) **Timekeeping:** Meeting Adjourned: 9:33 PM; Next meeting: TBD.

*Attachments: Meeting Notice and Agenda; Stramski house scope of work drawings; Reports (2) with attachments (1); FYI Correspondence (3).*



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

Tuesday  
Day of week

October  
Month

2  
Date

2012  
Year

7:30 PM  
Time

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

Approval of minutes from September 18, 2012 meeting

1. Appearances: 7:35 p.m. - Walter Jacob - Stramski house update
2. Dept. Reorganization - Policy and Procedure discussion
3. Reynolds Playground discussion
4. Superintendent and Recreation Supervisor reports

Old Business

New Business:

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 9/28/12

PROJECT TEAM

**CLIENT**  
#Client  
Strawds Way  
Marshfield, MA 01745

**ARCHITECT**  
Architect Walter Jacob, LTD  
3 Pleasant Street  
Marshfield, MA 01745  
# 781-631-7441  
# 781-631-7441  
e: Walter@archtwoof.com

**SURVEYOR**  
**NA**

**CONTRACTOR**  
TBD

## ZONING INFORMATION

NOT APPLICABLE

### LOG OF ISSUED DRAWINGS

[illegible]

**ABBREVIATIONS:**

ALUM.	aluminium
CEM.	ceramic tile
ENK	enabling
ERF	erasing / to erase
EC	the early culture cabinet
ECG	electrocardiogram
GC	printed / leaded
GWB	gypsum wall board
GWA	gypsum wall board
HQAC	hardening / wetting
HT	hardening / wetting
MEP	mechanical electrical & plumbing
MNL	metals
MNL	metals
MS	not to scale
PS	pounds per square foot
PT	pressure treated
PID	printed
STL	stair and groove
VF	very in field
VP	vertical pointer on blackboard
WD	wetted / moisture resistant board & wall cladding
WP	wetted / moisture resistant
REF	refer
O.H.	on hand
O.O.	on hand

## SYMBOLS

	INTERIOR ELEVATION
	ROOM/AREA DEFINITION
	PARTITION TYPE
	WINDOW TAG
	EXTERIOR ELEVATION REFERENCE
	NORTH ARROW
	DOOR AND DOOR DIMENSION (WIDTH & HEIGHT)
	NEW WALL
	EXISTING WALL TO REMAIN
	WALL TO BE DEMOLISHED
	SECTION MARKER
	SECTION DETAIL
	REVISION TO DRAWING
	DETAIL MARKER
	DIMENSION STRING
	CENTERLINE
	FIRE EXTINGUISHER CABINET
	SMOKE DETECTOR - HARDWIRED
	BATTERY POWERED SMOKE DETECTOR
	HEAD DETECTOR - HARDWIRED

## DRAWING INDEX

- A3.1 Cover sheet & Project Information
- A1.0 Basement Level Plan
- A1.1 First Level Plan
- A1.2 Roof Plan
- A2.1 Elevations
- A2.2 Elevations
- A6.0 Basement Level/Reflected Ceiling Plan

### PROJECT DESCRIPTION

This project includes:  
THE REMOVAL OF AN EXIS. BASEMENT LEVEL  
TO CONSTRUCT A UNCONDITIONED LOCKER ROOM,  
CONDITIONED ACCESSIBLE BATHROOMS INCLUDING  
SHOWERS, A RETAIL SPACE & FUNCTION SPACE, WASHER &  
DRYER AREA, DEMOLITION WILL BE BY OTHER EXCEPT AS  
NOTED, ROOFING WILL BE BY OTHERS.

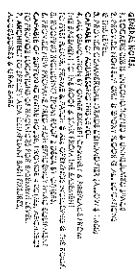
Walter Jacob Architect, LTD

3 Pleasant Street  
Marblehead, MA 01945  
781.631.7440

CS.1

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scale	AS SHOWN
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checked	WJ
project	2011-021

STRAMSKI YACHT CLUB  
Stramski Way, Marblehead, MA 01945



Basement Level Plan  
10.02.12 Pricing Documents

Weller Jacob Architect, LTD  
3 Pleasant Street  
Marblehead, MA 01945  
781.631.7440

A1.1

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scale  
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checked  
project  
2011-021

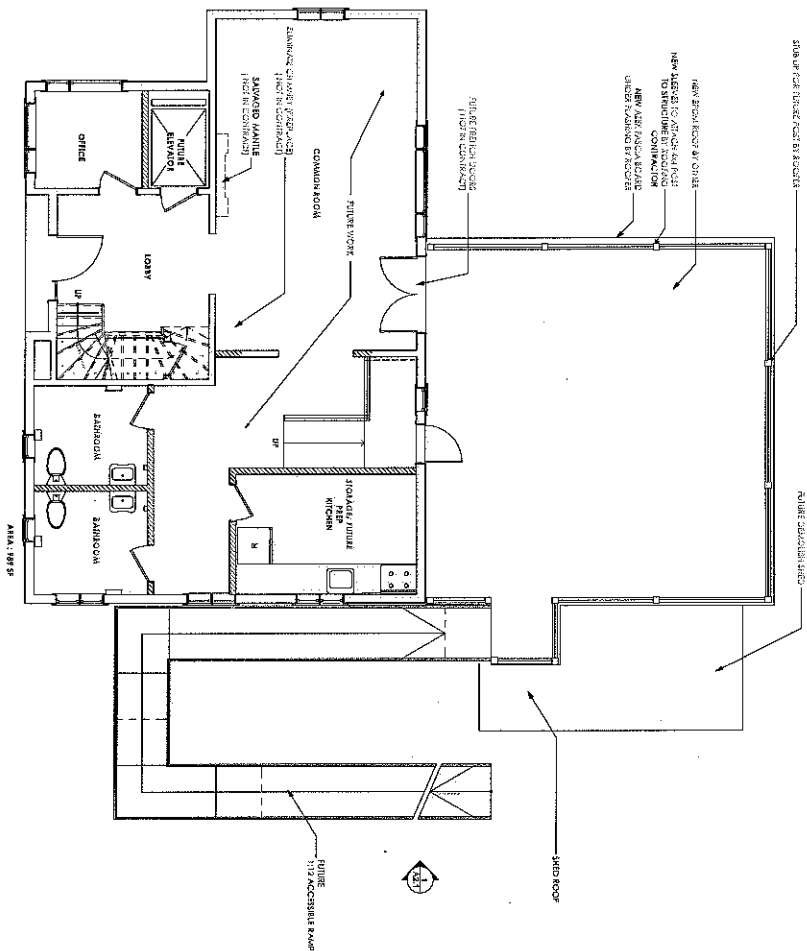
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2011-021

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2011-021

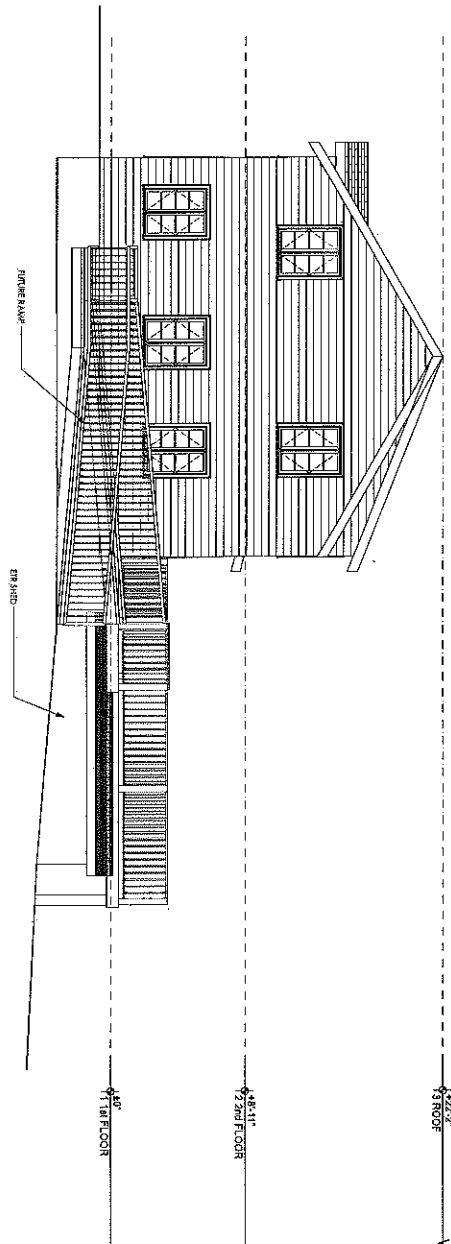
# STRAMSKI YACHT CLUB

Stramski Way, Marblehead, MA 01945

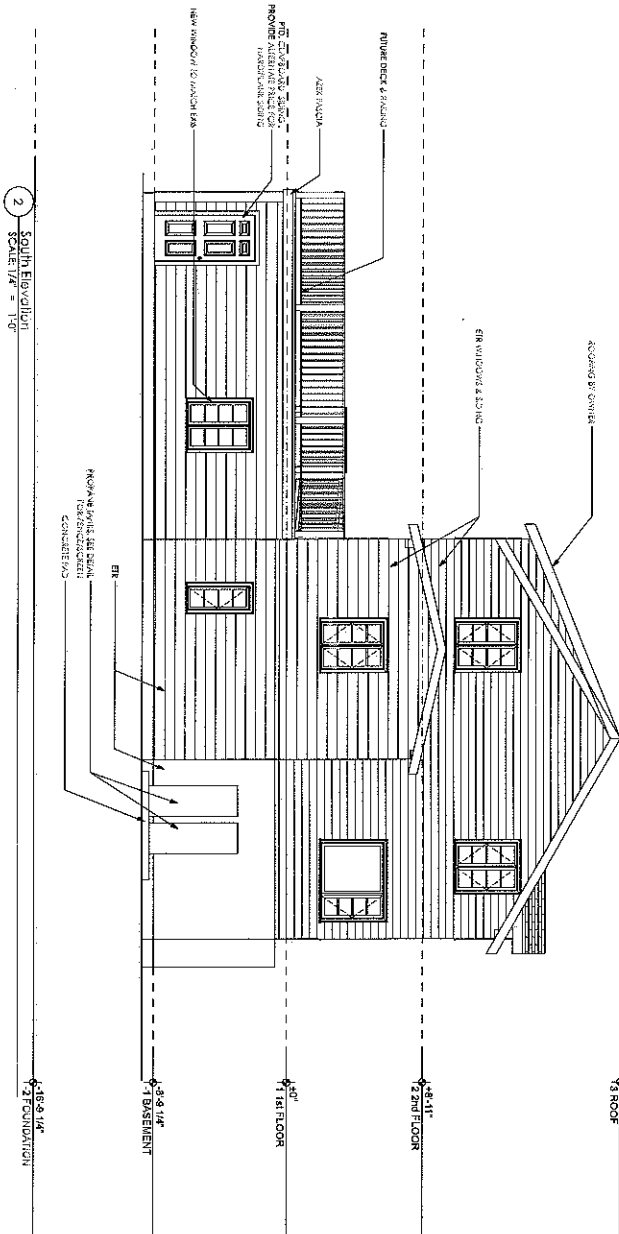


1 First Floor Plan  
SCALE 1/4" = 1'-0"

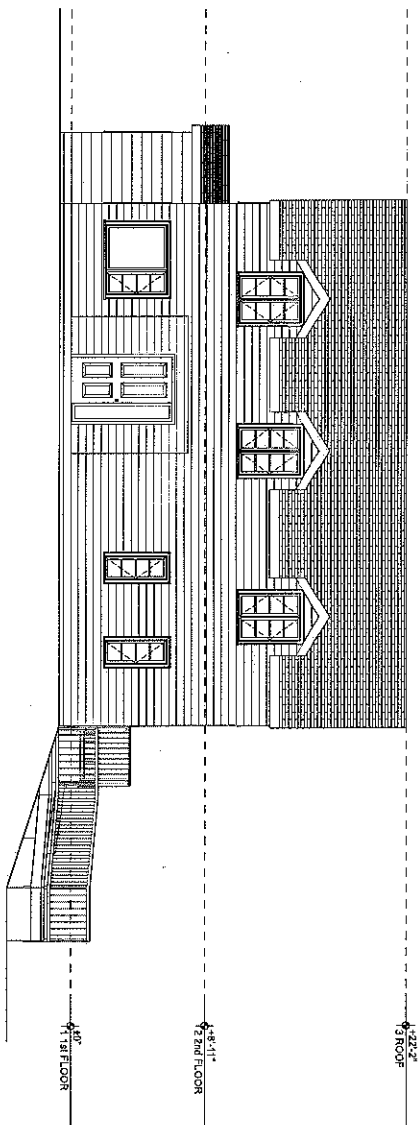
10.02.12 Pricing Documents



1 North Elevation  
SCALE: 1/4" = 1'-0"



2 South Elevation  
SCALE: 1/4" = 1'-0"



**Elevations**

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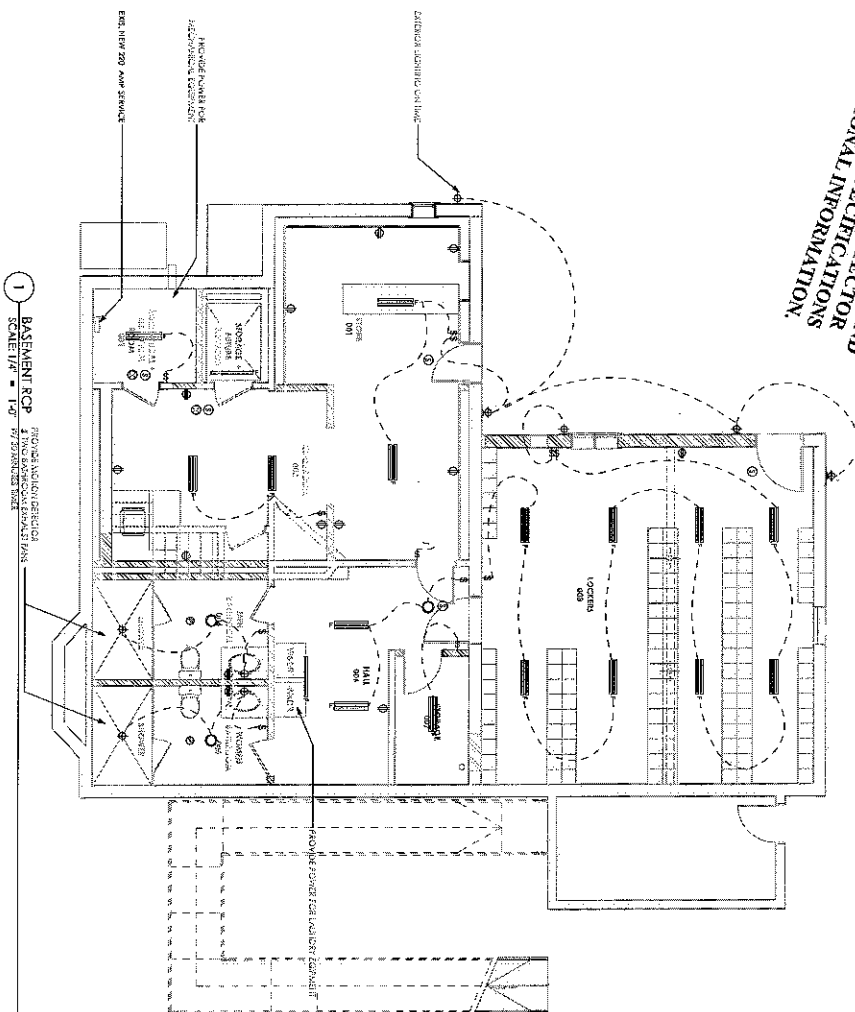
**10.02.12 Pricing Documents**

Stramski Way, Marblehead, MA 01945



## A6.0

SEE FLUOR PLANS FOR SMOKE AND CARBON MONOXIDE DETECTOR LOCATION. SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION.



- ## LIGHTING ELECTRICAL SYMBOLS
- ☛ Calling for Lighting Fixture
- ☛ **Overhead Lighting Fixture**
- ☛ **Pendant Type Lighting Fixture**
- ☛ **Recessed Lighting Fixture**
- ☛ **Ballast Fitted (or to be added)**
- ☛ **Ballast Fitted w/ Light (omitted to be added)**
- ☛ **Wall Mounted Light**
- ☛ **Surface Mounted Fixture**
- ☛ **Surface Mounted Puff Style**
- ☛ **Under Counter Light**
- ☛ **Recessed Light**
- ☛ **Flow outlet**
- ☛ **Thermostat**
- ☛ **Electrical Outlet (as shown and as per code)**
- ☛ **Switched Outlet (outlet from original location w/ switch)**
- ☛ **Switch**
- ☛ **Door Jamb Switch**
- ☛ **3 way Switch**
- ☛ **Smoke Detector - Hardwired**
- ☛ **Carbon Monoxide Detector**
- ☛ **Heat Detector - Hardwired**
- ☛ **Calling Light(s) and Manual**
- ☛ **Cable Television**
- ☛ **Circuit**
- ☛ **Isolatable Outlet**
- ☛ **Point to Point (provide Catalog # & connection to hub location)**
- ☛ **The Speaker**
- ☛ **The Junction (ductwork)**

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project	2011-021

STRAMSKI YACHT CLUB

Stramski Way, Marblehead, MA 01945

**Basement Level Reflected Ceiling Plan**  
**10.02.12 Pricing Documents**

Jim Sullivan  
Recreation Supervisor, Town of Marblehead  
Tuesday, October 2nd 2012

## Recreation Supervisor Report

### **Programming Updates**

- Multi Sports After School Programs
- Tuesday, Mini Sports
- Pre Engineering w/LEGO begins tomorrow (7 Enrolled)
- Tuesday/Sunday Badminton Drop-In (re-evaluation of program/pricing)
- Currently have all CORI/Insurance Certificates from contractors.

### **Winter/Spring Programming Guide & Advertising**

- Taking program proposals/planning for winter & spring programming guide
- Planned release date December 10<sup>th</sup> (looking into bulk mailing options with USPS)
- October Newsletter mailed to email listings
- Purchased a new "sandwich board" for programming advertising along Humphrey St.

### **Special Events/Miscellaneous**

- Touch-a-Truck: According to Kristin Goedkoop, event went off very well no issues  
Highway Department provided event with bull dozer, loader, and street sweeper
- Working on cleaning, organizing and taking inventory in back closet, game room, crafts room, and outdoor storage.

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

**Parks / Fields**

The staff has been over seeding and fertilizing the athletic fields and should be finished by the end of the week.

**Memorial Park**

The contract for memorial park has been drawn up and sent to Cassidy Brothers Forge, Inc. I expect it back to us at some point next week.

**Gatchells**

I have been meeting with representatives from baseball about the work needed on the Double A field at Gatchells. The fields have been marked out and we are looking at a combined project with our staff and the baseball to rehab the Double A field and repair the edges on the Major League field. I will have a cost estimate early next week.

**Reds Pond**

I received an email from a neighbor at Red's Pond regarding the phragmites in the pond. She would like to have them removed, at her expense, before they become a larger problem. She has a landscaper (Plants and Pleasantries) who is ready to go if approved.

**Float Storage**

I have been working with Town Counsel and the Conservation Commission on a Notice of Intent and Order of Conditions for Riverhead and Devereux Beach. The request will cover all of the work that is done on the property as it pertains to hauling, storage, repair, maintenance, and launching of floats. The NOI will be heard at the Conservation Commission meeting on Thursday, October 11, 2012.

**Old Business**

- Gatchell's basketball courts – Truebounce has installed the new backboards and the court has received the final coat of asphalt. I have spoken with N E Sealcoating and they are looking at the end of this week to put down the latex surface.
- Beach – The lifeguard chairs, boardwalks, signs, parking shed, mobi-matt and some of the picnic tables have been brought in for the season. We left out a few benches and picnic tables under the main pavilion.
- CDM Smith proposal – What did you think?
- Stramski Roof – I mistakenly copied the wrong sheet for the Stramski house roof repair. The cost to repair / replace the garage roof would be \$2,378.00 if our staff does the work with supervision from the Garland Company and \$7,373.00 (estimated) if we bid the project. The main house roof is estimated at \$9,990.00. This was the average of three companies that Garland uses to bid on jobs. I would like to put the two projects out to bid as one large project. I think we will be able to get a better together than split as two projects.

**New Business**

- Facility Stickers – The Board of Health is currently reviewing the cost of the Facility Sticker. In comparison with other towns and basic inflation the board feels that the price should be raised to \$75.00 with additional stickers costing \$10.00, which is the current price. In the past the Park and Recreation Commission has weighed in on the cost of the facility sticker. The Board of health would like some feedback so they can make their decision.

**Next Meeting:** October ?, 2012

# 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 11, 2012** on an application filed by the **Town of Marblehead, Recreation & Parks Department** for marine related activities and property maintenance activities on land commonly known as **Riverhead Beach and Devereux Beach (Assessors parcels 93-1, 93-1A, 93-2, 94-1 & 94-2)** on **Ocean Avenue** in areas 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.

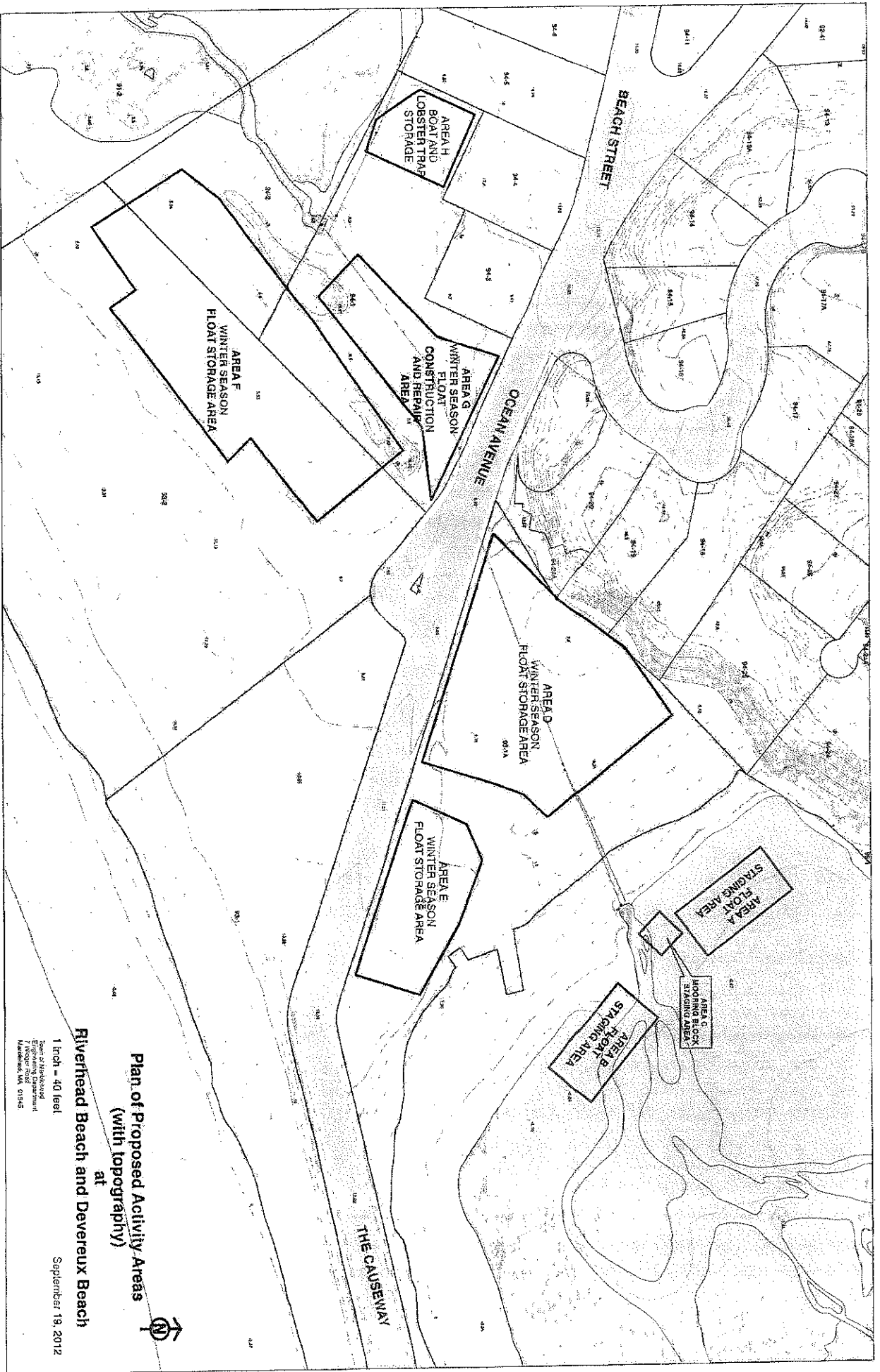
Walter Haug, Chairman  
Marblehead Conservation Commission

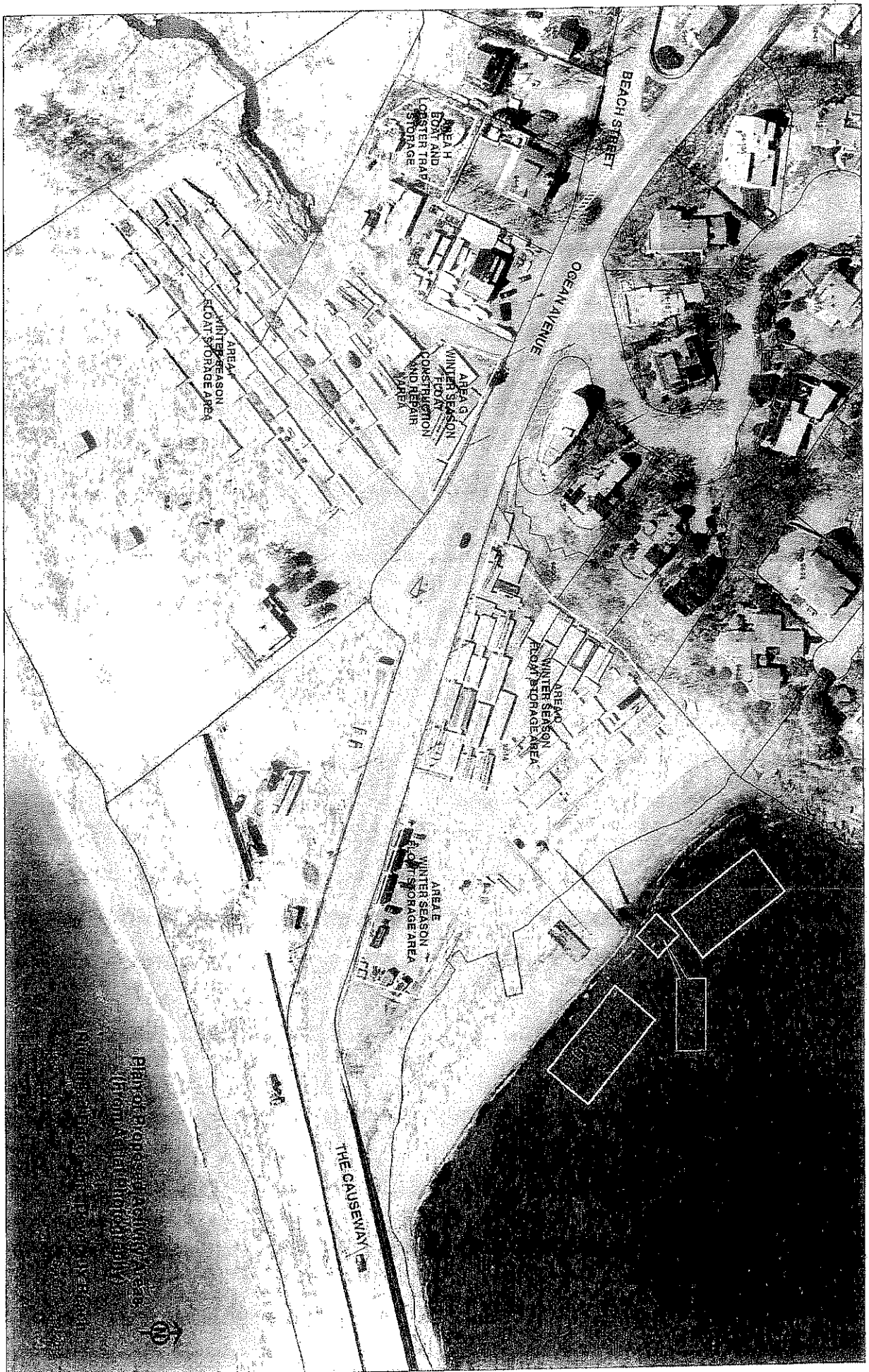
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Requested Insertion Date: October 2, 2012

Please Invoice:

Town of Marblehead  
Recreation & Parks Department  
Attention: Brendan Egan, Superintendent  
10 Humphrey Street  
Marblehead, MA 01945  
Phone: 781-631-3350





Plan of Proposed Activities Areas  
(Thematic Map)



**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:**

**Town of Marblehead  
Recreation & Parks Department  
10 Humphrey Street  
Marblehead, MA 01945  
Phone: 781-631-3350**

**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: Riverhead Beach and Devereux Beach on Ocean Avenue, Marblehead, MA (Assessors parcels 93-1, 93-2-1A, 93-2, 94-1, & 94-2)**

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.



FYI

## 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:

Andrew Petty  
Town of Marblehead Board of Health  
7 Widger Road PO Box 98  
Marblehead MA 01945

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

Stephen E. Wright, P.E.  
Kleinfelder  
215 First Street Suite 320  
Cambridge MA 02142

3. Type of application:

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 and the Marblehead Wetlands Protection Bylaw.  
**For Landfill Closure and New Transfer Station Construction Project**

4. Location of proposed activity:

5 Woodfin Terrace, Marblehead, MA 01945

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 Municipal 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 7:30 PM on Wednesday and from 8:00 AM until 1:00 PM on Friday.

6. Copies of the application filed may be obtained from either the applicant or the applicant's representative as indicated below:

Marblehead Board of Health, 7 Widger Road, Marblehead, MA 01945 (781 631-0212) 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.

Applicant's representative at Kleinfelder 215 First Street, Cambridge, MA 02142 (617 498-4624) between the hours of 9:00 AM and 5:00 PM Monday through Friday.

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, Mary A. Alley Municipal Building, 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, time and place will be published in the local newspaper indicated below at least five (5) business days before the hearing.

Marblehead Reporter

1. Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.
2. You may also contact the Massachusetts Department of Environmental Protection at DEP Northeast Regional Office, 205B Lowell Street, Wilmington, MA 01887 (978 694-3200) regarding this application and the Wetlands Protection Act.



**Town of Marblehead  
Zoning Board of Appeals**

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

**LEGAL NOTICE  
TOWN OF MARBLEHEAD  
BOARD OF APPEALS**

The Board of Appeals will hold a public hearing on **Tuesday, October 23, 2012 at 8:30 PM** in the Selectmen's meeting room of Abbot Hall, 188 Washington Street, Marblehead, on the application of **Deidra Colcord** to vary the application of the present Zoning By-law by allowing a Special Permit to construct an addition and deck at **59 Orne Street, Map 187 Parcel 13**, in a Shoreline Central Residence District, Harborfront District and Historic District. The new construction is within the rear yard setback and exceeds the 10% expansion limits on a pre-existing non-conforming property that has less than required rear yard setback, side yard setback and exceeds the maximum height allowed.

This hearing is held in accordance with the provisions of the Marblehead Zoning Bylaw, and Chapter 40A of the General Laws as amended. All interested persons are invited to attend.

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

Alan Lipkind, Secretary  
Board of Appeals