



TOWN OF MARBLEHEAD

Recreation & Parks Department

Recreation and Parks Meeting Minutes



10-23-12

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 10/23/12 meeting to order at 7:30 PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Chip, Derek, Jerry, and Bob.
 - b) Absent: Linda.
- 3) **Minutes of last meeting(s):** Motion made and seconded to approve the minutes of the 10/02/12 meeting; all in favor.
- 4) **Reports (see attached). Addendum:**
 - a) Jim's: No addendum.
 - b) Brendan's: No addendum.
- 5) **8:00 PM:** Superintendent, Recreation Supervisor and Clerk left meeting (See attached separate minutes).
- 6) **8:55 PM:** Superintendent, Recreation Supervisor and Clerk returned to meeting and resumed taking minutes.
- 7) **Old Business:**
 - a) Job descriptions update: Brendan and Jim are still collecting and reviewing the current job descriptions that are on file with the union to begin updating them.
 - b) Memorial Park update: See Brendan's report.
 - c) Conservation Commission wrap up: See Brendan's report. Conservation now wants all events at the Beach to be approved through their Board; Chip is planning to dispute this ruling as the property is under Recreation and Parks jurisdiction, not the Conservation Commission's.
- 8) **New Business:**
 - a) Employee Evaluations: Discussion of the need for an evaluation system for all employees. Discussion tabled until more information can be obtained from the Town and the Union.
 - b) Correspondence (see attached):
 - i) Facility permit application - Antonio Musso: After discussion, **Motion** made and seconded to deny the fee waiver request; all in favor. Brendan will contact the applicant.
 - ii) Bench request - Sarah Doliber: After discussion, **Motion** made and seconded to approve request; all in favor. Brendan will coordinate.
 - iii) Information items (no actions required): 2 Notices of decision; 1 Legal Notice.
- 9) **Timekeeping:** Meeting Adjourned: 9:20 PM. Next meeting scheduled: Thursday November 1, 2012 at 7:30 PM in the Community Center conference room.

Attachments: Meeting Notice and Agenda; Reports (2); Chairman's minutes; Permit application (1); Bench application (1); Information items (3).

Respectfully Submitted: Brendan Egan, Superintendent



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

October

Month

23

Date

2012

Year

7:30 PM

Time

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

1. Approval of October 2, 2012 meeting minutes
2. Reports: Recreation Supervisor and Superintendent
3. Old Business:
 - a) Job descriptions update
 - b) Memorial Park update
 - c) Conservation Commission wrap up
 - d) Other
4. New Business:
 - a) Employee evaluations
 - b) Correspondence
 - c) other
5. Scheduling of next regular meeting

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: October 18, 2012

Jim Sullivan
Recreation Supervisor, Town of Marblehead
Tuesday, October 23rd 2012

Recreation Supervisor Report

Programming Updates

- After School Programs ongoing, session II starts next month
- Junior League Soccer concludes this Saturday
- Indoor Park & Play began this week/Adult Basketball tonight and ongoing
- Deadline for Winter/Spring program submissions from contractors is due this Friday, October 26th.
- Halloween "House Decorating" Contest final submissions due by tomorrow. Homes will be judged on Thursday night at 6:30PM, 5 houses currently registered

Other

- Met with beach supervisor to review the 2012 Beach Season. Identified some areas that can be approved upon, along with good suggestions and recommendations to put into place for next season (shower location, staffing, equipments needs etc)
- Reviewing all current "Recreation" job descriptions
- Currently developing a rough draft for department policies and procedures to be reviewed by Superintendent Brendan Egan.
- Currently working in partnership with the Chamber on two events:
 - 2012 Christmas Parade scheduled for December 1st
 - North Pole Idol Competition scheduled for November 9th and November 16th @ Community Center (Request for fee waiver)
- Coastsweep in partnership with the Rotary Club cleaned Devereaux and Riverhead beach this weekend. Marblehead Recreation and Parks donated some old paint buckets for trash pickup/removal. Chuck Bachner was very appreciative.
- Continuing to work on the Winter/Spring programming guide as well as meeting new contractors for new programming. Winter/Spring programming guide is scheduled to be released the week of December 17th. Meeting with the Beverly Post Office to discuss the option of bulk mailing the program guide to all households in Marblehead.

Recreation Commission Meeting
October 23, 2012
Superintendent's Report

Parks / Fields

The Double A infield at Gatchells has been stripped and we are preparing it for sod this week. I plan to have sod delivered and rolled out on Friday. I will leave the irrigation on to water in the new sod.

Bathrooms / Irrigation

We are working with the Water Department to shut down the systems for the winter. We plan to have the bathrooms closed this week, with the exception of Ft. Sewall (Cub Scout event on Monday). The schools have contacted their vendor to come in and blow out the irrigation systems on the athletic fields.

Memorial Park

The contracts have been signed and the fence is being fabricated. The holes for the granite posts have been dug and the concrete bases have been poured. I am hoping to have the posts installed Friday or early next week.

Chandler Hovey

I have been working with some of the neighbors and have a commitment for half of the cost for the railing work. I am working with a local mason on a price for the wall and think we could have an agreement before the end of the month.

I am going to schedule another sub-committee meeting for early November to discuss some other ideas the neighborhood group has.

Devereux Beach

The parking lot gates have been finished and will be painted (caution yellow) this week. We also had new doors installed on the men's and women's bathrooms rooms and they will be painted (green) before the winter weather sets in.

Float Storage

The NOI has been submitted to the Conservation Commission and the DEP and an Order of Conditions, for hauling and storage of floats, was approved and put in place for Riverhead and Devereux Beach. There is a 10 day appeal period, which ends Friday, October 26, before work can resume and the plan is filed. However, we asked for and were granted an Emergency Order to begin working immediately so we do not lose any more time getting the floats out. No appeals have been filed at this time.

Old Business

- Gatchells - The basketball court at Gatchells is nearing completion. As long as the weather cooperates the courts should be painted at the end of the week. The court is playable, it just needs the court surface painted.
- CDM Smith proposal – I have been contacting a companies for pricing (Geo Tech, Topo and Wetlands) to make sure we are getting the best possible prices. I will have an update at the next meeting.

- Peter James will be returning to work on Monday, November 5.

New Business

Next Meeting: November 6, 2012

Minutes: 8:00 - 8:58 pm

Chip distributed statements written by Brandon and Jim to the commissioners that were present. Copies of both will be mailed to Linda.

The commissioners briefly discussed the statements.

**501C (non-profit) organization
OR Marblehead Civic programs/groups
Marblehead Community Center rental permit application**

HOURS AVAILABLE FOR RENTALS: 3 PM - 9:45 PM Mondays - Thursdays; 3 PM - 4:45 PM on Fridays.
Events requested during hours NOT listed above are considered *regular* rentals of the facility: standard permit application and fees are required.

GYM RENTAL: Approved on a case by case HOURLY basis.

MEETINGS: permit is good for one meeting a week (UP TO 3 HOURS) for one year during normal building hours.

SPECIAL REQUESTS: decided by the Commission at their next regular meeting INCLUDING fees and restrictions.

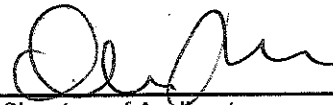
RESTRICTIONS: NO Alcoholic beverages or open bonfires are allowed on *ANY property under the jurisdiction of the Recreation & Parks Department* (Code of the Town of Marblehead § 236-1.) Children MUST have ADULT supervision AT ALL TIMES. See next page for other restrictions.

APPLICATION date: 10/19/12		APPLICANT (Name of person paying for the permit): ANTONIO MUSSO				
DAY/DATE of event (if a repeating event put all days, dates, and times; use separate page if needed): 10/23/12 ONCE A MONTH						
TIMES (begin & end times; includes set up & clean up): 7:30 PM - 9:30 PM				NAME of group/organization: ITALIAN CULTURAL ASS. OF MHD		
Event description & expected attendance (use separate page if needed): ITALIAN CULTURE : LANGUAGE - 15-20 PEOPLE						
Room requested (circle ONE):	Dining room	Conference room	Gym (note: no food or beverages allowed)	Arts & Crafts room	Game room	Lobby
FEES: Due before event(s)	Hourly Fee: 25% off regular hourly room fee for ALL rooms including gym (currently 25% off = \$18.75 an hour)					
	Yearly Fee (GYM excluded): \$100.00 for 1 calendar year of 1 meeting per week during regular building hours.					
It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Building Utilization Committee are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.						

Request fee waiver(s) due to hardship? (Determined by Board)

YES / NO

OFFICE USE:		
Park detail required? (see detail sheet)	Special staffing required?	Insurance required?
YES / NO	YES / NO	YES / NO
	(\$75 minimum) \$	
Detail fee	Staff Fee	Usage fee
Dates paid and check number(s)		


Signature of Applicant

ANTONIO MUSSO
Name (Please print clearly)

32 TIOGA WAY
Address

781-639-1992 ext 11
Telephone

(Continued on next page)

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

Today's Date: 10/1/12

Resident in memoriam: Howard Doliber

Dates of residency: 12/22/52 - 4/4/12

1st Location desired: Fountain Park

Alternate location desired: Cracker Park, Fort Sewall, ?

Inscription desired (see pricing information):

In memory of "Coach" Howie Doliber

~~It's never too late to say and make the record~~
~~It's not about whether you win or lose,~~
~~it's how you play the game that counts.~~

Other information (use back if needed): * Keeping this a secret from my
mother, Sharon Doliber. Do NOT call home please!!

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

Name: Sarah Doliber
(Please print)

Signature: Sarah Doliber

Address: 5 Ramsey Rd

Telephone: 781-576-8057 (cell)

Fee: _____ Paid: _____

Application approved by: _____

Superintendent, Recreation & Parks

Date



**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

FYI

October 11, 2012

NOTICE OF DECISION

The Board of Appeals, after notice and public hearing on **July 24, 2012** on the application of **123 Pleasant Street, LLC**, **voted to approve the request for a Special Permit with conditions** to allow changes to first floor elevations on the prior approved plans with respect to windows and doors at **123 Pleasant Street**. The Board **voted to deny the request for a Special Permit** to allow outdoor dining for 40 seats.

The written Decision was filed with the Town Clerk on October 9, 2012.

A copy of the decision is available for inspection at the Town Engineering Department, 7 Widger Road, Marblehead, MA, 01945.

A twenty day appeal period begins the day after the decision is filed with the Town Clerk.

After the twenty day appeal period, the Applicant must record the decision at the Registry of Deeds and a receipt from the Registry of Deeds must be returned to the Marblehead Engineering Department showing proof of recording.

A decision of the Board of Appeals does not constitute the granting of a Building Permit. No Building Permit shall be issued prior to recording the decision at the Registry of Deeds.

Failure to act on a decision within one year renders the decision null and void.



**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

October 11, 2012

NOTICE OF DECISION

The Board of Appeals, after notice and public hearing on **September 25, 2012** on the application of **123 Pleasant Street, LLC**, **voted to approve the request for a Special Permit with conditions** to allow outdoor dining for 32 seats at **123 Pleasant Street**.

The written Decision was filed with the Town Clerk on October 9, 2012.

A copy of the decision is available for inspection at the Town Engineering Department, 7 Widger Road, Marblehead, MA, 01945.

A twenty day appeal period begins the day after the decision is filed with the Town Clerk.

After the twenty day appeal period, the Applicant must record the decision at the Registry of Deeds and a receipt from the Registry of Deeds must be returned to the Marblehead Engineering Department showing proof of recording.

A decision of the Board of Appeals does not constitute the granting of a Building Permit. No Building Permit shall be issued prior to recording the decision at the Registry of Deeds.

Failure to act on a decision within one year renders the decision null and void.



Town of Marblehead Planning Board

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

FYI

Legal Notice Site Plan Approval Public Hearing Marblehead Planning Board

The Marblehead Planning Board will hold a public hearing on the application of Deidra and Kevin Colcord for the construction of an addition to an existing residential structure at **59 Orne Street (Map 187 Lot 13)** within a Shoreline Central Residence District, Harborfront District and Historic District. This public hearing will be held under Section 200 -37 of the Marblehead Zoning Bylaw on **Tuesday November 13, 2012 at 7:30 pm** in Abbot Hall, in the Selectmen's meeting room. All interested persons are invited to attend. Plans are on file and available for review at the office of the Town Engineer Mary Alley Building 7 Widger Road.

Philip Helmes
Chairman