



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

01-18-11

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) **Called to order:** 01-18-11 at 7:05 P.M.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Linda, Chuck, Derek, and Sam.
 - b) Absent: Chip.
- 3) **Minutes:** Motion made and seconded (Chuck, Sam) to approve the minutes of the 01/04/11 meeting; all in favor.
- 4) **Reports:** See attached. Addendum:
 - a) Brendan:
 - i) Derek wants to see the fisherman/lobsterman get a break on trap/boat storage. Brendan will investigate.
 - ii) Discussion of Christmas tree pick up. Board agrees the process needs to be organized to better use department personnel. Brendan will investigate.
 - b) Mike: Discussion of Stramski house – Mike will have a full report for next meeting.
- 5) **Old business:**
 - a) FY 2012 budget: Brendan handed out the Town's FY2012 financial outlook (attached) for the Board's information, which points out that all Departments are going to be level funded again.
 - b) Linda:
 - i) Inquired if upcoming planned summer programs have been spread out to various properties; Mike says yes.
 - ii) Inquired if John McGinn has responded to Brendan regarding use of the revolving fund. Brendan has not caught up with him yet.
 - iii) Emphasized that the winter work list needs to be completed.
 - iv) Wants an update on the Gerry Pier Project; Brendan will contact the Harbormaster and invite him to a meeting.
 - c) Derek:
 - i) Inquired about plans for a department T-ball program. Brendan and Mike have the plans in motion and are ironing out the details.
 - ii) Emphasized all programs on Department property need to run through the department and the YMCA or other organizations cannot run programs on Park property.
 - iii) Inquired about the article to get the tennis courts re-surfaced. Brendan has it ready but is meeting with the Town Administrator and Chip on Friday as there may be available money already in the Town funds to get them done.
 - d) Brendan: Confirmed date changes of next 2 meetings listed on his report.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

6) **New business:**

a) Correspondence (see attached):

i) To be decided:

(1) Park permit request – Marblehead Muster Committee: **Motion** made and seconded (Linda, Chuck) to approve pending insurance; all in favor.

(2) Park permit request – YMCA: Request tabled to check scheduling conflict.

ii) FYI (no action required): Letter from Board of Selectmen.

7) **Timekeeping/Scheduling:**

a) 7:50 PM: Meeting adjourned.

b) Next meeting scheduled: Monday February 7, 2011 at 7:00 PM in the Marblehead Community Center.

Respectfully submitted: Ric Reynolds, Department Clerk

Attachments (in order):

- *Notice of meeting/agenda*
- *Reports: Brendan and Mike*
- *FY 2012 Financial Outlook*
- *Park Permit request: Muster*
- *Letter: Board of Selectmen*



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

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

Recreation & Parks Department

Name of Board/Committee

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

<u>Tuesday</u>	<u>Jan.</u>	<u>18</u>	<u>2011</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 previous meeting – January 4, 2011

Reports from Sup. Brendan Egan and Asst. Superintendent Mike Lane

1. FY 2012 Budget - Discuss State of Town address

Old Business

New Business

Next Meeting: Monday, February 7, 2011 7:00 PM

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 1/13/11

Recreation Commission Meeting
January 18, 2011
Superintendent's Report

Crocker Park

- ✓ North Shore Marine continues to work on the pier head at the park and has been working around the weather and tides. We will be extending the project completion date due to the earlier change order and the weather.
- ✓ The Crocker Park bathroom bids will be open tomorrow, Wednesday, January 19, 2011 at 2:00 p.m. I have met with a number of interested contractors and approximately 20 sets of plans have been given out.

Headers Haven

- ✓ I have been contacted by Childscapes regarding the surfacing that was installed at the new site. The wood fiber that was installed had a higher amount of "fines" compared to samples that were examined earlier in the season. This is not a safety issue but a quality issue. They will be delivering 60 CY of new product in the spring. (see attached letter)

Flag Pole

- ✓ The ground sleeve for the new flag pole was installed on Wednesday, January 5, 2011. The new pole should be arriving in the next week or ten days.

Boat / Lobster Pot Storage

- ✓ The area behind the beach garage needs to be added to the town's policy for boat storage. I am continuing to work with Charlie DalFerro on the cost of the additional area on the town's policy. I am working with Mike on getting the names of the boat owners and the sizes of their boats. All of this needs to be given to the town's insurance carrier in order to come up with a premium.

Chandler Hovey Park Update

- ✓ Jim Harshbarger has not been able to secure a landscape architect for the project yet and will continue to keep us informed of his progress. He does have a committee chairperson and notables whom he approached including Becky Curran.

Areas of interest Jim would like to see addressed in the plan: The condition and appearance (re-do) of the 2 standing buildings including windows and doors of bathrooms, the two covered structures, enhanced appearance of existing trees and shrubs, addition of appropriate, maintainable landscaping, walkways and walkway treatment, Internet security via cameras tied to police office, new park signage, appearance of parking lot, and a long term strategy for benches / memorials. Jim would also like to see a public / private partnership for complete maintenance after completion and creation of a "Friends of Chandler Hovey Park" for possible endowment.

Winter Projects

- ✓ Since the beginning of the New Year the staff has been busy picking up Christmas trees, plowing and working on snow removal. The following projects will take place over the next month and a half before we head back outdoors:

- Patch and paint the game room, hallway and office
- Clean out and organize the storage room (off the office)
- Paint all trash cans
- Paint and repair picnic tables, lifeguard stands and beach signs
- Repair broken sections of boardwalk at beach
- Assist Marblehead Conservancy with new trail signs

Old Business

Future meeting dates: Tuesday, February 1 to Monday, February 7

Tuesday, February 15 to Tuesday, February 22



Quality, Integrity & Innovation.

January 10, 2011

Reference: Gerry's Playground in Marblehead, MA

To whom this may concern,

The Woodcarpet® delivered to Gerry's Playground in Marblehead, Ma. contained higher amounts of fines when compared to previous samples examined earlier this year. While this is not a safety issue but rather a quality issue, Zeager Bros. Inc will deliver 60 cubic yards at no charge to top off the product already installed at Gerry's Playground.

All warranties will remain in effect as applicable to Zeager warranty per ASTM F1292 – 8" @ 8ft. and 12" @ 12ft.

Sincerely,

Jeff Mrakovich
Assistant Sales Manager/ Product Development
Zeager Bros. Inc.
1-800-346-8524 - Ext. 246

Main Office
Phone 800-346-8524
Fax 717-944-7681
sales@zeager.com

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zeager.com

Midwest & Southern U.S.
Phone 800-296-9227
Fax 270-586-4493
zhc@zeager.com

Assistant Superintendent/Director of Recreation Report

January 18 2011

RECREATION

All programs currently running are going well and we having a very good response from the public.

NEW PROGRAMS

Programs currently being registered for are **Baseball Batting & Babysitting**.

Boys Lacrosse Clinic is being advertised this week in the public schools.

The **Spring / Summer brochure** is well under way and will be ready for proofing within the office soon. Program offerings are up for this brochure.

STRAMSKI HOUSE

I met with **Building Inspector Bob Ives** to discuss possible uses/ideas/construction problems with the **Stramski House**. The meeting went well and I will give a full report at our next meeting when we have a full Board.

Town of Marblehead



FY 2012

Financial

Outlook

Overview – FY12



While the Town enters the FY12 budget process in the black, it still faces 3 significant unresolved issues that could further impact the FY12 budget process. These are:

- Resolution of the FY12 State Budget and the impact on state aid.
- The size of the rate increase for the Town's health insurance plan. Won't know actual increase until February.
- Increases in Charter School enrollment from Marblehead.

Positive Factors

- Free Cash is higher than a year ago due to: No deficits; strong budget oversight; & appropriate revenue estimates
- All labor contracts settled and funded for FY12
- Town's Bond Rating reaffirmed at AAA this past August by S&P (1 of only 23 Massachusetts communities with S&P's highest rating). Helps with borrowing costs but must maintain this rating.

FY 12 Budget Assumptions

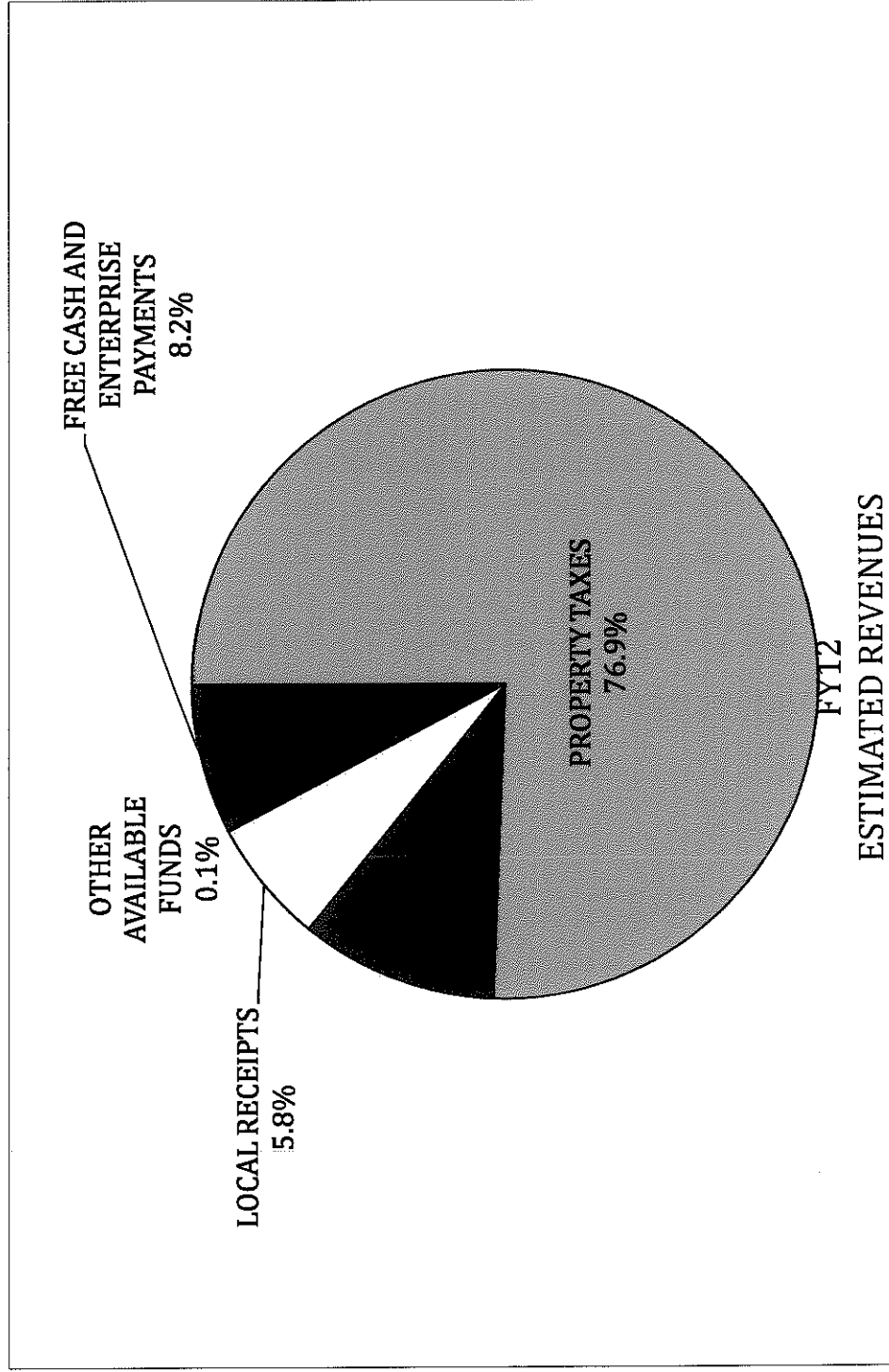
Key FY12 Budget Assumptions:

- 5% reduction in State Aid
- Property Tax Levy Increases 2 ½ % plus projected new growth
- Health Insurance rates projected to increase 9.5 %
- Assumes a Charter enrollment of 160 Marblehead students
- Contractual Obligations funded
- Expense Budgets level funded

Projected FY12 Revenue

Property Taxes	48,783,990
Estimated State Aid	5,731,506
Local Estimated Receipts	3,650,500
Free Cash & Enterprise Payments	5,178,218
Other Available Funds	56,000
Total Estimated Revenues	63,400,213

Revenue Sources for FY12 Budget



FY12 Property Tax Revenue

- Current FY11 Tax Levy Limit Before Capital & Debt Exclusions
- Plus - 2 ½ %
- Plus - Projected New Growth (down from past)
- FY12 Tax Levy Limit Before Capital & Debt Exclusions

	47,301,454
1,182,536	
300,000	
	48,783,990

Continued Caution with Estimated Local Receipts

- Approximately half of Local Receipts come from Motor Vehicle Excise Taxes. Auto Excise collections have been down in each of the last four fiscal years. Since FY06, Motor Vehicle Excise Tax revenues have declined approximately 13%; however the rate of decline has stabilized in recent months.
- Bank & MMDT Interest on deposits was down over 52% from FY09 to FY10 due primarily to the continued low interest rate environment.
- Overall FY10 Local Receipts were down 7.1% when compared to local receipts collected in FY09. This translates to over \$400,000 less in local receipts collected in FY10 than in FY09.
- We have been reducing our estimated local receipts in the budget process over the past few years. These reductions in our estimates have been well advised and have resulted in a more realistic range for this revenue source. While caution is still advised, the FY12 estimate is the same as estimated for FY11 since current levels seem attainable. (Note: estimated local receipts have been reduced 15% over the past 2 fiscal years)

Focus on Investment Income

Investment Income (Interest on Deposits)			
<u>Year</u>	<u>Total Earned</u>	<u>Inc/Dec Prior Year</u>	<u>Percent Change</u>
FY05	246,869		
FY06	470,734	223,865	90.68%
FY07	778,240	307,506	65.32%
FY08	974,340	196,099	25.20%
FY09	597,142	-377,197	-38.71%
FY10	283,581	-313,561	-52.51%

January 2011

Focus on Medicaid Reimbursement

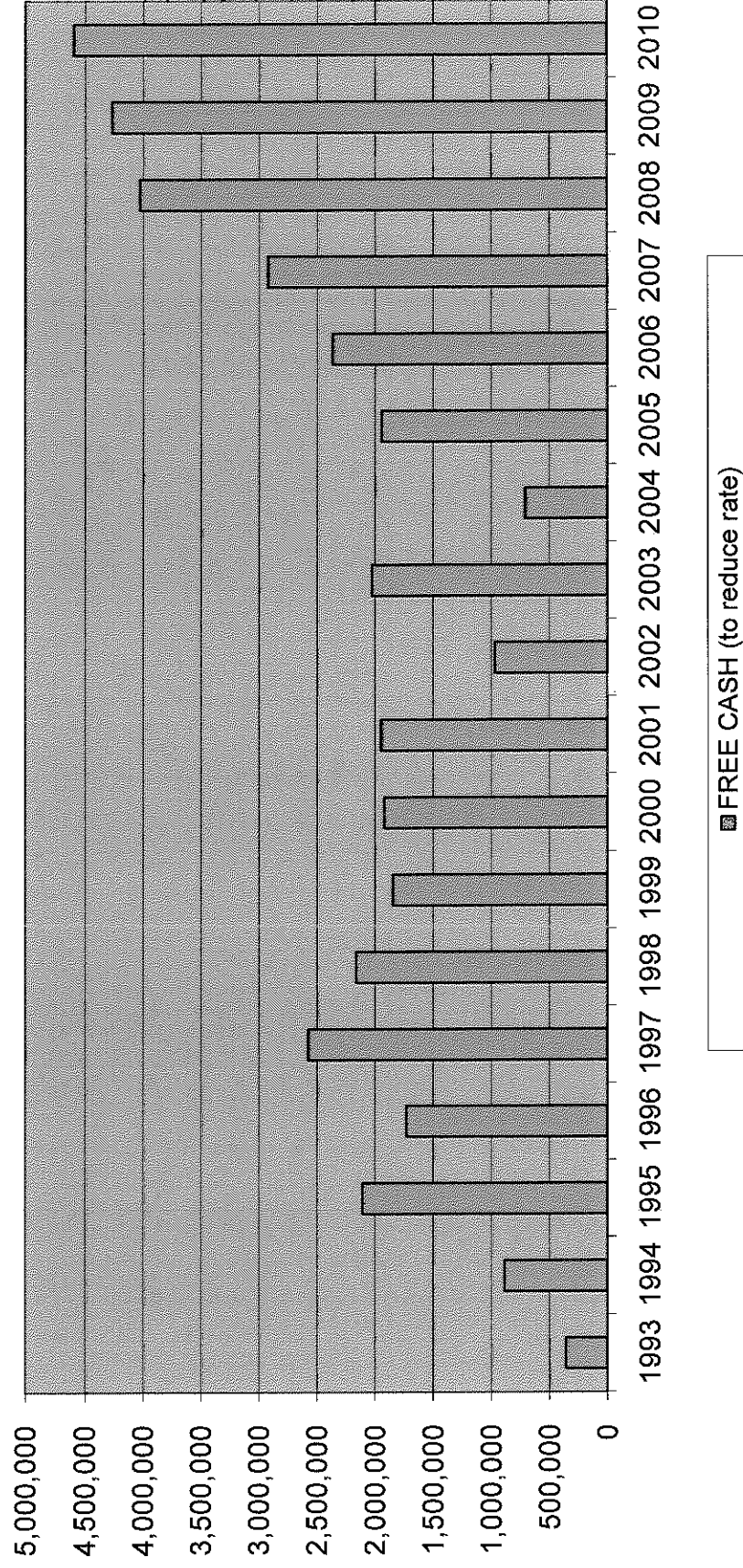
Percent Change FY06 - 10 -36.7%

Medicaid Reimbursement

<u>Year</u>	<u>Total Collected</u>	<u>Prior Year</u>	<u>Inc/Dec</u>	<u>Percent Change</u>
FY06	157,846			
FY07	179,921	22,075	13.9%	
FY08	205,626	25,705	14.3%	
FY09	236,095	30,469	14.8%	
FY10	99,909	-136,187	-57.7%	

Historical Levels - Free Cash

TOWN OF MARBLEHEAD - FREE CASH



Estimated FY12 Spending

Projected FY12 Budget Appropriations	60,408,303
Other State Charges (i.e.-MBTA)	527,758
Charter School Tuition Assessment	1,785,781
State Offsets (from State Aid)	22,494
Potential Deficits (Snow & Ice)	250,000
Overlay (potential abatements & exemptions)	400,000
Total Amount Needed for FY12	63,394,335

Energy Reserve

- FY12 will be the sixth year. First five years have been a success in terms of stabilizing strain on departmental budgets
- Must look at risks looking ahead 12 months from now.
- Takes one of the most volatile costs out of departmental expense budgets
- Based on past experience don't need to increase this reserve in FY12 (above FY11 level)

Energy Reserve Use

Type of Energy	FY07	FY08	FY09	FY10	Percent Change (FY07-10)
Electricity	77,586	118,232	184,892	120,240	55.0%
Heating Gas	53,719	58,104	69,275	68,867	28.2%
Heating Oil	1,055	4,132	1,408	1,793	70.0%
Unleaded Gas	36,391	61,607	29,038	32,541	-10.6%
Diesel Fuel	6,867	7,149	8,880	9,628	40.2%
Totals	175,618	249,224	293,493	233,069	32.7%

Charter School Costs

Fiscal Year	State Assessment Of Chapter 70 School Aid	State Reimbursement	Net State Assessment Of Chapter 70 School Aid	Net Cost Increase Over Prior Year	Net % inc	MHD CS Enroll
FY09	959,530	198,599	760,931			93
FY10	1,228,018	416,565	811,453	50,522	6.6%	119
FY11	1,607,980	660,426	947,554	136,101	16.8%	148
FY12	1,785,781	437,980	1,347,801	400,247	42.2%	160
FY10-12 Totals	4,621,779	1,514,971	3,106,808			

Health Care

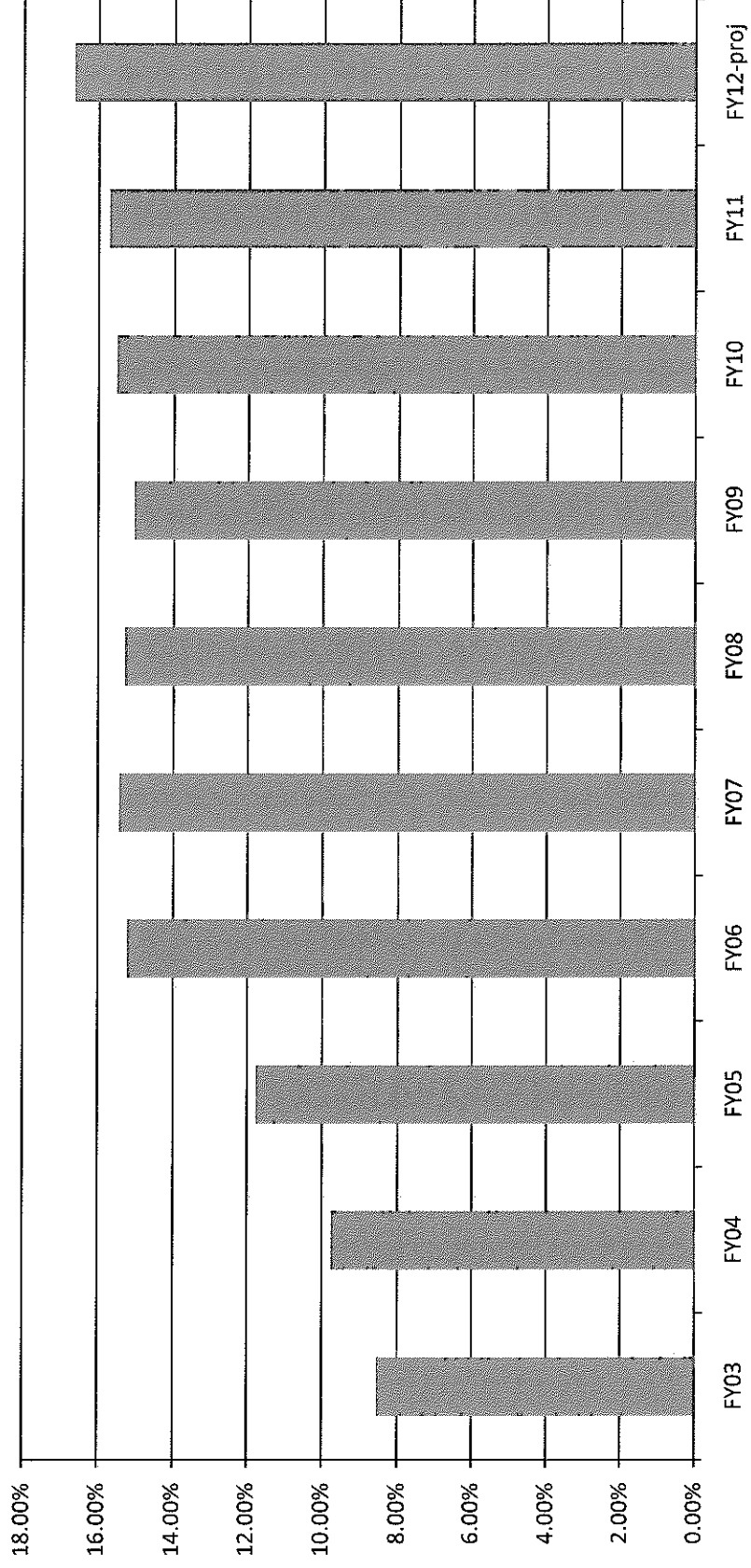
- The Town has made significant improvements since FY06 when we had \$1.9 million deficit (when self-insured).
- Important factors to remember:
 - The Town is now premium based (since 7-1-08) and not self insured like it had been for years (reducing our risk)
 - Plan design changes agreed to thru the collective bargaining process have stabilized and reduced costs further
 - Approximately \$2.4 million was saved between FY09 & 10 by going from self-insured to fully-insured approach.
 - An additional \$2.95 million was saved in FY11 due to both plan design changes (approximately \$1 million of the savings) & the fully insured approach (the remaining \$1.95 million in savings).
 - Based on current budget projections, an additional \$3.22 million will be saved in FY12 from a combination of last year's plan design changes and being fully insured, bringing the 4 year savings total to approximately \$8.6 million.

Health Plan Savings FY09-12

Fiscal Year	Self-Funded Health Insurance	MIIA Fully Insured Health Insurance	Difference (Savings)
FY08*	9,124,659		
FY09	10,051,758	9,326,348	725,410
FY10	11,512,672	9,805,242	1,707,430
FY11	13,192,722	10,240,104	2,952,618
FY12	14,446,031	11,223,692	3,222,338
4 yr Totals FY09-12	49,203,183	40,595,386	8,607,796
* FY08 was the	last year the town	was	self-insured.

Health Insurance Cost as a Percent of General Fund Budget

Health Insurance Percent - General Fund Budget



Proposed Capital Projects need to be the Focus

- Glover School Project
- Transfer Station & Landfill Capping Project
- Stony Brook Properties
- Remediation articles
- Elevator for Old Town House

Conclusion

In conclusion our recommended budget guidelines will produce a balanced budget for FY12, but need to remember the following:

1. State Aid needs to be monitored closely through the State Budget Process to ensure our estimates are conservative enough.
2. Actual Increase in Health Insurance Rates should be known in February
3. The goal in this budget process is to maintain the current level of service and the current labor force, but this all needs to be done in the context of a balanced budget
4. It's critical that FY12 Budget Decisions also be made with an evaluation of how these decisions effect the Town's FY13 Finances and beyond.
5. If current FY12 revenue estimates need to change due to circumstances beyond our control, all departmental budgets will have to be reopened and new budget guidelines will be required.

Application for park permit

Date of application: JAN 1 2011		Name of applicant: Marblehead Muster Committee	
Do you plan on using any structures (Chairs, tables, etc.) at your event? (If yes, PLEASE describe structures and see the note regarding insurance below.)			YES <input checked="" type="radio"/> NO
Day & Date of event: SATURDAY AUGUST 27. 2011		Times (up to 3 hours INCLUDING set up and clean up time): SATURDAY 8AM - 5PM	
Event description & expected attendance (use next page if needed): ANTIQUE FIREMAN'S MUSTER			
Facility desired (NOTE: Any seasonal parking fees are NOT included in the permit fee): REYNOLDS PLAYGROUND (AKA Green St)			

Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (Stramski's) (2 grills in season)	Wedding ceremonies: Chandler Hovey Park, Crocker Park, Castle Rock	Other
Residents fee:	\$25.00			\$100.00 No Security deposit required	Fees based on request (* see note below); please describe on next page
Residents security deposit:	\$25.00				
Non - residents fee:	\$50.00				
Non - residents security deposit:	\$50.00				
Catered event (Clambake, etc.)	\$2 per person (minimum \$100.00) - \$50 Security Deposit				

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 if all trash was removed from the property)

A copy of a standard 1:3 million insurance certificate naming the Town of Marblehead as an additional insured is required to be filed with the application if any furniture or structures (chairs, awnings, etc) are going to be used during the event.

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 will be submitted at the next regular Commissioner's meeting for fee amounts and approval.**

Cancellations/refunds: request in writing at least 5 business days before the scheduled event (sorry, no "rain out" refunds).

Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Park Department.

It is expressly understood and agreed that the policies of the Recreation & Parks Commission 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 <u>hardship</u> ? (Determined at next Board meeting)		YES / NO
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

Richard H Bartlett
 Signature

RICHARD H BARTLETT
 Name (Please print clearly)

58 KERNWOOD AVE BEVERLY
 Address

978-767-1627 (cell) 978-927-6284 (Home)
 Telephone

Approved by: _____ Superintendent, Recreation & Parks Department Date _____

1/18/11 → Approved by board pending insurance



Office of the
BOARD OF SELECTMEN
ABBOT HALL
188 Washington Street
MARBLEHEAD, MASSACHUSETTS 01945

James E. Nye, Chairman
Jackie Belf-Becker
Judith R. Jacobi
T. Michael Rockett
William L. Woodfin, II

Anthony M. Sasso
Town Administrator

January 7, 2011

Brenda Egan
Superintendent
Recreation and Parks Department
10 Humphrey Street
Marblehead, MA 01945

Dear Brendan,

At a meeting of the Board of Selectmen on Wednesday, January 5, 2011 it was voted to accept as a gift the Town the newly refurbished hockey rink at Reynolds' Playground as recommended by the Recreation and Parks Commission.

Sincerely,



Anthony M. Sasso
Town Administrator

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