



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

01-26-11

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) **Call to order:** Chairman Chip Osborne called the January 26, 2011 meeting to order at 7:00 PM.
- 2) **Attendance:**
 - a) **Present** (constituting a quorum): Chip, Sam and Linda.
 - b) **Absent:** Chuck and Derek.
- 3) **Minutes:** Motion made and seconded (Linda, Sam) to approve minutes of the 1/18/11 meeting; all in favor.
- 4) **Reports:** Tabled.
- 5) **Old Business:**
 - a) After meeting with the Town Administrator Tony Sasso and Superintendent of Recreation and Parks Brendan Egan, Chip feels that an article (voted on at the January 4, 2011 meeting) for resurfacing of the tennis courts is not needed. **Motion** made and seconded (Linda, Sam) to remove the article from the Warrant for the Annual Town Meeting; all in favor.
 - b) Chip discussed the protocol with Jim Harshbarger for developing a sub-committee for the purpose of designing a plan for Chandler Hovey Park. It was made clear this is a Recreation and Parks sub-committee and would be directed by Recreation and Parks Commissioners. The sub-committee will decide how to proceed and bring information back to the full Commission for decisions. **Motion** made and seconded (Linda, Sam) to appoint Chuck Nyren as Chairman of the Chandler Hovey sub-committee and Linda Rice-Collins as clerk; all in favor. A meeting will be posted for a Chandler Hovey sub-committee meeting at 5:00 p.m. on Monday, January 31, 2011.
- 6) **New Business:**
 - a) Superintendent Brendan Egan and Procurement Officer Becky Curran opened the bids for the Crocker Park Bathroom project on Wednesday, January 19 at 2:05 p.m. Six (6) bids were received and the apparent low bidder was Coulter Construction out of Billerica, MA. Brendan has met with the contractor at the site and checked references; he feels comfortable with the company. **Motion** made and seconded (Linda, Sam) to approve the bid by Coulter Construction in the amount of \$36,065.00 and allow Chip to sign on behalf of the Commission; all in favor.
 - b) Correspondence to be decided (see attached)
 - i) Park Permit Request – Black Cat 10 and 20 Miler (Ashley Steeves): **Motion:** made and seconded (Linda, Sam) to approve request pending insurance; all in favor.
 - ii) Park Permit Request – National MS Society (Kara Kelley): **Motion:** made and seconded (Linda, Sam) to approve request pending insurance; all in favor.
 - iii) Building Rental Application – The Arrangers: **Motion** made and seconded (Linda, Sam) to approve request and waive the rental fee; all in favor.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

7) **Timekeeping:**

- a) Adjournment: The board adjourned the meeting at 7:26 PM. The next meeting has been scheduled for 4:00 PM Thursday, January 27, 2011 at the Marblehead Community Center.

Respectfully submitted: Brendan Egan, Superintendent

Attachments (in order):

- *Notice of meeting/agenda*
- *Crocker Park bid opening*
- *Park Permit requests (3)*



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>Wednesday</u>	<u>Jan.</u>	<u>26</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 18, 2011

1. Warrant Article

Old Business

New Business

Next Meeting: Thursday, January 27, 2011 4:00 PM

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 1/21/11

Crocker Park Bid Opening

Wednesday, January 19th, 2011 at 2:05 p.m.

Opened by Chief Procurement Officer Rebecca L. Curran,
witnessed by Superintendent of Rec & Park Brendon M. Egan

<u>Name</u>	<u>Town</u>	<u>Amount</u>
Neil Associates	Revere, MA	\$42,000.00
Prism Builders Inc.	Wakefield, MA	\$58,800.00
R.S. Hurfurd	No. Reading, MA	\$77,729.00
Coulter Construction	Billerica, MA	\$36,065.00
N.S. Builders	Lynn, MA	\$55,670.00
Massey Construction	Swampscott	\$63,700.00

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <u>1/25/11</u>		APPLICANT (name of person paying for permit): <u>Ashley Steeves</u>		(Tent/Tables)	
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.)				<input checked="" type="radio"/> YES <input type="radio"/> NO	
EVENT Day & Date: <u>March 6, 2011</u>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>7-1pm</u>			
EVENT DESCRIPTION & expected attendance (use another page if needed): <u>Turn around point for the BLACK CAT 10 and 20 miler!</u>					
FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): <u>Devereux Beach Parking Lot</u>					
Available Facilities:	<u>Devereux beach - barbeque pavilion (2 grills in season)</u>	<u>Devereux beach - Garfield Pavilion (2 grills in season)</u>	<u>Gerry Playbund (Stramski's) (2 grills in season)</u>	<u>Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock</u>	Other
Residents fee:	\$25.00			\$100.00 No Security deposit required PLEASE SEE INSURANCE NOTE!	Fees based on request (*see note); please describe on another 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				
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.					
INSURANCE: 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 set up.					
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 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)		<input checked="" type="radio"/> YES / <input type="radio"/> 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)	\$* will be getting a detail.	\$* we have our own insurance
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

<div style="text-align: center;"> Signature of applicant </div> <div style="text-align: center;"> <u>Ashley Steeves</u> Name (Please print clearly) </div> <div style="text-align: center;"> <u>15 Maple ST, Salem, MA</u> Address </div> <div style="text-align: center;"> <u>978-836-0271</u> Telephone </div>	<div style="font-size: 40px; margin-bottom: 20px;">T</div>
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Approved by: Brandon M. Egan
 Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

Date of application: 1/19/11		Name of applicant: National MS Society / Kara Kelley			
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.)					2 chairs, 1 table
					YES
					NO
Day & Date of event: Saturday, April 9, 2011			Times (up to 3 hours INCLUDING set up and clean up time):		
Event description & expected attendance (use next page if needed): Walk MS Marblehead, 350 people					
Facility desired (NOTE: Any seasonal parking fees are NOT included in the permit fee): Devereux Beach Parking Lot, to use as a rest stop					
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 hardship? (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)		

Kara Kelley
Signature

Kara Kelley
Name (Please print clearly)

101A First Ave, Ste. 6
Address Waltham, MA 02451

(781) 693-5129
Telephone

Approved by: Brandon M. Egan
Superintendent, Recreation & Parks Department

1/27/11
Date



**National
Multiple Sclerosis
Society**

Greater
New England
Chapter

January 19, 2011

Brendan Egan
Department Superintendent
Recreation & Parks Department
Marblehead Community Center
10 Humphrey Street
Marblehead, MA 01945

Dear Mr. Egan,

On behalf of the National Multiple Sclerosis Society, Greater New England Chapter, I would like to extend our deep gratitude for your support for the annual MS Walk. The 2011 walk is set for Saturday, April 9th.

The walk will start and finish again at Marblehead High School. If available, we would like to request permission to utilize Devereux Beach and Chandler Hovey Park and their restrooms as our rest stops along the route. We will once again arrange for detail officers from the Marblehead Police to oversee the walkers at different intersections and we will assume responsibility of all liability, set up and clean up of the sites.

Thanks again for your support and please feel free to contact me by phone or email with any questions or concerns. Thank you again for your assistance.

Sincerely,

Kara Kelley
Development Manager
(781) 693-5129
kara.kelley@nmss.org

Marblehead Community Center rental permit application

Date of application: <u>01-25-11</u>		Day & Date of event: <u>06-08-11 WEDNESDAY, JUNE 8, 2011</u>	
Room(s) desired (see below): <u>GAME ROOM</u>			
Times (up to 3 hours, including set up & clean up time): <u>12:30 - 3:00 P.M.</u>		Name of Applicant: <u>THE ARRANGERS of MARBLEHEAD</u>	
Event description & expected attendance (use separate page if needed): <u>PLANTER WORKSHOP FOR 30 PEOPLE</u>			
Rooms available for rentals:	Dining room	Conference room	Gym (note: no food or beverages allowed)
			Arts & Crafts room
			Game room
			Other
Security deposit (separate check due at time of application)*:		\$50.00	
Room fee (up to 3 hours):		\$50.00	
Fee for 2 rooms (up to 3 hours):		\$75.00	
Staffing fee (Friday 5 PM - Sunday 10 PM)		\$25.00 an hour (minimum \$75)	
COA Kitchen:		\$50.00 fee; \$50 Separate security deposit; must be in conjunction with a dining room rental	
Please see rental agreement (next page) for detailed information.			
* Note: special requests will be submitted at the next regular Commissioner's meeting for fee amounts and approval.			
Open fires (bonfires) and alcoholic beverages are prohibited on any properties under the jurisdiction of the Recreation & Park Department.			
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 at next Board meeting)		
YES / NO <u>YES</u>		
OFFICE USE:		
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?
YES / NO	YES / NO	YES / NO
\$50.00	(\$75 minimum) \$	
*Security deposit	Staff Fee	Usage fee
Dates paid and check numbers		

USUALLY
WAIVED
DUE TO
OUR
SERVICE
TO COMMUNITY
CENTER.



Signature Abbey Ann LaVoie FOR THE ARRANGERS
 Name (Please print clearly) ABBY ANN LAVOIE
 Address 2 FOSTER ST., MARBLEHEAD
 Telephone 781 799-9231

(Continued on next page)