



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



**Recreation and Parks Meeting Minutes**

03-07-11

**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 03/07/11 meeting to order at 7:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Sam, Linda, and Chuck.
  - b) **Absent:** None.
- 3) **Minutes:**
  - a) **Motion** made and seconded (Linda, Derek) to approve minutes of the 02/07/11 meeting; all in favor.
- 4) **Appearances:**
  - a) **Liam Gilliland:** Appeared to request permission to hold the annual Senior Class Carnival at Devereux beach (see attached application). After discussion: **Motion** made and seconded (Derek, Linda) to approve request and waive fee pending proof of insurance; all in favor. Brendan will coordinate details.
  - b) **YMCA - Emily Hudak:** Appeared to request permission to hold several different YMCA programs at Reynolds Playground and Bud Orne Rink (see attached applications). The Board discussed and agreed that: (1) The YMCA is a private organization and not a Town volunteer sports league or organization; (2) All Town park properties are for Town residents, Town sports leagues, and Town recreation programs; and (3) Park properties are not for rent to private organizations to run programs or camps, especially those that are in direct competition with the Department's programs. Discussion also conveyed that a request has been made to the School Department to support this policy as it pertains to school fields and grounds. After discussion:
    - i) **Motion** made and seconded (Sam, Chuck) to deny the application for a YMCA T-ball program at Reynolds Playground; all in favor.
    - ii) **Motion** made and seconded (Sam, Derek) to deny the application for a YMCA flag football/baseball camp at Reynolds Playground; all in favor.
    - iii) The application for YMCA use of the Bud Orne Rink was tabled. The Board consented to having Brendan determine by the next meeting if allowing a **1 time exception** will conflict with any other Town programs or events; they will approve or deny the request based on Brendan's recommendation.

The YMCA women's softball league was discussed and the Board asked Emily to ensure any planned usage of Park properties had permit applications submitted for consideration. The Board also asked Emily to inform the YMCA boot-camp director that use of Park properties for their program is prohibited.
- 5) **Reports (See attachments):**
  - a) **Mike's:** Mike absent; Brendan read report to Board; no addendum.
  - b) **Brendan's:** See Old and New Business; no addendum.

6) **Old Business:**

- a) Derek: The Seaside Grandstand meeting as previously discussed (see 2/7/11 minutes) is on Wednesday 3/9/11 and Derek plans to attend. Board discussed the idea of an old time baseball game to celebrate the centennial anniversary of the grandstand in 2016.
- b) Chuck: Plans and ideas for the renovation and repair of Chandler Hovey are ongoing.
- c) Chip: Asked Brendan to get the field covers put out in the next 48 hours and be left on until early April.
- d) Sam: Inquired about fines and tickets for dogs being on the fields in violation of the leash laws. After discussion, the Board asked Brendan to post appropriate signage in conspicuous places proclaiming violators of the leash laws will be fined.
- e) Linda: A sign for "Marie Hoyt Way" has never been placed at the Hamond Center turn around. After discussion the Board asked Brendan to have one created and posted.
- f) Brendan: The plan to put security lights on the rear of the building was discussed with electrician Rick Macomber; he suggested photo sensitive lighting would be better suited to the "caged" lights than motion sensors. Brendan is also investigating security cameras.

7) **New Business:**

a) Correspondence (see attachments):

i) Permit requests:

- (1) Old North Church: **Motion** made and seconded (Derek, Sam) to approve pending receipt of insurance; all in favor.
- (2) Newcomer's and Natives (2 requests): **Motion** made and seconded (Derek, Linda) to approve both requests pending receipt of all fees and insurance; all in favor.
- (3) Bike Race-Geoff Hamilton: **Motion** made and seconded (Derek, Linda) to approve and waive fees pending receipt of insurance; all in favor.

ii) FYI items (no actions required): Legal notice; Notification to Abutters.

- b) Stramski House: Chip and Mike met to discuss ideas for use of the building. Mike and Building Inspector Bob Ives visited the site and Bob suggested the current structure could be repaired and renovated to put handicapped bathrooms on the ground floor, a "general store" on the main floor, and 2 large meeting rooms on the upper floor. Chip suggested Mike be appointed as Clerk of the Works for the planning, and solicited the Board to each create a "wish list" by the next meeting of ideas they would like to see incorporated at the site. Board agreed and discussed making a site visit.
- c) Brendan: Has received 2 bench requests with fee waivers from Town employees (see attachments). After discussion:
  - i) Bill James request: Tabled. Plans for Chandler Hovey to be renovated are in progress; all bench installations are on hiatus until planning is completed. Brendan will inform Bill.
  - ii) William Howe request: Discussion of fee waiver. After discussion:
    - (1) **Motion** made and seconded (Linda, Sam) to approve request pending Brendan approaching the Police Union to see if they would pay for the bench; all in favor.
    - (2) **Motion** made and seconded (Sam, Linda) to approve the request and waive any fees over that of the bench; all in favor.
- d) Bench policy: After discussion: **Motion** made and seconded (Sam, Linda) to remove the fee waiver clause for Town Employees/Civic Leaders; all in favor.

- e) Chip: Suggested looking into a Saturday morning outreach program for the Police to play volleyball with local youth. Brendan will investigate.

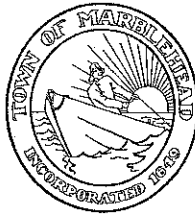
8) **Timekeeping:**

- a) Derek left the meeting at 8:25 PM.
- b) Meeting adjournment: 8:45 PM.
- c) Next meeting: Scheduled for 7:00 PM on Monday, March 21, 2011 at the Marblehead Community Center; Chuck will be absent.

**Respectfully submitted: Ric Reynolds, Clerk**

*Attachments (in order):*

- *Notice of meeting/agenda*
- *Reports: Brendan and Mike*
- *8 Permit applications*
- *1 Legal notice*
- *1 Notification to Abutters*
- *2 bench requests*



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: 10 Humphrey Street, Marblehead, MA Room: Conference Room

Monday  
Day of week

March  
Month

7  
Date

2011  
Year

7:00 PM  
Time

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

Approval of minutes from previous meeting – February 7, 2011

#### Reports:

Superintendent Brendan Egan and Assistant Superintendent C Michael Lane

#### Discussion:

1. Stramski House

Old Business Discussion

New Business Discussion

Next Meeting: March 21, 2011

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 03/01/11

**Recreation Commission Meeting**  
**March 7, 2011**  
**Superintendent's Report**

**Crocker Park**

The Crocker Park bathroom contract has been signed and I am waiting on the bonds to be issued before work can begin. Coulter Construction has sent submittals and we will schedule a meeting once I have received them to discuss the timeline.

**Flag Pole**

The new flag pole at Seaside Park has been installed and we have received a number of positive responses. We are currently working on getting a larger flag to fly throughout the year. The larger flag will have to be switched out when it needs to be lowered to half staff, so it doesn't interfere with the trees and electric wires.

**Winter Projects**

The guys have been busy painting the game room, hallway and are currently working in the office. The walls have been repaired and received a fresh coat of paint.

**Park 5 – Trash Truck**

The trash truck was in for extensive repairs in January and is back out on the road. The bill for the repairs was \$5,382.28 leaving us short in our R&M Motor Vehicles line in the 191 account. I will be going for a Reserve Fund transfer at an upcoming Finance Committee meeting.

**Massachusetts Recreation and Park Association Conference**

I will be attending the MRPA State Conference and Trade Show in Hyannis, MA on March 14 – 16. This will conclude my responsibilities as President of MRPA and I will continue to serve on the MRPA Executive Board as Past President for the next year. All expenses for the conference will be covered by MRPA.

**Old Business**

Community Center Lights – I have spoken with Rick Macomber regarding security lighting behind the Community Center. He feels that a motion light may not be the best device for the area. A better alternative would be a photo sensor light which would activate when the sun begins to set and would deactivate as the sun began to rise.

**New Business**

Bench Requests - I have received two bench requests from former town employees. See attached.

Community Center Cleaning – Mike and I will be meeting with a few cleaning companies to give us estimates on a "Spring" cleaning for the Community Center.

**Next Meeting**

March 21, 2011

# Assistant Superintendent/Director of Recreation Report

## March 7, 2011

### *RECREATION*

Next Saturday will be the final **ski trip** for 2011. Although it was a very rough year to start all in all things have gone very smoothly. The children participating in this program have been terrific.

### *PROGRAMS*

**INDOOR PARK** is headed into it's final weeks and we have had a very good year with attendance with this very valuable program .

**Boys Lacrosse Clinic** is in it's third week and all participants and parents are very happy once again with this program.

I am currently finalizing a new early **spring tennis lesson** for 12 & 13 year olds to be held at the M'head Vet's School.

### *SEASIDE TENNIS COURTS*

**M.H.S. Tennis Teams** will once again be using the **Seaside Tennis Courts** beginning Monday, March 21 on Mondays - Fridays from 3:30pm - 6:30pm

### *SUMMER JOB APPLICATIONS*

**Summer Job Interviews** are currently being scheduled for the next couple of week as most applicants will be home on their spring break.

# Application for park permit

APPLICATION date: <b>3-3-11</b>		APPLICANT (name of person paying for permit): <b>Class of 2011</b>	
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 / <b>NO</b>
EVENT Day & Date: <b>Senior Class Carnival May 5-8</b>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>May 5th 6p - 10p    May 7th 6pm - 10pm May 6th 6p - 10p</b>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Carnival</b>			
FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): <b>Devereux Beach Residents lot</b>			
Available Facilities:	<b>Devereux beach - barbeque pavilion (2 grills in season)</b>	<b>Devereux beach - Garfield Pavilion (2 grills in season)</b>	<b>Gerry Playground (Stramski's) (2 grills in season)</b>
Residents fee:	\$25.00		
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		
		<b>Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock</b>	<b>Other</b>
		<b>\$100.00 No Security deposit required PLEASE SEE INSURANCE NOTE!</b>	<b>Fees based on request (*see note); please describe on another page</b>

**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) due to hardship? (waivers determined at next Board meeting)		YES / NO
<b>OFFICE USE:</b>		
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)		

**OK**

**Patrice Clough**  
Signature of applicant

**Patrice Clough**  
Name (Please print clearly)

**2 Homphrey St**  
Address

**781 6393100**  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <div style="font-size: 1.2em;">2/9/11</div>		APPLICANT (name of person paying for permit): <div style="font-size: 1.2em;">Lynch / Van Otterloo YMCA</div>	
Do you plan on using any structures (Chairs, tables, etc.) at your event? <small>(IF YES, PLEASE describe structures and see the note regarding insurance below.)</small>			YES / <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">NO</span>
EVENT Day & Date: <div style="font-size: 1.2em;">Saturdays, April 30th - June 18th</div>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.2em;">8:30am - 12:30pm</div>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <div style="font-size: 1.2em;">Preschool and Kindergarten t-ball leagues</div>			
FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): <div style="font-size: 1.2em;">Green Street</div>			
Available Facilities:	<u>Devereux beach - barbeque pavilion</u> <small>(2 grills in season)</small>	<u>Devereux beach - Garfield Pavilion</u> <small>(2 grills in season)</small>	<u>Gerry Playground (Stramski's)</u> <small>(2 grills in season)</small>
Residents fee:	\$25.00		<b>\$100.00</b> No Security deposit required <u>PLEASE SEE INSURANCE NOTE!</u>
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		
<u>Wedding ceremonies:</u> Chandler Hovey, Crocker Park, or Castle Rock			
Other  Fees based on request (*see note); please describe on another page			

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**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.

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Request fee waiver(s) <u>due to hardship</u> ? (waivers determined at next Board meeting)		YES / NO
<b>OFFICE USE:</b>		
Park detail required? <small>(see detail sheet)</small>	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)		

Signature of applicant

Emily Hudak

  
Name (Please print clearly)

40 Leggs Hill Rd.

  
Address

781-990-7094

  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

- DENIED -



# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <div style="font-size: 1.2em;">2/22/11</div>		APPLICANT (name of person paying for permit): <div style="font-size: 1.2em;">Emily Hudak</div>	
Do you plan on using any structures (Chairs, tables, etc.) at your event? <small>(IF YES, PLEASE describe structures and see the note regarding insurance below.)</small>			YES / <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">NO</span>
EVENT Day & Date: <div style="font-size: 1.2em;">Mon-Fri, July 11-15, July 18-22</div>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.2em;">9:00am - 1:00pm</div>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <div style="font-size: 1.2em;">Flag Football/Baseball Camp for children grades 1-2 &amp; 3-4</div>			
FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): <div style="font-size: 1.2em;">Green Street</div>			
Available Facilities:	Devereux beach - barbeque pavilion <small>(2 grills in season)</small>	Devereux beach - Garfield Pavilion <small>(2 grills in season)</small>	Gerry Playground (Stramski's) <small>(2 grills in season)</small>
Residents fee:	\$25.00		
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		
		Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock  <div style="text-align: center;"> <b>\$100.00</b>                      No Security deposit                      required  <b>PLEASE SEE</b>  <b>INSURANCE NOTE!</b> </div>	
		Fees based on request (*see note); please describe on another page	

**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)		YES / NO
<b>OFFICE USE:</b>		
Park detail required? <small>(see detail sheet)</small>	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)		

Signature of applicant:

Emily Hudak  
 Name (Please print clearly)

40 Leggs Hill Rd  
 Address

781-990-7044  
 Telephone

Approved by:

Superintendent, Recreation &amp; Parks Department

Date approved

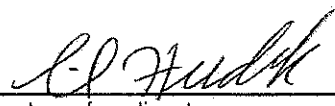
- Denied -

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date: <b>2/22/11</b>		APPLICANT (name of person paying for permit): <b>Emily Hudak - Lynch/Vm OHerbo YMCA</b>			
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 / <b>NO</b>
EVENT Day & Date: <b>Mon-Fri, July 25-29, Aug 1-5</b>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>9:00am - 1:00pm</b>			
EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Street Hockey Camp</b>					
FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): <b>Bud Orne Rink</b>					
Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playround (Stramski's) (2 grills in season)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents fee:	\$25.00			<b>\$100.00</b> No Security deposit required <b>PLEASE SEE INSURANCE NOTE!</b>	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				
<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>INSURANCE:</b> 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. <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 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)		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)		

  
Signature of applicant

**Emily Hudak**  
Name (Please print clearly)

**40 Leggs Hill Rd**  
Address

**781-990-7044**  
Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

-TABLED-

# Town of Marblehead Recreation & Parks Department

## Application for park permit

<b>APPLICATION date:</b> 3/4/11		<b>APPLICANT (name of person paying for permit):</b> Old North Church			
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 / <b>NO</b>
<b>EVENT Day &amp; Date:</b> Sundays June 26 - Sept. 4, 2011			<b>TIME OF EVENT (begin &amp; end up to 3 hours; INCLUDES set up &amp; clean up):</b> 8am - 9am		
<b>EVENT DESCRIPTION &amp; expected attendance (use another page if needed):</b> Worship Service					
<b>FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee):</b> Chandler Hovey Park					
<b>Available Facilities:</b>	<b>Devereux beach - barbeque pavilion (2 grills in season)</b>	<b>Devereux beach - Garfield Pavilion (2 grills in season)</b>	<b>Gerry Playground (Stramski's) (2 grills in season)</b>	<b>Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock</b>	<b>Other</b>
<b>Residents fee:</b>	\$25.00			<b>\$100.00</b> <b>No Security deposit required</b> <b>PLEASE SEE INSURANCE NOTE!</b>	<b>Fees based on request (*see note); please describe on another page</b>
<b>Residents security deposit:</b>	\$25.00				
<b>Non - residents fee:</b>	\$50.00				
<b>Non - residents security deposit:</b>	\$50.00				
<b>Catered event (Clambake, etc.)</b>	\$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>INSURANCE:</b> 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.					
<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.					
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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.					

<b>Request fee waiver(s) due to hardship ? (waivers determined at next Board meeting)</b>			YES / NO
<b>OFFICE USE:</b>			
<b>Park detail required? (see detail sheet)</b>	<b>Police detail needed? (631-1212)</b>	<b>Insurance required?</b>	
YES / NO	YES / NO	YES / NO	
(\$125 per unit)	\$	\$	
<b>Detail fee</b>	<b>Usage fee</b>	<b>Other fee</b>	
<b>Dates paid and check number(s)</b>			

OK

Lisa Nahafis (Office Manager)

Signature of applicant

Lisa Nahafis

Name (Please print clearly)

8 Stacey St.

Address

781-631-1244

Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

# Town of Marblehead Recreation & Parks Department

## Application for park permit

<b>APPLICATION date:</b> <div style="font-size: 1.5em; margin-top: 10px;">2/17/11</div>	<b>APPLICANT (name of person paying for permit):</b> <div style="font-size: 1.2em; margin-top: 10px;">Alastar Connor (Newcomers &amp; Natives)</div>
<b>Do you plan on using any structures (Chairs, tables, etc.) at your event?</b> (IF YES, PLEASE describe structures and see the note regarding insurance below.)	
YES / <b>NO</b>	
<b>EVENT Day &amp; Date:</b> <div style="font-size: 1.2em; margin-top: 10px;">April 23, 2011 - SATURDAY</div>	<b>TIME OF EVENT (begin &amp; end up to 3 hours: INCLUDES set up &amp; clean up):</b> <div style="font-size: 1.2em; margin-top: 10px;">10:30 - 1:30</div>
<b>EVENT DESCRIPTION &amp; expected attendance (use another page if needed):</b> <div style="font-size: 1.2em; margin-top: 10px;">Easter Eggs Hunt - 100 people approx.</div>	

**FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee):**  
 Gerry Playground

Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playround (Stramski's) (2 grills in season)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents fee:		\$25.00		<b>\$100.00</b> No Security deposit required <b>PLEASE SEE INSURANCE NOTE!</b>	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.*

<b>Request fee waiver(s) due to hardship?</b> (waivers determined at next Board meeting)		YES / <b>NO</b>
<b>OFFICE USE:</b>		
Park detail required? (see detail sheet) YES / <b>NO</b> (\$125 per unit)	Police detail needed? (631-1212) YES / <b>NO</b>	Insurance required? YES / <b>NO</b>
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

T  
OK

Signature of applicant

Alastar Connor  
 Name (Please print clearly)

5 Hereford Rd MHD  
 Address

617-901-8568  
 Telephone

# Marblehead Community Center rental permit application

APPLICATION date: 2/17/11		APPLICANT (Name of person paying for the permit): Alastar Connor (President of Newcomers & Natives)				
DAY/DATE of event: April 23, 2011 - SATURDAY						
TIMES (begin & end times up to 3 hours; includes set up & clean up): 10:30 - 1:30				NAME of group/organization (if applicable): Newcomers & Natives (Eggs will not contain Alcohol)		
Event description & expected attendance (use separate page if needed): Easter Egg Hunt 100 people approx.						
Circle room(s) requested:	Gym (note: no food or beverages allowed)	Game room	Dining room	Conference room	Arts & Crafts room	COA Kitchen
Security deposit (separate check due at time of application):				\$50.00		\$50.00 fee; \$50 separate security deposit; in conjunction with a dining room rental
One Room fee (up to 3 hours):				\$50.00		
Two room fee (up to 3 hours):				\$75.00		
Fee per room for permit over 3 hours:				\$25.00 an hour		
Staffing fee (Friday 5 PM - Sunday 10 PM):				\$25.00 an hour; minimum \$75.00		
Please see the next page for office hours and other information.						
SPECIAL REQUESTS: decided by the Commission at their next regular meeting INCLUDING fees and restrictions.						
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.) see next page for other restrictions.						
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				
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						

Signature of Applicant: Alastar Connor

Name (Please print clearly): Alastar Connor

Address: 5 Hereford Rd MHD

Telephone: 617-901-8568

(Continued on next page)

# Application for park permit

APPLICATION date: <b>3/27/11</b>	APPLICANT (name of person paying for permit): <b>Geoff Hamilton</b>
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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 / <b>NO</b>
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EVENT Day & Date: <b>3/27/11</b>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <b>7 AM - 1 PM</b>
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EVENT DESCRIPTION & expected attendance (use another page if needed): <b>Bike Race / 250</b>
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FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): <b>Devereux Beach parking area</b>
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Available 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, Crocker Park, or Castle Rock	Other
Residents fee:	\$25.00			<b>\$100.00</b> No Security deposit required <b>PLEASE SEE</b> <b>INSURANCE NOTE!</b>	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) due to hardship? (waivers determined at next Board meeting)	YES / NO	<div style="font-size: 2em; margin-bottom: 10px;">OK</div> <div style="font-size: 1.5em; margin-bottom: 10px;">/</div>
<b>OFFICE USE:</b>		
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)		

Signature of applicant

**Geoff Hamilton**

Name (Please print clearly)

**318 Atlantic Ave. Mhead**

Address

**781-631-3111**

Telephone

OK

Approved by: Superintendent, Recreation & Parks Department	Date approved
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## **Town of Marblehead Planning Board**

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

### **Legal Notice**

The Marblehead Planning Board will hold a public hearing at 7:30 PM on March 8, 2011 on an application for a Land Disturbance Permit filed under the Marblehead Storm Water Management and Erosion Control Bylaw Chapter 195 of The Marblehead Bylaws by Warwick Place Realty Trust for the construction of a new commercial building and the associated site work which will disturb more than 40,000 square feet of land at 117 -129 Pleasant Street, Assessor's Map 116 Lots 25-29).

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 Abbot Hall, 188 Washington Street, Marblehead, MA in the Selectmen's meeting room.

Philip Helmes, Chairman

FYI

## Notification to Abutters under the Marblehead Wetlands Protection Bylaw

In accordance with 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:

1. Corinthian Yacht Club, 1 Nahant Street, Marblehead, MA
  
2. The name and address of the applicant's representative is:  
Hayes Engineering, Inc., #603 Salem Street, Wakefield, MA 01880.
  
3. Type of application (circle appropriate bullet below):
  - ☒ The applicant has filed a Request for Determination of Applicability 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). **Proposed Project is dock house roof replacement and pier painting.**
  - 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.
  
4. Location of proposed activity:  
Corinthian Yacht Club, 1 Nahant Street Marblehead, MA.
  
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 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 6:00 PM on Wednesday and from 8:00 AM until 12:30 PM on Friday.

Copies of the application filed may be examined at/obtained from either the applicant or the applicant's representative as indicated below:

- Applicant at

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- Applicant's representative at  
**#603 Salem Street, Wakefield, MA, 01880; (781)246-2800, by appointment only Mon.-Fri.  
8 am-4 pm.**

6. 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, 7 Widger Road, Marblehead, MA 01945 by calling 781-631-1529 during normal business hours as previously indicated above.
7. Notice of the public hearing to include the date, and place will be published in either the Marblehead Reporter, Salem Evening News, or the Lynn Item least five (5) business days before the hearing.
8. Notice of the public hearing will also be posted at Abbot Hall, 188 Washington Street, Marblehead, MA 01945.
9. 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.

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

Today's Date: March 7, 2011

Resident in memoriam: Sandra E. James

Dates of residency: 1970 - 2010

1<sup>st</sup> Location desired: Marblehead Light

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

Inscription desired (see pricing information):

SANDRA E. JAMES

1952 - 2010

MARblehead Forever

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

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

Name: William H. JAMES  
(Please print)

Signature: William H. James

Address: 23 Highland Terrace

Cell Telephone: 781-632-3136

Fee

App

Date

Pac

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

Today's Date: 3/19/11

Resident in memoriam: William R Howe "Red" Sr.

Dates of residency: 1942 - 1986

1<sup>st</sup> Location desired: CROCKER PARK Pavilion

Alternate location desired: Wherever. Mike Lane deems appropriate

Inscription desired: William "RED" Howe Sr.

Marblehead Patrolman for 25 yrs WWII Combat US Pacific  
MAY 24, ~~1942~~ 1922 — February 4 2011

Other information (use back if needed): Trunk Marblehead, Proud Father  
and Patriot

**I understand and will comply with the Marblehead Recreation, Parks, & Forestry Memorial bench policy on page 1.**

Name: William R Howe Jr. Signature: [Signature]  
(Please print)

Address: 8244 Villa Grande St.

Date of residency: 1965 - 1988

Telephone: 941-228-5714

Date: \_\_\_\_\_

Looking for a  
fee waiver as  
a former Town  
Employee