



TOWN OF MARBLEHEAD
Recreation & Parks Department



Recreation and Parks Meeting Minutes

03-21-11

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 03/21/11 meeting to order at 7:00 PM.
- 2) **Attendance:**
 - a) **Present (constituting a quorum):** Chip, Derek, Sam, and Linda.
 - b) **Absent:** Chuck.
- 3) **Minutes:**
 - a) **Motion** made and seconded (Derek, Sam) to approve minutes of the 03/07/11 meeting; all in favor.
- 4) **Reports (See attachments):**
 - a) **Brendan's:** Item 1: Vandalism has already occurred in the poured concrete at the Pier head; the contractor will be able to repair the damage. Item 3: The quote for cleaning the Community Center came in at \$850.00. No other addendum.
 - b) **Mike's:** No Addendum.
- 5) **Old Business:**
 - a) **Stramski House:** The discussion from the last meeting (3/7/11) regarding appointing Mike to be the point person for renovating the Stramski house was revisited. Several renovation ideas were discussed including the need to engage an architect to begin sketching plans. After discussion, **Motion** made and seconded (Derek, Sam) to recognize the work that Mike has done in setting a framework plan for renovating the Stramski House using the Revolving Fund to assist in paying for the renovation for the Department's recreation sailing program and an expansion of waterfront Recreation Department activities; all in favor. The Board agreed a fact finding site visit is needed and tentatively scheduled one on Saturday morning (3/26/11).
 - b) **Gatchells:** Jeff Morrison (MHD youth baseball) contacted Chip regarding repair to the Gatchells access gate. Brendan and Chip visited the site and decided repairs to fencing, curbing, a new gate, and planting new grass in the fall is needed. Water and Sewer has expressed an interest in providing some manpower as it is now their slow season. Brendan will look into pricing fencing, materials, and coordinating labor.
 - c) **YMCA:** Emily Hudak circulated an e-mail to YMCA parents regarding their T-ball program (attached). Chip has also been informed the YMCA Executive Director has approached the YMCA Board to become involved. Linda attended a meeting at which the YMCA aquatics director stated the YMCA was in direct competition for aquatic programs with all other local clubs and organizations. Derek re-emphasized that the YMCA was warned that last year's Y T-ball program was the last one that was going to be allowed on Town Park property as the Department was starting their own program. Sam agreed that the YMCA is now in direct competition with the Town for recreational programming. It was also discussed that the AD is now coordinating with Brendan regarding any school field rentals, and that the Town's Women's Softball league has now been taken to the YMCA by Emily to be run as a YMCA program. The Board agreed to take all this information under consideration when doing any business with the YMCA in the future.
 - d) **Benches:** Brendan presented a draft of the updates to the memorial bench policy to the Board for their consideration (attached). **Motion** made and seconded (Sam, Derek) to approve the update; all in favor.

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET
MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

- e) Flag pole: Brendan presented a draft of the wording for the plaque to be installed at the new Seaside flagpole (attached). After discussion, it was agreed that the wording should be "The Town of Marblehead" instead of "Marblehead Recreation and Parks Department". Board also agreed a dedication ceremony of some sort would be appropriate when the plaque is ready. Brendan will coordinate.
 - f) Gerry Playground: The Family Fund wants to plan a grand opening (see Brendan's report). Board in agreement; Brendan will coordinate.
 - g) Chandler Hovey: Chip reports the Sub-Committee to plan renovation is not following proper procedure. Mr. Harshbarger is contacting people to put volunteer labor in place on actions that have not been presented to the Commission for approval. Chip contacted the members of the committee and directed them to follow proper open meeting law procedures. Linda has been in contact with Tree Warden Doug Gordon (see attached) regarding plantings. After discussion, the Board asked Brendan to contact Tom Hamond to get his input on the events described in the attached correspondence and report back to the board.
- 6) **New Business:**
- a) Correspondence (see attachments):
 - i) Permit requests: The following permit requests were considered:
 - (1) Alison Becker: **Motion** made and seconded (Linda, Derek) to approve; all in favor; pending receipt of a permit application and payment.
 - (2) Emily Greten – Jr. Aid Society: **Motion** made and seconded (Linda, Sam) to approve and waive fees; all in favor; pending receipt of the required insurance certificate. Brendan will coordinate.
 - (3) YMCA:
 - (a) Request to use Bud Orne Rink (tabled from last meeting). **Motion** made and seconded (Sam, Linda) to deny request based on the latest developments as outlined in item 5.c. After discussion, the motion did not carry with 2 for, 2 against, and 1 absent.
 - (b) **Motion** made and seconded (Sam, Derek) to approve the request for a ONE time use with a fee charged of \$10.00 per participant; 3 in favor, 1 abstained. Brendan will write a letter to the YMCA explaining the terms and conditions and a reminder that any and all YMCA activities wishing to use Park property MUST submit a permit application for consideration and written approval by the Board as stated in the Town By-Laws regarding engaging in business (Code of the Town of Marblehead, § 236-1 B).
 - ii) FYI items (no actions required): Notice of meeting; Kline letter.
 - b) Sam: Inquired if the request for more gym time from MHD Youth Badminton has been considered. Brendan recommended and the Board agreed not to give away any more gym time to any private groups as the building is already tightly scheduled and Department recreation programs would suffer. Fees and scheduling were also discussed; the board asked Brendan to recommend adjustments to all fees for facility usage to be more in line with the schools and other local agencies offering the same services ASAP.
 - c) Field preparation for spring: The Board discussed general plans for fields in the upcoming season; no actions taken.

7) **Timekeeping:**

- a) Meeting adjournment: 9:00 PM.
- b) Next meeting: Scheduled for 7:00 PM on Tuesday, April 5, 2011 at the Marblehead Community Center.

Respectfully submitted: Ric Reynolds, Clerk

Attachments

- *Notice of meeting with agenda*
- *2 Reports with attachments*
- *E-mail: Emily Hudak*
- *Memorial bench policy draft*
- *Memorial plaque invoice estimate*
- *E-mail: Doug Gordon*
- *3 permit requests*
- *2 Letters of information*



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

21
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 – March 7, 2011

Reports:

Superintendent Brendan Egan and Assistant Superintendent C Michael Lane

Discussion:

1. Stramski House

Old Business Discussion

New Business Discussion

Next Meeting: April 5, 2011

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 03/17/11

Recreation Commission Meeting
March 21, 2011
Superintendent's Report

Crocker Park

The pier head was poured last Friday. The stairs are going to be formed this week with the hopes of pouring them on Friday. The railings have been fabricated and will be installed after the stairs have been poured. Due to the above average amount of snow this winter the project has taken a little longer than expected. North Shore Marine is asking for a 30 day extension to complete the work.

The bathroom work is progressing. I have received the submittals and will be meeting with the contractor this week. I expect work to begin this week or early next week.

Field Covers

Additional field covers were installed on the Village School middle field as requested at the last commission meeting. The covers will be removed late next week to give the grass some time to adjust to the weather before the start of spring sports.

Community Center

Mike and I met with a few cleaning companies about a "Spring Cleaning" of the Community Center. We have decided to use Sinclair Cleaning Services to clean all of the bathrooms (floor to ceiling), strip and wax the hallways and clean the carpets in the lobby and office. This project is scheduled to take place this Saturday, March 26.

Seaside Park

The Marblehead Conservancy will be running an Earth Day / Arbor Day clean-up at Seaside Park on April 23, from 9:00 am-12:00 noon. They will be planting tree & shrub seedlings in an area that has run-off potential, into Marblehead Harbor, and we will be picking up trash. I met with some members last week to go over details (see handout). We will work with the Conservancy to pick up any trash collected that day.

Devereux Beach

I received a call today regarding the plastic mesh disks that were discharged from the Hookset, NH wastewater treatment facility last week. The discs have been reported on the Salem harbor side of Marblehead and on Devereux Beach. The staff cleaned up some of the discs today before we were informed the state had contracted with Enpro Environmental to clean the disks from our beaches.

Pram Racks / Community Garden Plots

Pram rack and Community Garden Plot permits were sent out last week. Both permit forms are due back April 30.

Old Business

Bench Policy - I sent out a draft of the bench policy and removed the information about town employees, officials or civic leaders being awarded a bench by the Recreation & Parks Commission out of the revolving account as requested at the last meeting. I also made a change, as suggested, regarding replacement of the bench. Please review and make any suggested changes.

Phase 1

SEASIDE PARK

MARBLEHEAD, MASSACHUSETTS

Guidebook with photos & text to Marblehead's natural wonders; a non-profit, volunteer project. Maps by Jay J. Johnson.

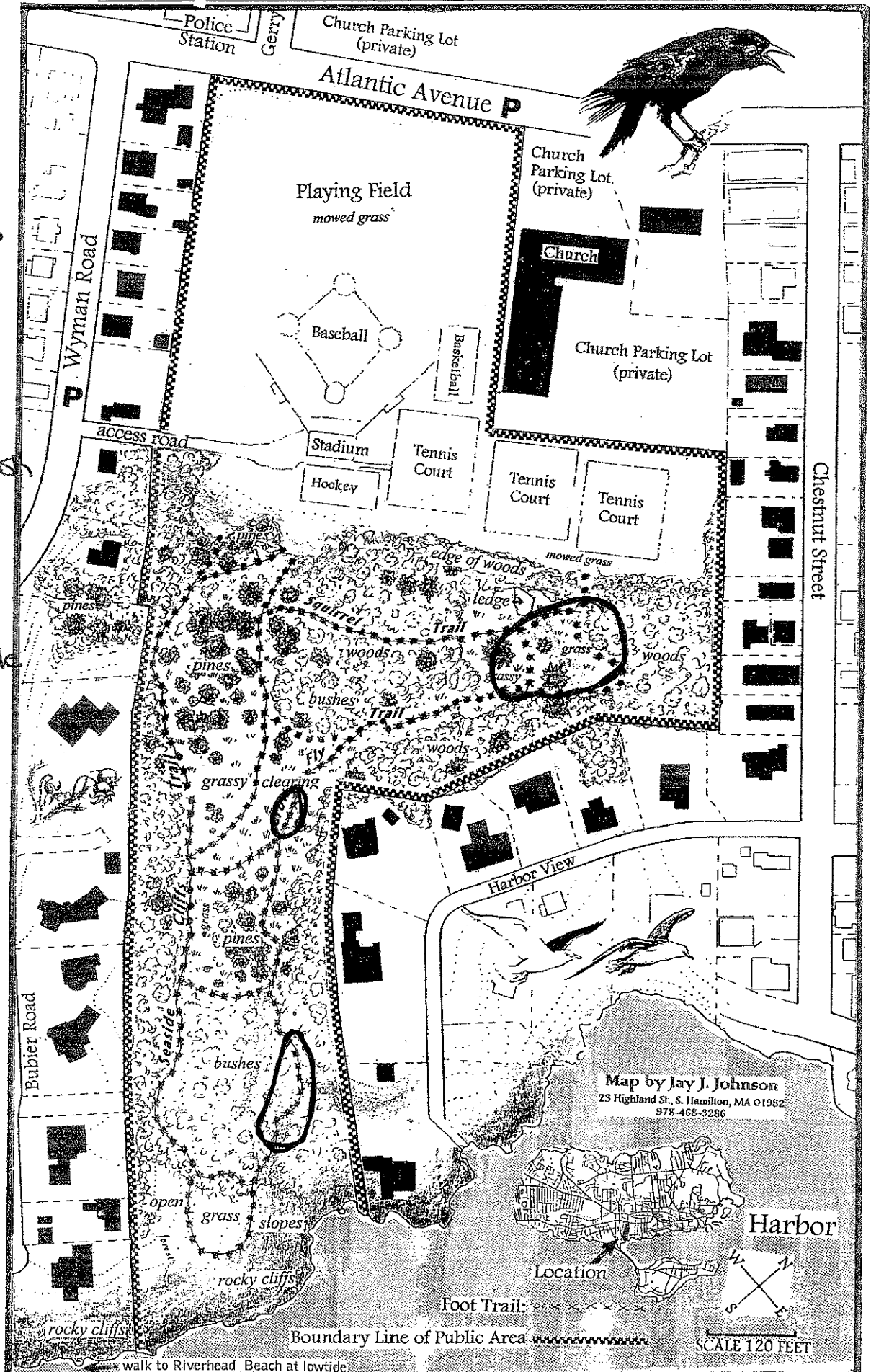
Trees & Shrubs to be planted

Shrubs

Arrowwood
Winterberry
Bayberry
Am. Cranberrybush

Trees

Sycamore
Green Ash
Sugar/Red Maple



— Assistant Superintendent/Director of Recreation Report

March 21, 2011

RECREATION

I will keep this report brief to allow more time for discussion on the "house" at Gerry Playground.

PROGRAMS

The new brochure is out in the schools, on-line and in local stores. I will be providing press releases to local publications and broadcasting on MHTV this week.

SEASIDE TENNIS COURTS

Seaside tennis nets are up on all courts.

SUMMER JOB APPLICATIONS

Summer Job Interviews are done and I will have all recommendations for hire at our next meeting.

The Boat House

at Gerry Playground



In the year 1968 Dr. Stramski appeared before the Recreation and Park Board re. his property which the Town of Marblehead is interested in purchasing.

Dr. Stramski stated that he would be willing to sell his land to the Town for \$125,000.00.

Mr. Robert Till of the Recreation and Park Board appeared before the Board of Selectmen with a letter from Chairman Fullerton of that Board, stating that the Commission is in favor of abiding by the vote of the 1968 Town Meeting to purchase the land.

This beautiful piece of property was purchased for the Town of Marblehead's residents and guests to enjoy it's beauty and all that the West Shore has to offer. It was understood that this land would provide access to the West Shore of Marblehead for it's boaters.

Please enjoy and respect this property.

From: Emily Hudak <hudake@northshoreymca.org>
Date: March 21, 2011 10:49:34 AM EDT
Subject: YMCA T-Ball

Dear Parents,

Thank you for registering for the YMCA Spring T-Ball leagues! With the warm weather already arriving, we're looking forward to a fantastic season of fun and learning.

As we prepared for our T-ball season, we encountered an unanticipated challenge. At this time, the Rec Commission has denied our field use permit for the Green Street Field in Marblehead because they are looking to begin their own T-Ball program. We were surprised (and disappointed) by this turn of events but want to move forward with a good plan that will work for our T-ball families. We would value your input on the following options as well as suggestions of other alternatives.

We researched a couple different options, and we'd like to know what works best for you.

- Use two fields in Salem, 4 weeks at Salem State and 4 weeks at the Willows.
- Use the field at the Y, which would extend play until 3pm as less games would be playing at a time with the smaller field space.

Also, while we pursue other field options, we could re-approach the Rec Commission and to them to reconsider their decision. Candidly, we think we'd need to ask T-ball families to join with us on an appeal effort.

Please let me know which field option you'd prefer and your views on appealing for a new decision on the Green St field.

I look forward to hearing from you.

Thank you!
Emily

Emily Hudak | Sports Director

Lynch/van Otterloo YMCA
40 Leggs Hill Road | Marblehead, MA 01945

3/21/2011

Memorial Benches
For former Marblehead residents by current resident(s)
Recreation and Parks Commission policy
Last reviewed: 03/07/2011

Residents of Marblehead may submit a written request for a Memorial Bench to commemorate former human residents on property falling under the jurisdiction of the Recreation & Parks Department. Memorial benches are meant to replace older benches as needed.

The following are the conditions and guidelines for approval of a bench as voted on by the Recreation & Parks Commission. Guidelines are subject to change as deemed necessary by the Commission. Please ensure your request meets the following criteria:

- **APPLICANT:**
 - Must be a resident of Marblehead for no less than 25 years.
 - Assumes all costs of materials, installation, and maintenance for the manufacturer's warranty period of the bench. In addition a donation equal to the cost of the bench will be charged as an endowment fund for routine maintenance when the bench is ordered.
 - Has the right of first refusal, if the bench is damaged and needs to be replaced, when the manufacturer's warranty expires to pay for a replacement bench and renew the maintenance endowment when needed. Should they decline to renew, the spot will be made available to the next qualified applicant waiting.
- **FEES:** determined by the type of bench and installation cost.
- **LOCATIONS:** All bench locations on Parks Department property are subject to the approval of the Recreation and Parks Commission; applicant should specify the desired location and if an alternate location would be acceptable.
- **PROPERTIES not under Parks Department jurisdiction:** Please contact these offices if interested in these locations:
 - Fort Sewall: Selectmen - 781-631-0000
 - State Street landing: Harbormaster -781-631-2386

MEMORIAL CONTRACT

KIMBALL MEMORIALS, INC.
115-117 WATER STREET
DANVERS, MASSACHUSETTS 01923
978-774-0019
FAX 978-774-9117

Date 3/18/11 No. 5621
In agreement with MARBLEHEAD Rec Dept
Street 10 Humphrey ST
City MARBLEHEAD State MA Zip 01845
781-631-3350

Please enter my order for a memorial/engraving as specified herein, for which I agree to pay you the sum of \$ 445.00 Dollars
in the manner specified below, engraving to be performed, monument to be erected in lot No. _____ Section _____
in _____ Cemetery, _____ subject to the Rules and Regulations
(City and State)
of said Cemetery. Material, design, dimensions, finish and lettering of the memorial to be as follows:

Material:
Design No.

8X10 BRONZE PLAQUE MOUNTED ON GRANITE FROM KIMBALLS

*MARBLEHEAD RECREATION & PARKS DEPARTMENT
APPRECIATES THE GENEROUS DONATION OF THIS PLAQUE BY
THE MCKERNAN FAMILY
AND*

*THE SHATTUCK FUND
FEBRUARY 2011*

Engraving:	_____
Monument:	_____
Sales Tax:	_____
Foundation:	_____
PLAQUE	<u>445.00</u>
Other:	
TOTAL	<u>\$445.00</u>

The said memorial is guaranteed by Kimball Memorials Inc. against any defects in workmanship. The said memorial, with title thereto and right of possession thereof, shall remain Kimball Memorials, Inc. personal property until I have paid for it in full. In default of any payment hereunder I license Kimball Memorials, Inc. to repossess and remove the said memorial without guilt of trespass or other wrong and authorize and empower Kimball Memorials, Inc. in my name and on my behalf to apply to the management of said Cemetery or other premises for a permit for its removal and to take any other steps Kimball Memorials, Inc. may deem necessary or expedient and further agree to save Kimball Memorials, Inc. harmless from and under any entry, repossession and removal: Kimball Memorials Inc. may then retain said memorial or dispose of it at their own discretion without being answerable to me for it or for any proceeds therefrom.

AGREEMENT OF PAYMENTS

\$ 445.00 Total Cost
\$ 0 Less Deposit
\$ 445.00 Balance in or within 10 days
after erection of said memorial/or completion of work.

Only the lettering herein specified included in the agreed price.

This order is subject to any delay caused by any strike, lockout, fire or other condition beyond your control.

There is no agreement regarding this order other than contained herein.

Any part of this agreement contrary to the laws of any State shall not invalidate any other part thereof.

This order is not subject to cancellation after acceptance.

ACCEPTED: _____ Date _____ Signed _____

Please Sign Above If
Found Correct And
Return White Copy
To Our Office

Collins

From: "Doug Gordon" <gordond@marblehead.org>
Date: Tuesday, March 15, 2011 8:40 AM
To: "Collins" <selcollins@verizon.net>
Cc: "Brendan Egan" <eganb@marblehead.org>
Subject: RE: CHandler Hovey

Hi Linda, I'm not sure if you or Bredan remember what has been going on at Chandler Hovey park over the years I think you should share this with Jim. That someone has been cutting down shrubs and trees at night and leaving the mess for us to clean up. The tree dept also has planted about six trees in the last five years all have died. I went out there to fix the flag and noticed dead grass around every tree we planted and even existing trees. I notified the police and fire dept about it and Tom Hamond The fire dept contacted the state police and brought a accelerant sniffing dog to the park and made a hit on every tree out there. The police had detective Sean Sweeny patrol the park at night under cover with night vision goggles, Sean notified me that he saw an individual cutting shrubs one night I was told it was only a misdemeanor and was not prosecuted. I feel until this is resolved the town or anyone else should not waste any more money on new plantings. The town has spent about \$1200.00 on trees that were killed this needs to be addressed first. Thank you, Doug

From: Collins [mailto:selcollins@verizon.net]
Sent: Monday, March 14, 2011 6:13 PM
To: Tree Dept
Subject: CHandler Hovey

Hi Doug,
 The Recreation and Parks Commission has created a sub committee to develop a plan to work on Chandler Hovey. I am going to copy you on some emails we have received from Jim Harshbarger, neck resident - on the sub committee. Chip believes he works for this organization. You are the expert on this. Can you meet some time in the near future to go over what work you feel needs to be done at Chandler Hovey.

thanks

Linda Collins

Brendan,

I have received your note.

Chuck, as Brendan suggests, please set up whatever meeting your wish with the tree department so as to determine level of interest and timing. That you wish to save Town dollars, the deadline for SavATree is short.

Attached is a contract developed by the Landscape Architect as I have discussed and provide to the committee already.

Attached is the proposal from the Landscape Architect which we have spoken of and communicated. Please read with the intent of authorizing. The next step for him is meeting with us.

Thank you,
 jim

From: Brendan Egan [mailto:eganb@marblehead.org]
Sent: Friday, March 11, 2011 10:09 AM
To: James Harshbarger
Cc: selcollins@verizon.net; Chuck
Subject: RE: Chandler Hovey

Jim,

TO: Recreation and Parks Board
FR: Alison Becker c/o Pleon Yacht Club
RE: Trailer Parking for MHD Jr. Race Week

Dear Board,

This letter is to request a contract for Boat Trailer Parking at Riverhead Beach from Sun. July 24th through Weds. July 27th. Specific purpose or request is for the out of town trailers during Marblehead Jr. Race Week out of the Pleon Yacht Club. Bill Graves and myself are again this year's Co-Chairs of the Regatta.

Thank you,
Alison Becker

32 Flint St.
Marblehead, MA 01945
781-639-0417

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <u>3/8/2011</u>	APPLICANT (name of person paying for permit): <u>Emily Greden (Jr. Aid Society)</u>
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 / NO	

EVENT Day & Date: <u>Sat. May 14, 2011</u>	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <u>8-11</u>
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EVENT DESCRIPTION & expected attendance (use another page if needed):
The Beach to Beach 5K - a road race to benefit women's children's charities

FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): on the North-Shore (see next page)
Use of the parking lot & bathrooms at Devereux Beach

Available Facilities:	<u>Devereux beach -</u> barbeque pavilion (2 grills in season)	<u>Devereux beach -</u> Garfield Pavilion (2 grills in season)	<u>Gerry Playround</u> (Stramski's) (2 grills in season)	<u>Wedding ceremonies:</u> Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents fee:	\$25.00			\$100.00 No Security deposit required <u>PLEASE SEE</u> <u>INSURANCE NOTE!</u>	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 must be filed with the application if any furniture or structures (chairs, tables, etc.) are used. Insurance is required.

APPROVAL: Applications must be made during regular business hours. 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.

CANCELLATIONS/REFUNDS: requests must be in writing at least 5 business days before the event.

RESTRICTIONS: Open fires (bonfires) and alcoholic beverages are prohibited. Recreation & Parks Department (Code of the Town of Marblehead).

It is expressly understood and agreed that the policies of the Recreation & Parks Department the undersigned hereby assumes full responsibility for any damages to the accommodations described above, and engages to make the same good as new. The undersigned agrees to pay promptly such charges as may be made for the accommodations.

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

DJ?

Insurance needs to be amended to 1,000,000/3mil

Signature of applicant

Emily Greden on behalf of Junior Aid Society
Name (Please print clearly)

8 Dickwick Rd.
Address

617-778-8734 (c)
781-631-1518 (h)

Telephone

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 2/22/11		APPLICANT (name of person paying for permit): Emily Hudak - Lynch/vm O'Hara YMCA			
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 / NO
EVENT Day & Date: Mon-Fri, July 25-29, Aug 1-5			TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 9:00am - 1:00pm		
EVENT DESCRIPTION & Expected attendance (use another page if needed): Street Hockey Camp					
FACILITY REQUESTED (NOTE: Any seasonal parking fees are NOT included in the permit fee): Bud Orne Rink					
Available Facilities:	<u>Devereux beach - barbeque pavilion</u> (2 grills in season)	<u>Devereux beach - Garfield Pavilion</u> (2 grills in season)	<u>Gerry Playground</u> (Stramski's) (2 grills in season)	<u>Wedding ceremonies:</u> Chandler Hovey, Crocker Park, or Castle Rock	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 will be destroyed once the area is checked to ensure all trash was removed from the property. A certificate naming the Town of Marblehead as an additional insured is required. Structures (chairs, awnings, etc.) are going to be set up. Business hours. Standard applications take 1 - 3 business days to approve. One day per applicant. Their next meeting, including fee amounts and any restrictions. Meeting at least 5 business days before event (sorry, no "rain out" refunds). Beverages are prohibited on property under the jurisdiction of the Town of Marblehead § 236-1.) The Recreation & Parks Commission are to be strictly complied with, and that any damages to or loss of Town property in consequence of such use of the same good without expense to the Town, and the undersigned further for the accommodations requested.					
<div style="border: 1px solid black; padding: 10px; width: 350px; float: left; margin-right: 10px;"> Tabled until next meeting Mike has nothing planned OK for this year ONLY! </div> <div style="clear: both;"></div>					
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): Emily Hudak

Address: 40 Leggs Hill Rd

Telephone: 781-990-7044

Approved by:

Superintendent, Recreation & Parks Department

Date approved

Fee - \$12.00 per participant



TOWN OF MARBLEHEAD
OFFICE OF
Finance Committee

David Harris, Chairman
Patricia Moore, Vice-Chairman
Moses Grader, Vice-Chairmen
Robert Ross, Clerk

Mary Alley Building
7 Widger Road
Marblehead, MA 01945

March 5, 2011

The Town of Marblehead Finance Committee will hold a Public Hearing on Monday, March 28, 2011 in Abbot Hall, 188 Washington St, in the Selectmen's Room at 7 P.M.

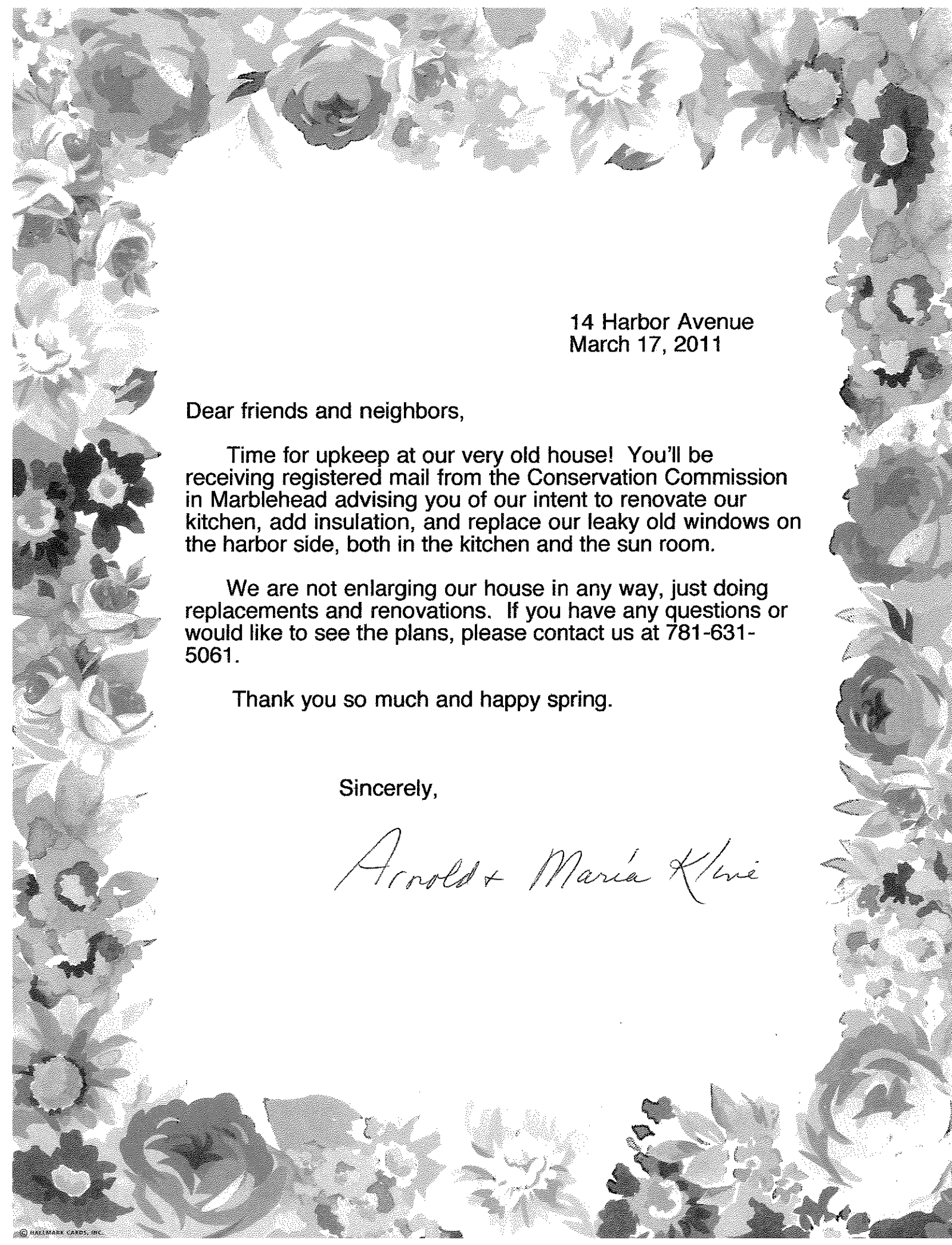
The purpose of the meeting is to hear discussion pro & con on articles in the warrant of the May 2, 2011 Annual Town Meeting.

The public hearing also offers Marblehead Taxpayers an opportunity to provide input in the discussion, enabling the Finance Committee to hear all facets before offering its recommendations to the Annual Town Meeting.

The Finance Committee also strongly requests that sponsors of articles calling for the appropriation of funds please have the dollar amount available at the time the article is discussed.

The articles will be discussed in numerical order.

Robert D. Ross
Finance Committee Clerk



14 Harbor Avenue
March 17, 2011

Dear friends and neighbors,

Time for upkeep at our very old house! You'll be receiving registered mail from the Conservation Commission in Marblehead advising you of our intent to renovate our kitchen, add insulation, and replace our leaky old windows on the harbor side, both in the kitchen and the sun room.

We are not enlarging our house in any way, just doing replacements and renovations. If you have any questions or would like to see the plans, please contact us at 781-631-5061.

Thank you so much and happy spring.

Sincerely,

Arnold + Maria Klue



**TOWN OF MARBLEHEAD
RECREATION & PARK DEPARTMENT
BUDGET ESTIMATES - FISCAL 2012**

To the Finance Committee:

We respectfully request your recommendation to the Annual Town Meeting of the following estimates, which are herewith submitted as the appropriations believed necessary for the upcoming year.

	1	2	3	4	5	6	7	8
	Expended FY 2009	Expended FY 2010	Budgeted FY 2011	Expended 7-1-10 to 12-31-10	Bal Available 1-1-11 to 6-30-11	Budget Requested FY 2012	Col 6. Compared to Col 3 Incr/Decr	Percentage Incr/Decr
190 - PARK SALARIES	525,379.20	524,105.36	546,222.00	283,179.57	263,042.43	559,878.00	13,656.00	2.50%
191 - PARK EXPENSE GENERAL	159,104.52	154,207.75	171,590.00	88,429.73	83,160.27	171,590.00	-	0.00%
192 - PARK FACILITY EXPENSE	36,558.61	41,906.29	46,093.00	14,475.61	31,617.39	46,093.00	-	0.00%
TOTAL BUDGET FOR DEPARTMENT	721,042.33	720,219.40	763,905.00	386,084.91	377,820.09	777,561.00	13,656.00	

List Reserve Fund Transfers on a separate page.

Please forward 11 copies of your budget to the Clerk of the Finance Committee before January 31st

Date: _____

To be signed by Fin Comm Member as recommended

To be signed by Department Head



TOWN OF MARBLEHEAD

RECREATION & PARK DEPARTMENT - SALARIES

BUDGET ESTIMATES - FISCAL 2012

	Appropriated FY 2010	Expended FY 2010	Appropriated FY 2011	Expended 7-1-10 to 12-31-10	Budget Requested FY 2012	Increase/ Decrease
190 - PARK SALARIES						
5004 Department Head	69,799.00	71,868.45	75,936.00	36,949.89	77,307.00	1,371.00
5006 Asst Dept Head #2	60,225.00	60,224.71	61,430.00	29,890.97	62,538.00	1,108.00
5018 Senior Clerk	42,936.00	42,935.54	43,795.00	21,309.84	44,585.00	790.00
5024 Park Maint/Groundskeeper	147,848.00	146,417.65	152,693.00	73,866.52	156,768.00	4,075.00
5025 Field Craftsman Mechanic	42,936.00	42,935.54	43,795.00	21,309.84	44,585.00	790.00
5045 Park Maint Craftsman	37,960.00	37,959.84	38,720.00	18,840.45	39,418.00	698.00
5056 Working Forman Build/Grounds	42,936.00	42,935.54	43,795.00	21,309.84	44,585.00	790.00
5076 Seasonal Beach Supervisor	10,840.00	9,507.63	11,382.00	7,932.41	11,942.00	560.00
5083 Seasonal Grounds Caretaker	43,044.00	37,164.16	43,970.00	27,760.72	40,739.00	(3,231.00)
5087 Seasonal Lifeguard	18,085.00	18,052.29	18,446.00	16,249.15	23,811.00	5,365.00
5145 Overtime	3,000.00	4,944.65	3,060.00	2,437.46	3,000.00	(60.00)
5154 Longevity	3,000.00	3,000.00	4,200.00	4,800.00	5,600.00	1,400.00
5156 Holiday		-		-		-
5159 Out of Rank		56.36		80.48		-
5161 Sick Bonus - Annual	5,000.00	2,500.00	5,000.00	-	5,000.00	-
5166 Unemployment Insurance		3,603.00		442.00		-
5174 Reserve Fund Transfer	1,400.00					
	529,009.00	524,105.36	546,222.00	283,179.57	559,878.00	13,656.00

DEPARTMENT: RECREATION & PARKS

SALARY DETAIL

	Position	Group	Step	Weekly Salary	# Weeks	Annual Salary	Longevity	Budget 7-1-11 to 6-30-12
	Department Head (Brendan)	55	5	\$ 1,483.82	26.0	\$ 38,579.00		
		55	5	\$ 1,483.82	26.1	\$ 38,728.00		\$ 77,307.00
	Assistant Department Head (Mike)	53	5	\$ 1,200.34	26.0	\$ 31,209.00		
		53	5	\$ 1,200.34	26.1	\$ 31,329.00	\$ 400.00	\$ 62,938.00
	Senior Clerk (Ric)	26	5	\$ 855.75	26.0	\$ 22,250.00		
		26	5	\$ 855.75	26.1	\$ 22,335.00	\$ 600.00	\$ 45,185.00
	Special Clerk (unfilled)	0	0		0.0	\$ -	\$ -	\$ -
	Park Maint - Grounds (Reggie)	24	5	\$ 756.58	26.0	\$ 19,671.00		
		24	5	\$ 756.58	26.1	\$ 19,747.00	\$1,000.00	\$ 40,418.00
	Park Maint - Grounds (Mike Attridge)	24	5	\$ 756.58	26.0	\$ 19,671.00		
		24	5	\$ 756.58	26.1	\$ 19,747.00	\$ 600.00	\$ 40,018.00
	Park Maint - Grounds (Brad)	24	5	\$ 756.58	26.0	\$ 19,671.00		
		24	5	\$ 756.58	26.1	\$ 19,747.00	\$ 600.00	\$ 40,018.00
	Park Maint - Grounds (Pat)	24	4	\$ 727.48	31.0	\$ 22,552.00		
	After 02/14/2012	24	5	\$ 756.48	21.1	\$ 15,962.00	\$ -	\$ 38,514.00
	Field Craftsman Mechanic (Greg)	26	5	\$ 855.75	26.0	\$ 22,250.00		
		26	5	\$ 855.75	26.1	\$ 22,335.00	\$ 600.00	\$ 45,185.00
	Park Maint - Craftsman (Bobby)	24	5	\$ 756.58	26.0	\$ 19,671.00		
		24	5	\$ 756.58	26.1	\$ 19,747.00	\$ 800.00	\$ 40,218.00
	Heavy Equipment Operator (unfilled)	0	0		0.0	\$ -	\$ -	\$ -
	Working Foreman Bldg/Gmnds (Pete)	26	5	\$ 855.75	26.0	\$ 22,250.00		
		26	5	\$ 855.75	26.1	\$ 22,335.00	\$1,000.00	\$ 45,585.00
FY2011 rates:	SEASONAL							
\$ 650.46	Seasonal Beach Supervisor 1	25	3	\$ 663.47	9.0	\$ 5,971.00	\$ -	\$ 5,971.00
\$ 650.46	Seasonal Beach Supervisor 2	25	3	\$ 663.47	9.0	\$ 5,971.00	\$ -	\$ 5,971.00
	Seasonal Park Police (unfilled)				0.0	\$ -	\$ -	\$ -
\$ 484.60	Seasonal Grounds Caretaker 1	20	3	\$ 494.29	16.0	\$ 7,909.00	\$ -	\$ 7,909.00
\$ 478.84	Seasonal Grounds Caretaker 2	20	2	\$ 488.42	16.0	\$ 7,815.00	\$ -	\$ 7,815.00
\$ 478.84	Seasonal Grounds Caretaker 3	20	2	\$ 488.42	16.0	\$ 7,815.00	\$ -	\$ 7,815.00
\$ 478.84	Seasonal Grounds Caretaker 4	20	2	\$ 488.42	12.0	\$ 5,861.00	\$ -	\$ 5,861.00
\$ 473.08	Seasonal Grounds Caretaker 5	20	1	\$ 482.54	12.0	\$ 5,790.00	\$ -	\$ 5,790.00
\$ 473.08	Seasonal Grounds Caretaker 6	20	1	\$ 482.54	11.5	\$ 5,549.00	\$ -	\$ 5,549.00
\$ 473.08	Seasonal Grounds Caretaker 7	20	1	\$ 482.54	0.0	\$ -	\$ -	\$ -
\$ 516.67	Seasonal Lifeguard 1	22	2	\$ 527.00	10.0	\$ 5,270.00	\$ -	\$ 5,270.00
\$ 516.67	Seasonal Lifeguard 2	22	2	\$ 527.00	10.0	\$ 5,270.00	\$ -	\$ 5,270.00
\$ 516.67	Seasonal Lifeguard 3	22	2	\$ 527.00	9.0	\$ 4,743.00	\$ -	\$ 4,743.00
\$ 491.84	Seasonal Lifeguard 4	22	1	\$ 501.68	9.0	\$ 4,515.00	\$ -	\$ 4,515.00
\$ 491.84	Seasonal Lifeguard 5	22	1	\$ 501.68	8.0	\$ 4,013.00	\$ -	\$ 4,013.00
	Annual Sick Bonus			\$ 500.00	10.0	\$ 5,000.00		\$ 5,000.00
	Overtime			\$ 3,000.00	1.0	\$ 3,000.00		\$ 3,000.00
	TOTALS					\$554,278.00	\$5,600.00	\$ 559,878.00



TOWN OF MARBLEHEAD

RECREATION & PARK DEPARTMENT - OPERATIONAL EXPENSE

BUDGET ESTIMATES - FISCAL 2012

191 - PARK EXPENSES GENERAL	Appropriated FY 2010	Expended FY 2010	Appropriated FY 2011	Expended 7-1-10 to 12-31-10	Budget Requested FY 2012	Increase/ Decrease
5198 In Service Training	300.00	-	300.00	-	300.00	-
5211 Electricity	2,000.00	1,820.99	2,000.00	1,824.54	2,000.00	-
5213 Heating Gas	3,000.00	652.75	3,000.00	360.07	3,000.00	-
5231 Water/Sewer	8,000.00	6,876.50	8,000.00	114.45	8,000.00	-
5241 R&M Motor Vehicles	8,000.00	9,710.63	8,000.00	3,413.76	9,000.00	1,000.00
5244 R&M Boat	500.00	-	500.00	-	500.00	-
5260 R&M Building & Grounds	7,500.00	3,490.90	7,500.00	466.52	8,000.00	500.00
5263 R&M Gas Pumps		297.71		260.81		-
5265 R&M Playground Equipment	4,000.00	4,598.85	4,000.00	5,537.00	4,000.00	-
5268 R&M Restrooms	6,500.00	2,794.46	6,500.00	1,618.53	6,500.00	-
5269 R&M Other Equipment	11,000.00	6,578.58	11,000.00	2,756.53	11,000.00	-
5275 Container Rental	900.00	640.00	900.00	375.00	900.00	-
5278 Office Equipment Rental	500.00	-	500.00	234.98	500.00	-
5306 Doctors	1,000.00	935.00	1,000.00	55.10	1,000.00	-
5312 Legal Notices	300.00	160.23	300.00	434.75	300.00	-
5319 Other Professional & Tech.	27,500.00	26,529.91	27,500.00	16,244.50	27,500.00	-
5341 Telephone	2,000.00	1,726.33	2,000.00	709.66	1,500.00	(500.00)
5342 Postage		-		-		-
5343 Telephone - Alarm	350.00	1,156.76	350.00	308.10	850.00	500.00
5344 Cellular Phones	500.00	513.93	500.00	242.64	800.00	300.00
5346 Internet Access	300.00	297.00	300.00	162.00	300.00	-
5387 Call Paging System	800.00	-	800.00	-	-	(800.00)
5421 Printing/Forms				-		-
5423 Photocopy Supplies				-		-
5429 Misc. Office Supplies	2,900.00	1,590.48	2,900.00	315.23	2,900.00	-
5435 Paint Supplies	5,500.00	5,744.55	5,500.00	3,123.78	5,500.00	-
5451 Cleaning Supplies		3,854.04		2,005.10		-
5461 Groundskeeping Tools & Supp	3,200.00	1,470.08	3,200.00	235.00	3,200.00	-
SUB-TOTAL	96,550.00	81,439.68	96,550.00	40,798.05	97,550.00	1,000.00



TOWN OF MARBLEHEAD

RECREATION & PARK DEPARTMENT - OPERATIONAL EXPENSE

BUDGET ESTIMATES - FISCAL 2012

	Appropriated FY 2010	Expended FY 2010	Appropriated FY 2011	Expended 7-1-10 to 12-31-10	Budget Requested FY 2012	Increase/ Decrease
CARRIED FORWARD	96,550.00	81,439.68	96,550.00	40,798.05	97,550.00	1,000.00
5462 Landscaping Materials	45,040.00	45,911.17	45,040.00	32,966.13	45,040.00	-
5464 Grass Seed	12,500.00	9,435.00	12,500.00	3,320.00	12,500.00	-
5481 Unleaded Regular Gas	8,500.00	9,755.70	8,500.00	6,529.32	8,500.00	-
5483 Diesel Fuel	1,500.00	3,140.89	1,500.00	3,379.87	1,500.00	-
5484 Oil & Grease	800.00	847.61	800.00	292.88	800.00	-
5581 Uniforms	2,500.00	1,418.28	2,500.00	994.78	2,000.00	(500.00)
5590 Recreational Supplies	1,700.00	9.43	1,700.00	-	1,200.00	(500.00)
5710 In State Travel	300.00	286.99	300.00	31.90	300.00	-
5720 Out of State Travel	-	-	-	41.80	-	-
5731 Dues	500.00	361.00	500.00	75.00	500.00	-
5732 Subscriptions	175.00		175.00	-	175.00	-
5740 Insurance Premiums	1,200.00	1,142.00	1,200.00	-	1,200.00	-
5784 License & Permits	325.00	460.00	325.00	-	325.00	-
191 - Park General Expense	171,590.00	154,207.75	171,590.00	88,429.73	171,590.00	-
192 - Park Facility Expense						
5211 Electricity	19,500.00	14,038.54	19,500.00	6,560.52	19,500.00	-
5213 Heating Gas	17,500.00	16,526.30	17,500.00	2,981.53	17,500.00	-
5231 Water/Sewer	2,093.00	1,772.60	2,093.00	793.80	2,093.00	-
5260 R&M Building & Grounds	4,500.00	4,713.90	4,500.00	2,050.17	4,500.00	-
5268 R&M Restrooms	-	1,862.63	-	-	-	-
5269 R&M Other Equipment	-	4.94	-	-	-	-
5343 Telephone - Alarm	500.00	-	500.00	-	500.00	-
5293 Other Disposal	-	25.00	-	-	-	-
5435 Paint Supplies	-	4.30	-	-	-	-
5451 Cleaning Supplies	-	2,939.28	-	2,089.59	2,000.00	2,000.00
5461 Groundskeeping Tools & Supp	2,000.00	18.80	2,000.00	-	-	(2,000.00)
5590 Recreational Supplies	-			-		-
192 - PARK FACILITY EXPENSE	46,093.00	41,906.29	46,093.00	14,475.61	46,093.00	-

(Detail data on extra sheet if necessary)