



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



**Recreation and Parks Meeting Minutes**

09-18-12

**NOTE:** The following is a **summary** of matters submitted at a meeting of the Recreation and Parks Commission in accordance with M.G.L Chapter 39 and the Massachusetts Open Meeting Laws. Meetings are often recorded and tapes used as an aid.

- 1) **Call to order:** Chairman Chip Osborne called the 09/18/12 meeting to order at 7:30 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Linda, Jerry, and Bob.
  - b) **Absent:** None.
- 3) **Minutes of last meeting(s):** Motion made and seconded to approve the minutes of the 09/04/12 meeting; all in favor.
- 4) **Appearances:**
  - a) **Bruce Bial and Sam Ganglani: Marblehead All Sports Foundation:** Bruce and Sam appeared to discuss the formation and purposes of the Foundation as stated in their information sheet (attached) and seek the endorsement of the Commission. They outlined the group's itinerary to be continuous private fund raising to support the constant maintenance and capital improvements needed to all Marblehead athletic facilities. The first 4 projects they are looking into are:
    - i) Funding a new aerator for the Recreation & Parks Department
    - ii) Installing a synthetic turf field at MHS with continuous funding of all maintenance costs via a maintenance contract with the installer
    - iii) Replace the track at VMS
    - iv) Redoing Bud Orne Field

Bruce explained that donations for the new aerator have already been raised; now they are approaching all the various Town Departments to get support and permissions to begin project 2: the synthetic turf field. Discussion included: the need and benefits of a turf field; 501c3 filing; procurement procedures; money for site work; over-site committee and project management; field lining; outsourced vs. in-house maintenance; user fees vs. voluntary contributions; expectations; and current budget and maintenance costs. The group feels the new turf will be beneficial by allowing athletes to compete at the levels needed for advancement beyond Varsity; will keep town sports competitive with the many other local communities that have already done turf; will alleviate much of the wear and tear on existing grass fields which will lower maintenance costs of those fields; and will allow up to 3 more fields usage in terms of scheduling. After discussion, **Motion** made and seconded to accept that the town needs a turf field and to endorse the proposal; 4 in favor. Derek recused himself from the vote as he is an active member of the Foundation.
  - b) **Walter Jacobs** had a scheduling conflict and was unable to attend. See Brendan's report for Stramski house updates.
  - c) **Peter Noyes: West Shore Marine request:** Discussion of the requests outlined in the letters from Peter and the Harbormaster (attached). Discussion included space for storage, planned maintenance, drafting an agreement via Town Council; timelines; fees; and an order of conditions. After discussion, **Motion** made and seconded to allow the haul out and maintenance as proposed pending Brendan coordinating storage space and contingent on a contract drawn up by Town Council describing all permissions, restrictions, fees, and penalties which may be signed by the Chairman on the Board's behalf; all in favor.

MARBLEHEAD COMMUNITY CENTER

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

www.marblehead.org

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

5) **Reports (see attached). Addendum:**

- a) Jim's: Jim was excused from the meeting; Brendan read his report into the minutes (attached). No addendum.
- b) Brendan's:
  - i) Memorial Park: After discussion of "phase 2" plans at Memorial Park (attached):
    - (1) **Motion** made and seconded to accept the base bid (attached) and install the 4 granite pillars using the Shattuck grant money; all in favor.
    - (2) **Motion** made and seconded to use a portion of the "movie money" (donations from the summer movie shoot locations) to (a) contract Cal Titus to repair concrete panels and (b) purchase pedestrian lighting; all in favor.
    - (3) **Motion** made and seconded to allow the Chairman to sign all contracts from the previous 2 motions on behalf of the Board; all in favor.
  - ii) Stramski House: After discussion of the roof proposal from Garland roofing (attached): **Motion** made and seconded to allow Brendan to facilitate the repair and replacement of the Stramski house roof up to \$10,000 from the revolving fund and allow the Chairman to sign any contracts for this project on behalf of the Board; all in favor.

6) **Old Business**: See Brendan's report. Brendan will also look into a lighting estimate for the Gatchells basketball court.

7) **New Business**:

- a) See Brendan's report. Brendan distributed copies of the proposal from CDM Smith for the Board's consideration (attached).
- b) Derek:
  - i) Queried about redoing the infield at Gatchells "A". Brendan is in discussion with Youth Baseball. Board agreed that it needs to be done in October and "movie money" may be used if donations are not forthcoming.
  - ii) Was contacted by a neighbor regarding his son looking for an Eagle Scout project. Derek will forward the e-mail to Brendan.
- c) Bob:
  - i) Queried if inmate labor from the Sherriff's Dept has ever been used. Dept has used this resource in the past and Brendan has plans for future use.
  - ii) Queried when the infield at Seaside was going to be re-groomed; Brendan plans on addressing it as soon as the tractor is fixed.
- d) Chip: Asked to move the Clerk to the computer shelf in future meetings so Brendan isn't sitting at the corner of the table.
- e) Correspondence (attached):
  - i) Cal Titus request: Board agreed with the request; Brendan will send him a letter.
  - ii) "FYI" items requiring no action: Anne Resnick letter; 4 Notices.

8) **Timekeeping**: Meeting Adjourned: 9:30 PM; Next meeting: TBD.

*Attachments: Meeting Notice and Agenda; Marblehead All Sports Foundation literature; West Shore Marine letters (2); Harbormaster's letter (1); Reports (2) with attachments (4); C.T. Titus request; FYI Correspondence (5).*



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: Community Center, 10 Humphrey Street Room: Conf. Room

<u>Tuesday</u>	<u>Sept.</u>	<u>18</u>	<u>2012</u>	<u>7:30 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 September 4, 2012 meeting

- Appearances: 7:35 p.m. - Bruce Bial - Marblehead All Sports Foundation  
7:50 p.m. - Walter Jacob - Stramski property  
8:15 p.m. - West Shore Marine float repair request

2. Superintendent and Recreation Supervisor reports

Old Business

New Business:

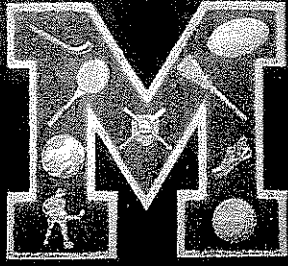
Next Meeting: October 2, 2012

**THIS AGENDA IS SUBJECT TO CHANGE**

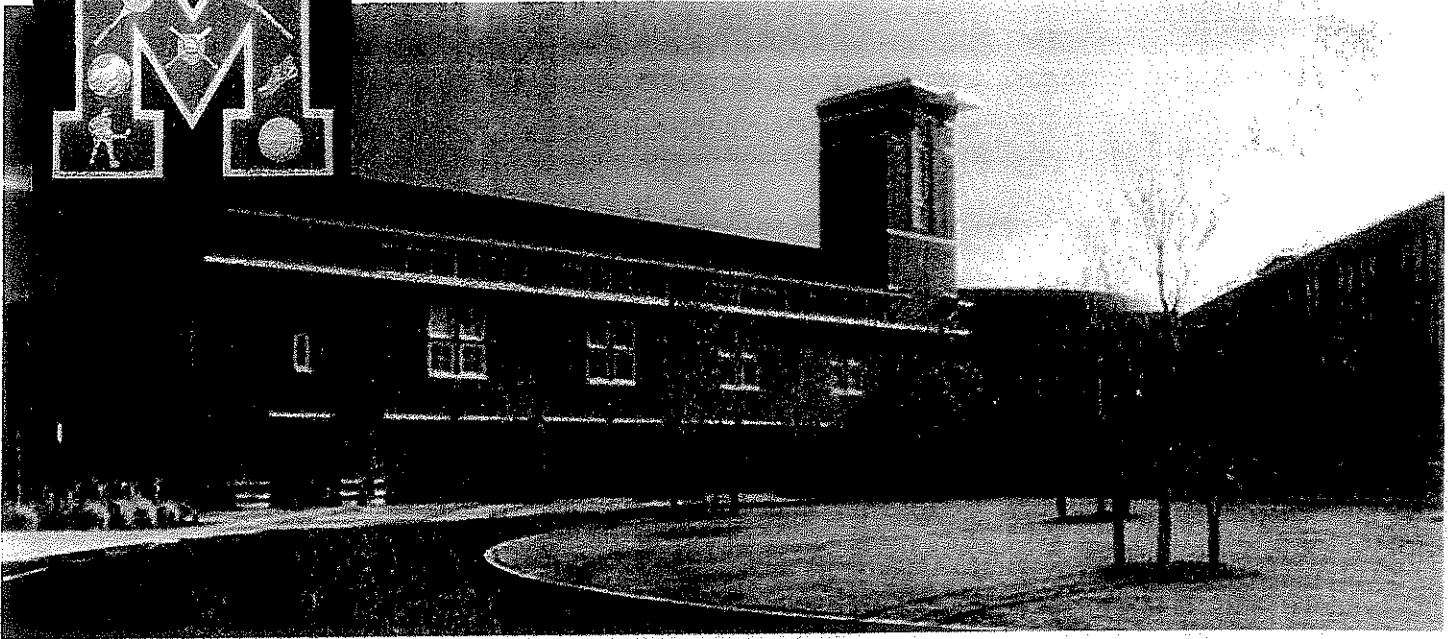
Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 9/13/12



# MARBLEHEAD ALL-SPORTS FOUNDATION



We are dedicated to supporting the development and maintenance of all Marblehead athletic facilities.

## Member Organizations

Youth Baseball  
Youth Basketball  
Flag Football  
Youth Football  
Youth Hockey  
Youth Lacrosse - Boys  
Youth Lacrosse - Girls  
Youth Softball  
Men's Soccer  
Youth Soccer - Boys  
Youth Soccer - Girls

## Foundation Members

Bruce Bial  
Sam Ganglani  
Tom Gabel  
Steve Maxwell  
Lissa Millett  
Derek Norcross  
Dean Oliver  
Bill Quigley  
Mark Tarmey  
John Thompson  
Laura Tyrrell

The athletic fields and facilities in town are over-used and suffering extensive wear and tear, which decreases use time and increases injury risks. Meanwhile athletic activities in town are more popular than ever.

- 83% of the town's youth participate in sports
- 70% of high school students play a sport
- Adult programs continue to grow in popularity

Unfortunately, public dollars are not likely to be available to help fund much needed improvements.

The Marblehead All-Sports Foundation was formed to raise an on-going fund to support projects large and small for the town's athletic programs.

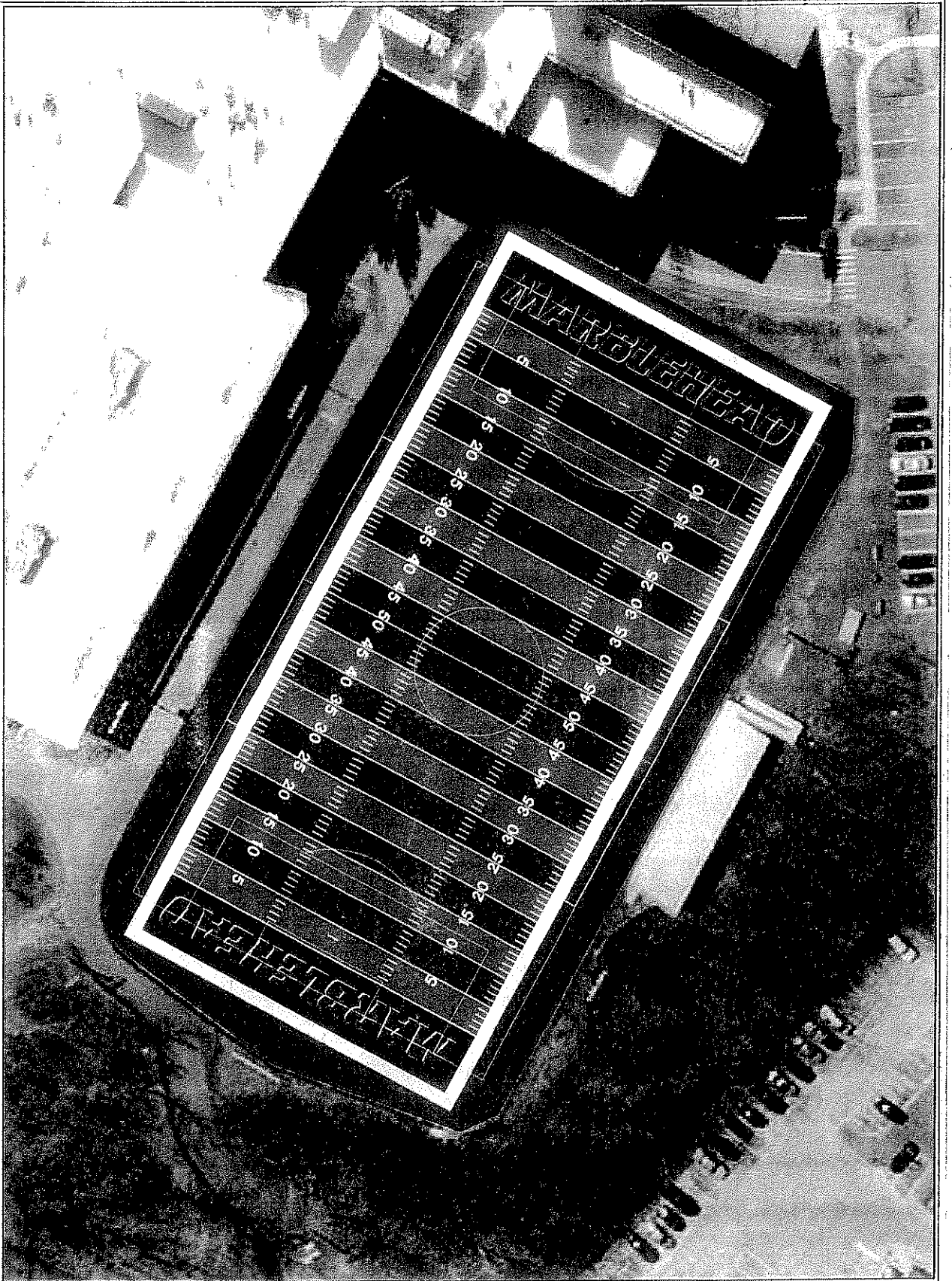
The town's sports programs have come together with a common goal of providing

state-of-the-art facilities for all participants.

The group has already funded the purchase of a new field aerator for the Department of Parks & Recreation. The next effort is ambitious and much needed - a new multi-sport synthetic turf field at Marblehead High School. Fund raising is beginning now and our goal is to break ground at the end of the 2013 Spring sports season and have a new field ready for the start of the 2013 Fall season.

We have already begun working with community leaders and town officials to begin this capital campaign, but success will depend on the willingness of our citizens to provide us with support, financial or other. If you are interested in helping, please contact:

Bruce Bial  
info@marbleheadallsports.com



# EA

**Eastman Architects, Inc.**  
 17 Tredwell Street  
 Astoria, Massachusetts 01024  
 508-325-2100 FAX 508-325-2105

**Project:**  
 Marblehead  
 High School

Marblehead, Massachusetts

**Drawing Title:**  
 Piper Field  
 Renovation Plan

Revision	Date

Station	T-200	Drawing No.	EA
Drawn	GLB	Scale	1" = 10'
Check	00-101	Project	Piper
Rev.		Client	CDH
Drawn			
Checked			

# West Shore Marine, Inc.

423 Ocean Avenue Marblehead, MA 01945

September 17, 2012

Dear Marblehead Recreation and Parks Board,

Mr. Egan asked that I describe in more detail the work needed to repair and maintain the three floats and their sizes.

Float #1 is 36' long and 24' wide. Repairs to this float include removing old parts that were in use when the building was used as a kitchen. 90% of the kitchen has been removed. The building has suffered from a significant amount of vandalism. Almost anything of value has been stolen or broken. With the building cleaned and painted we intend to replace the windows with shutters that lock. The building is going to be used as a gift shop in the future. The aft end of the float where it connects to the next float needs to be repaired. The end connections are made up of 2x8s with 4x4s running horizontally attached with 3/8 galvanized lag bolts. With one row of 4x4s on one side and two rows on the other side they interlock creating a connection that doesn't lurch. Some of you might have been on floats pinned together and with the little bit of play in the steel pin they can cause a sudden stop that knocks people over. Our soft connection creates a smoother ride, but it also wears on the wood. This wood on wood connection was designed to be replaced every one to two years. The outside trim around the float will be replaced. The vertical 2x8 and the first deck plank where the cleats are mounted will also be replaced.

Float #2 is 40' long and 24' wide. Known as the "bar float", it has damage at each end where the connections to the other floats are made. These ends will be repaired to as new in the same manner as float #1.

Float #3 is 40' long and 24' wide. This float known by the yellow building has also suffered from significant vandalism and the building will need repairs to the door hinges and door locks. The starboard side was damaged during a storm and will require replacement of some of the flotation tanks along the outside rail. The starboard forward corner was damaged and will be replaced. The corner will require approximately 40 square feet of new decking. The front of float #3 will also be repaired where the connection is made to the next float going forward.

All three floats will get standard painting of the wooden logs. No other work under the floats is anticipated.

If there are any additional concerns please contact me at 781-789-2498. Thank you for your consideration.

Sincerely,

  
Peter W. Noyes

President

# West Shore Marine, Inc.

423 Ocean Avenue Marblehead MA 01945

September 12, 2012

Dear Marblehead Recreation and Parks board,

West Shore Marine's plan is to haul three floats for winter storage and make repairs as necessary. It is estimated that float one will need 30% repairs. Float two, 10% repair and float three, 20% repair. Any and all work areas will be kept clean of any debris daily. The caretaker will be consulted so that all work will be performed within acceptable practices on the beach.

Other town departments involved have been consulted. The tax office has called Mr. Egan and confirmed that West Shore Marine, Inc. and Peter Noyes do not owe any back taxes. Attached is a copy of a Certificate of Good Standing from the State of Massachusetts, dated September 11<sup>th</sup>, 2012. The Marblehead Harbormaster has confirmed all mooring fees are current and has informed me that the floats MUST be hauled out this winter. I have consulted with the caretaker, David Haley, and although he expressed a concern for available space, he was willing to work with us getting the floats out for the winter.

With regard to holding tanks and fuel tanks, they have been moved to a fourth float that we are not proposing to haul in Marblehead.

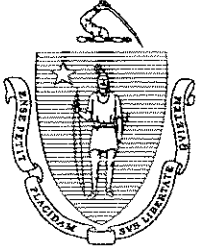
It has been a long and difficult road these past three years without the ability to haul and service our floats. Your assistance in this matter is greatly appreciated.

If there are any additional concerns please contact me at 781-789-2498. Thank you for your consideration.

Sincerely,



Peter W. Noyes  
President



*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

September 11, 2012

TO WHOM IT MAY CONCERN:

I hereby certify that according to the records of this office,

**WEST SHORE MARINE, INC.**

is a domestic corporation organized on **December 9, 1986**, under the General Laws of the Commonwealth of Massachusetts.

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.

In testimony of which,  
I have hereunto affixed the  
Great Seal of the Commonwealth  
on the date first above written.

*William Francis Galvin*  
Secretary of the Commonwealth





HARBORS AND WATERS BOARD  
Harbormaster's Quarters



F. Webb Russell III  
Harbormaster

September 17, 2012

Brendan Egan  
Superintendent, Recreation and Parks Dept.

Dear Mr. Egan,

In an effort to clean up Marblehead's West Shore Harbor, I am requesting that you consider allowing Peter Noyes of West Shore Marine, Inc. to use Riverhead or Usher's Beach for winter storage and repair of his three floats.

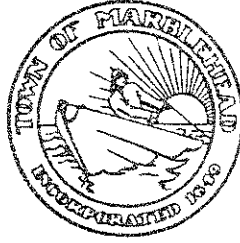
I have attached a letter of communication between myself and Mr. Noyes. As you can see, I have highlighted my demand for these three floats. They are in serious need of repair. I believe they will continue to deteriorate and become a public nuisance if not hauled out and maintained.

Respectfully,

F. Webb Russell  
Harbormaster, Town of Marblehead

cc: Recreation and Parks Commission

HARBORS AND WATERS BOARD  
Harbormaster's Quarters  
August 6, 2012



F. Webb Russell III  
Harbormaster

Peter Noyes  
West shore Marine

Following up from our conversation in my office I need to make it official with my demands.

Susannah will be hauled out or out of Marblehead Waters By August 15<sup>th</sup>.

The Quonset hut float will remain on its current mooring at this time.

The old Rockmore kitchen and bar floats will relocate down to the forest river mooring.

Challenge 26' launch will be hauled out and inspected

Your new mooring number for Seyon will be N 481

Per our discussion Seyon is allowed to be docked at the Rockmore II during the day but **not overnight unattended.**

Most importantly a plan for the old Rockmore kitchen, bar and restroom floats by Tuesday September 4<sup>th</sup> this should be your priority one I am taking complaints from all sides.

**I will enforce The General Regulations for Marblehead Waters Sec.1-24-104 under section**

**(C) A vessel which is (1) In a deteriorated and unseaworthy condition is hereby declared to be a public nuisance and shall be considered a stray vessel.**

**(D) All stray vessels shall be delivered to the possession of the Harbormaster until claimed by the proper owner or disposed of according to law (as under MGL Chapter 91, section 41)if the proper owner claims such property prior to disposition thereof, he shall pay all expenses incurred in connection therewith including: charges for raising and storing same.**

All vessels on moorings will be vacated from Marblehead Waters by December 1, 2012 for the winter until March 20, 2013

Respectfully,

F. Webb Russell III  
Harbormaster Town of Marblehead

Acknowledged copy for Harbormasters records please sign

Jim Sullivan  
Recreation Supervisor, Town of Marblehead  
Tuesday, September 18<sup>th</sup> 2012

### Recreation Supervisor Report

#### Fall 2012 Programming Guide

- Programming guides all went out last week to all students
- Very positive feedback on the new lay out/format
- Steady flow of registration forms coming in.

#### Updates/Upcoming Programs

- Tball: Parent Child – Wednesday, September 19th
- Jr. Soccer League – Saturday, September 22<sup>nd</sup>
  - Coaches Meeting tomorrow night (4 coaches)
- After School Sports – Begins next week
  - Cancelled Eveleth Session II on Mon & Wed due to lack of space at Eveleth Gym
- Mini Sports, Sportszone, Karate, Adult Fitness

B&S Fitness informed us that they will no longer working with us. Going forward they will be renting space directly from the High School and Mark Tarmey.

#### Devereux Beach

Currently in the process of moving in/weatherizing all beach supplies & equipment. All signage has been moved off beach. John Deere Gator has been cleaned, beach umbrellas, chairs and lifeguard kayak put into storage trailer for the season. Currently planning on having beach shed, lifeguard chairs, and some pieces of the boardwalk removed from the beach next week.

#### Touch a Truck Event

Currently acting as the Town Liaison for this year's event scheduled for Sunday, September 23<sup>rd</sup> @ Community Center Lot 11AM – 1PM. COA will be moving buses out of the lot on Friday. Badminton group has been notified not to park in Community Center Lot on Sunday. Coordinated 3 trucks with DPW (Sander, Loader, and Street Sweeper), 1 Truck with Forestry (Bucket Truck), 2 Trucks with Parks (Park 7, Garbage Truck). Kristen Goedkoop from the Marblehead Family Fund will be heading up the event and onsite Sunday. Community Center will be open (Badminton), she has asked to use the bathrooms, located next to COA. We asked that a volunteer was assigned to keeping an eye on the lobby and bathroom and she agreed to it.

**Recreation Commission Meeting**  
**September 18, 2012**  
**Superintendent's Report**

**Parks / Fields**

The staff has been busy catching up on cutting and trimming all the properties. With no school the last two days have been able to catch up on school department properties.

We will be treating a few areas for grubs this week. The areas affected are: Seaside, Veterans Varsity Softball and Gatchells.

**Equipment**

The John Deere 5200 tractor is in the shop having its clutch replaced. I expect it back the beginning of next week.

**Memorial Park**

We received one bid for the second phase of the Memorial Park fence project from Cassidy Bros. Forge, Inc. The Base Bid came in at \$32,554.00 and the Add Alternate came in at \$81,618.00. (See handout). I would like to ask the Commission to vote to accept either the base bid or add alternate and to authorize the Chairman to sign on behalf of the Board.

**Stramski / Gerry Property**

*House Update* – I have received a cost estimate from Garland Roofing to resurface the garage roof and replace the main house roof for the Stramski House. (See attachment)

**Old Business**

- Gatchell's basketball courts – Truebounce has installed the new poles and I am waiting to hear back from NE Sealcoating with a date to apply the finish coat. They are watching the current weather and will have a better idea on Wednesday. Once the final coat has been applied, Truebounce will return and install the backboards.
- Beach deposits – We had a good year at the beach. The final total for parking and rentals was \$21,920.00.

**New Business**

- CDM Smith Inc. has submitted a proposal to assist the Recreation and Parks Department in developing a Conceptual Master Plan for improvements at Reynolds Playground. (see handout) Please look this over and let me know if there are any questions.

**Next Meeting:**

October 2, 2012



TOWN OF MARBLEHEAD, MASSACHUSETTS  
BID FORM

To: Town of Marblehead Selectmen's Office Abbot Hall

Project: memorial park fence

Date: Sept 6, 2012

Submitted by: Cassidy Bros Forge, Inc.  
(Name)

282 Newburyport Tpke, Rowley, MA 01969  
(Address)

BASE BID

Having examined the place of work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Lump Sum Price of: \$ ( 32,554.00 )

TOTAL PRICE IN WORDS: Thirty-Two Thousand-Five Hundred and Fifty-Four Dollars

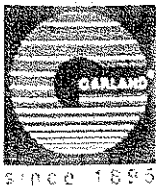
in lawful money of the United States of America. Said Lump Sum Price to complete the work as described in the Contract Documents.

ADD ALTERNATE #1

Price of: \$ ( 81,618.00 )

TOTAL PRICE IN WORDS: Eighty-One Thousand-Six-Hundred and Eighteen Dollars

The Owner hereby reserves the right to reject any or all bids and select the bid that best serves the interest of the Town of Marblehead.



# Solution Options

Client: Marblehead Recreation

Facility: Recreation Facility

Roof Section: Back Deck

## Inspection Options

Solution Option: Inspection

Action Year: -

Section Square Footage: 794

Expected Life (Years): -

Estimated Cost: -

Scope of Work: -

## Restore Options

Solution Option: Restore

Action Year: 2012

Section Square Footage: 794

Expected Life (Years): 10

Estimated Cost: \$2,378.00

**Scope of Work:** You have the unique ability to use your own work force to help minimize cost. Your staff will remove the existing wood deck, and with my help can lay down the White Knight coating with just a roller and brush. Also, with our green lock adhesive we can rehand flashing where water was entering surface. This option is to coat each seem and perimeter of deck, then after drying entire roof surface making the membrane completely waterproof, so 4 5 gallon buckets would be needed here. White Knight Plus is a high strength, smooth restoration process that extends and protects the life of a deck surface. This is a single component urethane, liquid waterproofing membrane. This product is very low in VOC, and is very effective in coating EPDM rubber roofs.

Scope of work:

- 1] Remove all wood from roof surface
- 2] Clean and power wash roof surface
- 3] Coat all seems and perimeter of roof
- 4] Coat entire roof section 800 square feet
- 5] Repair 50 feet of wall flashing using Greenlock

At no additional cost I will:

- 1] Assist in specifications and drawings
- 2] Assist in process to answer questions
- 3] Perform daily jobsite inspections to ensure product quality and installation
- 4] Be a phone call away with any questions or issues after the installation is complete

**Solution Option:** Restore

**Action Year:** 2012

**Section Square Footage:** 794

**Expected Life (Years):** 10

**Estimated Cost:** \$7,373.00

**Scope of Work:** From speaking to contractors, this is the figure I got to have a team come in and do restoration for you. This includes our material, labor, wall flashing repair and power wash. A White Knight coating of the entire field of deck, will keep every inch of this deck watertight for years to come. White Knight is a smooth restoration process that extends and protects the life of a deck surface. This is a single component urethane, liquid waterproofing membrane. This product is very low in VOC, and is very effective in coating EPDM rubber roofs.

Scope of work:

Same as above, but with contractor doing repairs.

At no additional cost I will:

- 1] Assist in specifications and drawings
- 2] Assist in process to answer questions
- 3] Perform daily jobsite inspections to ensure product quality and installation
- 4] Be a phone call away with any questions or issues after the installation is complete





50 Hampshire Street  
Cambridge, Massachusetts 02139  
tel: +1 617 452-6000  
fax: +1 617 452-8000  
cdmsmith.com

September 7, 2012

Mr. Brendan Egan  
Superintendent  
Marblehead Recreation and Parks Department  
Marblehead Community Center  
10 Humphrey Street  
Marblehead, MA 01945

**Subject:** Letter Agreement for Development of Conceptual Master Plan for Field Modifications, Renovation, Drainage, and Lighting Improvements for Reynolds Playground

Dear Mr. Egan:

CDM Smith Inc. (CDM Smith) is pleased to submit this letter Agreement to assist the Town of Marblehead (Town) through the Recreation and Parks Department, with development of a Conceptual Master Plan for improvements at Reynolds Playground. Anticipated improvements include; potential reconfiguration of the existing softball field to accommodate overlapping rectangular sports fields sized to accommodate youth sports, field drainage, irrigation, and updated athletic field lighting, accommodations for pedestrian and maintenance access, fencing and guard rails, and coordination with anticipated Town modifications to offsite storm water systems. Plans will accommodate pedestrian access from adjacent properties. It is not within this scope to modify the existing hockey rink or vehicular access to the site beyond access for regular maintenance activities, provide detailed utility layout or requirements, or propose modifications to adjacent drainage systems or roadways.

One site analysis and up to two conceptual hand drawn plans will be developed utilizing plan data provided by the Town (scanned or paper documents). A concept level order of magnitude construction cost estimate will be developed. Detailed plans and cost estimates cannot be developed without detailed topographic survey geotechnical investigation, existing utility information, and wetland flagging.

## **1.0 Basic Services**

### **Task 1.1 –Existing Data Review and Base Plan Preparation**

1.1.1 CDM Smith will prepare a base site plan suitable for site analysis and conceptual master plan preparation at a scale of 1"=40' based upon survey information provided by the Town.





Mr. Brendan Egan  
September 7, 2012  
Page 2

- 1.1.2 Review available site data and mapping and visit the site to examine existing site conditions and photograph existing site features. Existing data to be provided by the Town includes, but is not limited to scanned copies of property line information, limited historic utility data, and location of structures, and does not include any topographic information or existing vegetation limits. Additional information will be gathered by utilizing on-line mapping data.
- 1.1.3 Develop existing conditions analysis plan that identifies unique site features and resources, on-site and adjacent land uses, general drainage patterns, estimated slope characteristics, major vegetative stands and types, existing access patterns and structures, potential wetland resource areas, including anticipated buffer zones, and overall site opportunities and limitations.

**Task 1.2 –Develop Conceptual Master Plan Alternatives**

- 1.2.1 CDM Smith will develop up to two hand drawn alternative schematic master plan concepts for entire site at 1"=40' scale, utilizing the base plan prepared as part of Task 1.1. Alternatives will include arrangement of recreation facilities and support elements for a one softball field and overlapping rectangular sports while maintaining the existing hockey rink in place as requested by your office.
- 1.2.2 Development of alternatives will include; analysis of spatial area requirements and orientation for the new athletic fields based on field dimensional requirements provided by the Town, identification of potential location for fences, backstops, outfield areas, goals, and guard rails; identification pedestrian and maintenance access patterns; potential locations for athletic field lighting, irrigation, field drainage, structures and controls.
- 1.2.3 Existing conditions and land use patterns will be considered to minimize impacts to potential wetland areas, identify potential options for improving drainage on the field areas, accommodate potential park expansion as directed by the Town, accommodate safe access by abutters, and maximize field use opportunities in a cost-effective manner.

**Task 1.3 –Develop Final Master Plan**

- 1.3.1 CDM Smith will meet with the Town to review existing conditions analysis, concept analysis and discuss alternative schematic ideas and potential cost and permitting implications. At this meeting, CDM Smith and the Town will agree to a preferred conceptual approach.
- 1.3.2 CDM Smith will refine and develop one final hand drawn conceptual master plan for entire site at 1"=40' scale based on input from the Town.





Mr. Brendan Egan  
September 7, 2012  
Page 3

1.3.3 The conceptual master plan will be used to develop a general order of magnitude construction cost estimate, but will not provide adequate information for detailed project bid preparation or construction.

## **2.0 Period of Service**

CDM Smith is available to begin work immediately upon authorization. The period of this Agreement shall be six months from the date of authorization or the expenditure of the project budget stated herein. This Agreement may be extended beyond the time period by mutual consent of both parties.

## **3.0 Payment**

- 3.1 For the services performed, CDM Smith will be paid amount of Fifteen Thousand Seven Hundred Dollars (\$15,700) including expenses for performance of Tasks 1.1-1.3 under this proposal. If additional work items beyond the Task 1.0 Basic Services are requested by the Town, CDM Smith will provide detailed scope and budgets for review, approval and written authorization by the Town prior to CDM Smith proceeding.
- 3.2 CDM Smith shall submit monthly statements for services rendered as a percentage of work complete for the services covered under this lump sum proposal; expenses will be itemized. The Town shall make prompt monthly payments in response to CDM Smith's monthly invoices.
- 3.3 The Town is a tax exempt organization.

If this scope and budget meet with your approval, CDM Smith will assemble this proposal into final contract for execution by the town. CDM Smith is available to meet with Town representatives to discuss and refine project scope, schedule and budget, if needed.

In order to develop the master plan into design/construction documents the following investigations should be undertaken:

- Detailed topographic survey with a contour interval minimum of 0.5 ft.
- Wetland delineation and subsequent filing of Project Notice of Intent with the Marblehead Conservation Commission.
- Geotechnical subsurface investigation and soil analysis to support drainage improvements, field playing surface design, and structure foundation design (light poles, backstops, etc.)





Mr. Brendan Egan  
September 7, 2012  
Page 4

- Drainage study and coordination with Town of Marblehead Engineering and Drains Departments.

If requested, CDM Smith can provide the necessary coordination and services in house to develop construction documents, bid services, and construction services to the assist the Town with implementation of renovations to Reynolds Playground. We look forward to working with the Town on this project.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kimberly R. Drake".

Kimberly R. Drake, R.L.A.  
Project Manager  
CDM Smith Inc.

APPROVED BY:

A handwritten signature in black ink, appearing to read "Paul E. Ross".

Paul E. Ross P.E.  
Vice President  
CDM Smith Inc.



BRICK WORK  
FOUNDATIONS  
STONE WALLS

EXCAVATION  
PLOWING

C.T. TITUS



MASON CONTRACTOR

(781) 727-1905

8/31/12

To: Marblehead Park & Rec Dept

ATT: Brendan Egan.

Brendan I am writing this letter to ask permission to run a small piece of equipment down your access ramp at Seamuski way & across the beach front.

The job is at the end of 12 Liberty Ln and there is no other access. I would only be using it for 1-2 days & will do a nice cleanup upon completion.

Thank you for your consideration regarding this matter.

Sincerely,

Cal Titus

19 Stonybrook Road, Marblehead, MA 01945



TOWN OF MARBLEHEAD

Recreation & Parks Department



August 15, 2012

Anne Resnick  
100 Ocean Ave.  
Marblehead, MA 01945

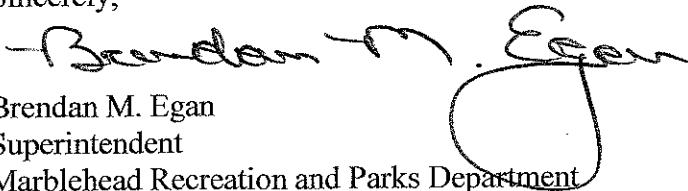
Ms. Resnick,

Thank you for taking the time to meet with me yesterday regarding the proposed fence separating your property, located at 100 Ocean Avenue, and the adjacent, Riverhead Beach parking lot, which is owned by the Town of Marblehead, Recreation and Parks Department.

As per our discussion the Recreation and Park Commission is concerned that any work that you propose be located completely on land under your control. As such, the Town would recommend that you pay to have a survey done to establish the exact location of the property line prior to beginning any related work. If, however, you choose not to have the property surveyed and the fence is later determined to be located, to any extent, on Town of Marblehead land, any violating segments will be required to be removed at your expense. This letter should serve as proper notification of our concerns and our intent to pursue any potential violations if appropriate.

Thank you for your attention to this important matter and please feel free to contact me if you should have any further questions. I can be reached by calling 781-631-3350.

Sincerely,



Brendan M. Egan  
Superintendent  
Marblehead Recreation and Parks Department



**Town of Marblehead  
Zoning Board of Appeals**

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

**LEGAL NOTICE  
TOWN OF MARBLEHEAD  
BOARD OF APPEALS**

The Board of Appeals will hold a public hearing on **Tuesday, September 25, 2012 at 8:00 pm** in the Selectmen's meeting room, Abbot Hall, 188 Washington Street, Marblehead, on the application of **123 Pleasant Street LLC** to vary the application of the present Zoning By-law by allowing a Special Permit to: 1.) allow outdoor dining for thirty two seats pursuant to section 200-11A (4) with less than the required parking and 2.) request for finding under M.G.L Chapter 40A Section 16 that the new application has specific and material changes from the unfavorable action taken on July 24, 2012 with regard to **123 Pleasant Street, Map 116 Parcel 25**, a pre-existing non-conforming property that has less than the required side yard setback, exceeds the maximum height allowed and has less than required parking in a Business One District.

This hearing is held in accordance with the provisions of the Marblehead Zoning Bylaw, and Chapter 40A of the General Laws as amended. All interested persons are invited to attend.

Plans and information are available for inspection at the Town of Marblehead Engineering Department, 7 Widger Road, Marblehead, MA.

Alan Lipkind, Secretary  
Board of Appeals



**Town of Marblehead  
Zoning Board of Appeals**

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

August 14, 2012

**NOTICE OF DECISION**

The Board of Appeals, after notice and public hearing on **June 26, 2012** on the application of **Gregory Mahan**, **voted to approve the request for a Special Permit with conditions** to allow the demolition of the existing dwelling and the construction of new single family dwelling at **77 Bubier Road**.

**The written Decision was filed with the Town Clerk on August 10, 2012.**

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

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

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

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

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



**TOWN OF MARBLEHEAD  
Old and Historic Districts Commission  
Marblehead, Massachusetts**

**NOTICE OF HEARING**

The Commission will give a Public Hearing to all persons interested on the application of **Deidre Colcord** for the property at **59 Orne St.** on **TUESDAY, September 4th, 2012 at 7:00 P.M.** in the Selectmen's Room at Abbot Hall, 188 Washington St. Marblehead, MA

**Description of work proposed:**

Addition

By Order of the Old and Historic Districts Commission

Charles Hibbard  
Chairman



**Town of Marblehead  
Planning Board**

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

**TOWN OF MARBLEHEAD  
Planning Board  
NOTICE**

The Marblehead Planning Board will hold a public hearing at 8:00 pm on September 11, 2012 on a petition from 123 Pleasant Street LLC for a Chapter 40A section 16 finding for the property at 123 Pleasant Street, (Assessor's Map 116 Lots 25-29). The section 16 finding involves a change in a petition for outdoor seating which was previously denied by the Board of Appeals for 40 seats of outdoor seating at the Warwick Plaza. The new petition is for 32 seats. The petition is not permitted to be resubmitted to the Board of Appeals for a period of two years unless a finding is made by the Planning Board that specific and material changes have been made to the conditions upon which the decision was based by the Board of Appeals as stated in MGL Ch40A section 16. 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