

Recreation & Parks

September 10, 2024, 6:00 PM

Community Center

Attendance: Karin Ernst, Linda Rice-Collins, Shelly Bedrossian, Rossana Ferrante. Matt Martin not in attendance.

Previous minutes

- Hold on minutes for July 17
- August 21: motion to approve, seconded and approved

Revolving Fund Discussion - Jaime

- For the summer season, programming money brought in 674,390.50. Between payroll and invoices, 173,759.78 was retained. Summer is the biggest surplus season, with tighter margins in the fall. Summer refers to money that is attached to a summer season program in Community Pass, beginning February 1st.
- Discussion of what percentage should be kept for projects and needs that come up.
- Rosanna asked if money from the revolving fund has to be spent within recreation, or can it be spent on parks? Pete - yes; beach money can also be spent on anything.
- Karin asked how this compares to summer last year:
 - Playground - 170,000
 - Programs, leagues, workshops, clinics - 322,000
 - SUP - 165,000
- Jaime will present fall/winter in January.

Beach Season 2024 - Pete

- 2024 is the first year with credit card payments; used Square software for payments this year, next year we will enter deposits into Community Pass. The split between payment taken from credit cards vs. cash was almost 50/50.
- Shelly noted the difference between seasons because 2024 was open three weeks earlier. There was discussion around staffing and what days the beach was not staffed; Shelly would like to dig in to see where the discrepancy lies.
- Visitors with stickers were counted with a tally counter.
- Total for the beach supervisor was 12,984. Parking attendant was 20,459. Maintenance was a little over 11,000. Those three come out of the general fund. The 9109 was from the revolving fund. Total expense was 53,728.
- The total for the beach between parking and kayak rentals was 68,360.

Fountain Park steps

- Rossana had a conversation with James Emmanuel, the architect who has been helping the Historic Commission and Pam Peterson on the shoe shed. An engineer would need to be involved because the needs are beyond an architectural/conceptual plan: full grading, full demolition, stairs and landing need to be redesigned. A full survey is needed. James recommended we take what Charlie Quigley put together and give it to an engineering firm to

ask what it would cost. There are structural considerations; it is a larger project than the Old Burial steps.

- Rossana will talk to Hancock, an engineering firm in Danvers, as well as other architect engineers in town to get quotes and compare, see if everyone is in the same ballpark. Becky will be back this month, Rosanna will give her an update.

Initial FY26 Budget Review - Pete

- Discussion around salaries:
 - There is a 2% COLA increase. It has been skipped before.
 - There are eight steps with an increase each year on a person's anniversary date.
 - Shelly met with the new HR director and asked about the 2%; was told it was done by the Select Board.
 - Rossana noted that compensation changes need to go through the Compensation Committee.
 - Rossana asked if we have current job descriptions for Pete and Jaime. Yes, Jaime's did not get scored properly. Rossana noted that is something that is on the table to be addressed.
- Senior clerk was zero in the budget for this year. 34,000 is the ask for two special clerks working up to 19 hours a week. Next time we go in front of FinCom, explain that if we were to ask for a full time employee, it would be 60,000 plus benefits.
- Jaime noted that a clerk is needed if people would like to use the Community Center more. The building is not staffed for when people want to reserve a room.
- Karin asked to see exactly what fees we collect for the town.
 - Jaime: July 1st, 2023 to June 30th, 2024:
 - 46,000 for parking
 - 155,000 for float storage
 - 45,000 for rack permits (both locations)
 - 14,000 for park permits and rentals
 - 10,000 for sale of inventory
 - It is important to highlight that we bring in this amount of money when short-staffed.
- Pete: the electricity and heating estimate was a little low, he brought it back up to actual cost.
- Shelly clarified that salary and Medicare are both being paid from the revolving fund.
- Rossana asked if we are missing anything we should be asking for? Pete: this is just the first go around. For the general fund no, what we are doing is sufficient. The numbers were raised a couple of years ago for increases for line items.
- The cost of a field craftsman will go down because it will be at step one. Pete was asked to make changes to the job description. All changes must go before the Compensation Committee; that meeting will be September 25th. Will see if the job can be posted as-is.
- Shelly asked for clarification on the role. Pete: they need to be able to fix gas-powered lawn mowers, trimmers, backpack mowers, two-cycle small engine work, install benches, light plumbing, electrical.

Park Updates - Pete

- Stramski's: heard from Essex Tech via email; they want to know what work still needs to be done.

- Karin: Can you take it from the scope we have? Pete: We're putting a hold on the upstairs. The carpentry teacher wants to come back, but we need to reach out to Jill Sawyer to give the green light for him to return. Not a lot of carpentry work inside is left, but we need him for the ramp.
- Linda noted that we need rough plumbing, rough electrical, landscaping, and masonry.
- Boats: 6 sold for 850 on Municibid and will be picked up on Thursday. The buyer was told he could have the others; otherwise, they will go to the dump.
- Green Street: lights are complete, other than bulbs out. Lights are working to get us through the fall.
- Gatchells: the Light Department had to work on a couple of lights, will replace bulbs.
- Pickleball and basketball: Matt and Pete met last week with Sure Step New England.
 - Sent a proposal. Scope of work - Repair all cracks, repair where the paint is peeling, paint two permanent pickleball courts on court two. The temperature must be over 50 for the work. Price is 9000 for all courts. Motion to accept bid from Sure Step New England for 9000 to repair all six courts at Seaside, as well as paint court two for pickleball. Seconded, all present in favor. Motion passes.
 - Basketball - old quote was almost 50,000 for the special rubberized product. Sure Step will get a number with that material, replacing backboards and hoops.
- Boilers: are out to bid. Byors Plumbing & Heating came by today. Three or four others have come over. The plumbing inspector sent emails with information to four or five different companies. Bid opening is the 25th.
- Shattuck Fund: went in last week and is being voted on tonight. Asked for 50,000 so we would get the same amount as Council on Aging for bocce courts. Picnic tables, benches, lights, leveling, accessibility. Recreation would have use of the space.
- Pete will be on vacation from 9/17 to 10/1, and back to work on 10/2.
- Devereux Beach: Someone drove over the curb and took out a corner post of the big pavilion. It is covered by our insurance.
- Dave Haley donated a check of 2500 with the following message: Dear Commissioners, please accept this check to the Recreation & Parks Donation Fund to use as you see fit. If possible, I would like some of it to go toward Devereux Beach, but it is not a condition of the donation. Thank you for everything the department does for our town.

Recreation Update - Jaime

- This week was the first week of fall programming.
- Intro Mountain Biking started last week. Brought back Chinese language class. Brought back former playground staff member who is offering D&D and comic book classes. Numbers are high for 2.5-3-year-olds in terms of Recreation programming.
- We are offering an 8th grade volunteers program; they are coming to help with the afterschool program. Many were CITs this summer and were interested in staying connected and being hired when they turn 14. Would like to hire Charlotte Eaton as a recreation instructor based on her availability.
 - Motion to hire Charlotte Eaton, duties as assigned. Seconded. All present in favor. The motion passes.
- Programs are running and we are continuing to load programs.

- Met with SUP to discuss the end of season. They accepted the rental at 6000 for summer of 2025. Discussed their requirements to clarify expectations against contract. Tomorrow's meeting is a programming meeting to figure out what worked, what didn't work, and how we will move forward for summer 2025.
- Thursday, we will meet with the superintendent, facilities chair, and head of school committee so we are all on the same page for the MOU - started September 1st.
- Jaime will be teaching a lot this season to model expectations for younger staff.
- Going into event season:
 - Scarecrow Stroll: this year we are adding a Candy Sponsor for stations. The cost is 225 and sponsors get a banner and promotions. It had about 1000 attendees last year. Met with Catherine at the Chamber of Commerce; we want to keep it accessible to local businesses.
 - No School Days
 - Pumpkin Painting
 - Haunted House: we are trying to bring it back as a program - meet on Thursdays to help design and create the haunted house design with Kate Anslinger.

Correspondence

- **Jack Attridge**, on behalf of the Rotary Club: proposal for donation of installation of a new Welcome to Marblehead sign. Granite posts, lighting flush with turf. They would like to work with the Commission on the design of the actual site.
 - Discussion on how to move forward; Pete will reach out to Jack to invite him to a meeting. Karin included that we really appreciate it.
- **Make a Wish**: the MPD, MFD, and other departments want to host a cornhole tournament to fund Make a Wish wishes for two Marblehead residents.
 - Motion to let the event go forward under the direction of Chief King, seconded. All present in favor, the motion passes.
- **Sam Dwyer**: Trident Electronics Recycling would like to collect devices from the community to raise funds for the Marblehead Youth Hockey/60th Anniversary of the St. Lambert exchange program. Approximately 100 attendees spread out over 4 hours in Marblehead Community Center parking lot. Saturday, September 21, from 11 AM to 3 PM.
 - Motion that Trident Electronics Recycling can collect devices at the Community Center for no fee, pending insurance. Seconded. All present in favor. The motion passes.
- **Ashley Steeves**: requests the placement of four porta-potties at Devereux Beach for the annual Wicked Half Marathon. Event is Sunday, September 22 from 8 AM to 12 PM. Units would be dropped Friday and picked up Monday. Approximately 500 attendees.
 - Motion to allow them to bring porta-potties for Wicked Half for a fee of 500 (125/day). Seconded. All present in favor, motion passes.
- **John Lamirande**: Alzheimer's walk around the Neck. Table and tent for registration at Devereux Beach. Approximately 100 attendees. Sunday, October 13, 9:30 AM to 12 PM.
 - Motion to approve pending approval of select board, police & fire, certificate of insurance. Seconded, all present in favor. The motion passes.
- **Flynn McCormack**: set up a friends & family softball game to celebrate family birthdays at any field at Gatchell's. 20 attendees.

- Motion to approve for AAA field (Rogers Field at Gatchells) pending insurance certificate. Discussion about why a permit is required for such events. Motion not seconded after discussion, motion dies. Jaime noted that once the department is notified of an event, it needs to be permitted. Karin added that the message must be consistent.
- Shelly: motion for Flynn McCormack to host an informal gathering at Gatchell's on September 14th, certificate of insurance and fees are waived. Seconded, all present in favor.
- **Lauren Calabrese:** date change for her race from September 21 to Saturday, October 26 - the race is already approved. Motion to approve date change for Lauren Calabrese to hold her road race now on October 26th. All present in favor, the motion passes.
- **Andrew Petty:** requests the use of the Community Center for a Board of Health wellness event Saturday, January 18, 2025, 10 to 2, with additional time to set up and break down. Would like use of the building from 8 to 4, primarily the gym.
 - Staffing and custodial are needed. \$25/hr for building attendant. Should look at custodial and what the upcharge is - would need cleaning for halls and gym. \$200 for fee plus quote from cleaning company to take care of gym floor and hallways.
 - Motion that BoH is allowed to hold a wellness event on Saturday, January 18th, from 8 to 4. They will be responsible for an hourly fee of \$25/hr to cover a building attendant, and one time cleaning cost for a company to come in after the event. Seconded. All present in favor.

Next meeting will be October 1st at 6:00.

Meeting adjourned at 8:02 PM

Minutes taken by Mary Herchenhahn