

Recreation & Parks

May 13, 2025, 6:00 PM

Community Center

Attendance: Matt Martin, Karin Ernst, Rossana Ferrante, Shelly Bedrossian, and Chris Kennedy. Linda Rice-Collins and Larry Simpson are not in attendance.

Meeting called to order at 6:02 PM.

Approval of Previous Meeting Minutes

- Motion to approve the minutes of the previous meeting. Seconded. Matt, Karin, Rossana, and Shelly are in favor, the motion passes.

Department Operations Manual Discussion

- Rossana: this should be a couple of meetings worth of discussion. The goal is to move through the document in an efficient way.
- Page 1: Linda recommends considering language that the charter committee is using in their charter. Group decides to wait until Linda is present to clarify.
- Page 2: Departmental communication coordination: we need a place where we store paperwork so there is continuity. Open item. Discussion: SharePoint portal with different folders for each procurement project, access can be given and taken away. Jaime will talk to Thatcher.
 - “Coordinate with other departments to better serve our residents and identify budgetary efficiencies.” Jaime suggested: work collaboratively with other departments to improve services for residents while identifying opportunities for cost-saving and shared efficiencies.
 - “Incorporate features and amenities that fit the local context, contribute to environmental sustainability, and are accessible, flexible, safe, and easy to maintain.” Shelly suggested adding the word “flexible.” Discussion: what does flexible mean in this context? Use resources wisely to serve the most people.
- We will prepare the next section and circle back when Linda is present to discuss her holds.

Procurement Projects Update

- Gatchell's: the bids are back. Electrical & light have confirmed that they own the poles, so any poles that need to be changed out will be paid for by them. The electrical budget was expected to be \$25,000; came in at \$21,750. The total for the project should be 77,740.
 - 60 lights at 920, coming out to 55,200, 3 timers will be 700, electric will be 21,575.
 - Baseball is committed to 50,000, and the department is repurposing 8,000 from the leftover money from doing the grandstands in-house.
 - Challenges: 3-4 weeks lead time on the lights. Becky will reach out to the select board to approve the contract. Hopefully it can be done at their next meeting on May 28.
 - Phase 1A must be done by June 26 (majors field). Phase 1B must be done between September 2nd and September 12th.

- Discussion: is there a deposit or do we pay in full? Pete: we have 30 days to pay after they are delivered.
- Motion to accept the bid for electrical services from Ham Electrical Services LLC for 21,750. Seconded. All in favor, the motion passes.
- Motion to have a contribution from the revolving fund before July 1 of 20,000 for the Gatchell's light project. Seconded. All in favor, the motion passes.
- Seaside basketball: we received three bids. Tasco Construction was 196,307. Sports Tech out of Beverly's bid was 72,000. East Coast Sealcoating came in lower, but we are electing not to use them based on past experience.
 - We have 45 days to move on the contracts.
 - Shelly will reach out to Mr. McGovern tomorrow to talk to him about it. Rossana recommended voting on it during the next meeting.
 - Motion to hold 10,000 from the revolving fund for the basketball project. Seconded. All in favor, the motion passes.
- Larz Anderson: Becky is done with the draft proposal of the RFP to give us a starting point, then we will map out our next steps. Shelly will meet with Alex next week.
 - The poles are \$400 to replace. We will do as much in-house as possible; Electric Light will replace the poles, DPW can dig. The 500,000 placeholder for lights will probably end up being less.
 - Shelly suggested we have a secure place to store our documents.
 - The rink: there are many ways we could go; roller rink or refrigerated with a roof. Discussion about potentials for fund raising to ensure this is the best facility for every sport.

Park Updates (Pete)

- Reynolds Playground: when Pete went down to see what the electrician had done to get the lights working on the infield side, he noticed a tree had been partially trimmed by a homeowner on Meadow Lane. A cease and desist letter was delivered to the property owner. Pete went back to the following week and the entire tree was gone. Discussion of enforcement and fines. John Fulbert has written up a fine and forwarded it to Thatcher.
- ADA Beach grant: there will be a brief meeting on Thursday. Donna received an email from the state ADA asking for an update. Pete spoke with Alex about what is needed conservation-wise; would work be possible under a minor activity permit because the hot top there is already existing. They would be able to level that area, re-pave it and mark it. Alex will run it by his chair. If it's something that needs a notice of intent he may need to present it because there may be conditions added.
- Vine Street: the old boiler is out, the new boiler is in place. We are waiting on parts to get everything connected.
- We are without the wide area mower. There is a leak in the tank; it is covered by warranty. We should have it back this week.
- Hamond: Hamond and the dog park need to be graded.
 - Boyscout Meeting: there is a potential for a group or Eagle Scout to assist with the project. If an Eagle Scout takes it on, they would have to do a lot of the planning, fundraising for parts. If it couldn't be done as an Eagle Scout project, the scouts are

willing to come as a group to provide labor. The scouts recommended putting together a wish list of projects.

- Stramski: the fire alarm panel was installed today. Fiber is already there. Do we want security cameras? Yes.
- Bud Orne: the broken slide has been replaced.
- Pete presented his summer hires for parking attendants and maintenance. Motion to approve all of Pete's hires. Seconded. All in favor, the motion passes.

Recreation Update (Jaime)

- Jaime presented her summer hires. Motion to approve all hires. Seconded. All in favor, the motion passes.
- Caoimhe McKiernan has been working on a manual for the sailing program. Camille Egan will be doing the same for the tennis program.
- Discussion about the structuring of the playground program with CITs and junior counselors; it has helped to bring kids back.
- Staff training dates are being finalized. June 19th will be a full on-boarding day. The fire chief will be there as well as the harbormaster for sailing.
- Field scheduling: looking into ways to do scheduling online. Jaime and Shelly have looked at several online software systems and are narrowing down what the important factors are.
- Marblehead Cruise-In is meeting tonight. They have 111 registered cars. It is a no-charge event for the community.

Correspondence

- Warren Hendricks wanted to pass on a compliment regarding the grounds crew landscaping at Seaside. He said they do a marvelous job cutting the grass.
- Carlton Innovation School thanked Pete for the Recreation & Parks Department providing use of the beach wheelchair during a Salem Sound Coastwatch event at Cat Cove.
- Anne Tassel requests the use of four pickleball courts on Saturday, May 31st from 2 to 5 PM, with 15 expected attendees.
 - Jaime suggested having them just book the courts eight days in advance.
 - Discussion: should there be a fee, is insurance required, will this set a precedent? All members voted against treating this as an event.
- Kate Birtwell requests the use of Gatchell's on June 10th, from 9 AM to 12:30, for field day for the Children's Workshop Montessori School, approximately 55 children. Move to approve, seconded; all in favor. The motion passes.
- Mike Smith requests parking 50 boats and/or trailers at Devereux Beach for race week. Monday through Saturday, June 21-26. Discussion: we typically charge 250 for this. Move to approve for 250. Discussion: we need to establish consistent fees. Seconded. All in favor, the motion passes.
- Heather Greenberg requests the use of Devereux Beach pavilion Tuesday, June 10 to Thursday, June 12, from 9:30 AM to noon, approximately 50 people, for a JCC pre-school graduation. We typically charge 50 a day. Move to approve. Seconded. All in favor, the motion passes.

The next meeting will be on June 28th at 6 PM.

Meeting adjourned at 7:27 PM.

Minutes taken by Mary Herchenhahn