

Recreation & Parks

February 26, 2025, 10:00 AM

Community Center

Attendance: Matt Martin, Linda Rice-Collins, Karin Ernst, Rossana Ferrante, Shelly Bedrossian.

Meeting called to order at 10:03 AM.

Approval of Previous Meeting Minutes

- Move to approve the minutes from January 22nd with the correction that Linda suggested the grass option at Green Street in case ConCom denies the turf. Seconded. All present in favor (Shelly not present yet).
- Move to approve the minutes from February 4th. Seconded. All present in favor.

Stramski Update

- Essex Tech will be on site at 10:30, Peter Rice will meet them there. Pete heard from the plumbing and wire inspector, they will meet as well. Peter Rice put together an estimate of the cost for completing the rough inspection and installing handicap posts: 6,199. We will go with the wood option for posts. Carpentry is ready to go as soon as the wood comes in.
 - The post and rail cap: 3,899, plumbing: 1000, fire alarm: 500, HVAC: 500, carpentry inside rough: 300.
- Motion to approve moving forward on the costs to complete rough inspection and install handicap posts and top rail for 6199. Seconded, all present in favor. The motion passes.

Department Project Discussion FY26

- **FY25:** Cap of 1.5 million, spent 609,000 to date. Last year we spent 900,000 from February to June 30th. Jaime suggests caution spending more than 20 to 30,000 on projects.
 - Discussion about cleaned up accounting.
 - Pete added that he will need to spend money to get the beach ready before June 30th. Jaime noted that anything that was spent last year will already have been accounted for.
 - So far: 6200 for Stramski, 7500 for beach prep, leaving about 15,000 remaining to spend between now and the end of the fiscal year.
- **Gatchell's plantings:** Matt talked to John Fobert, who will start planting trees soon at Gatchell's. He will put some around the Raimo Zone to provide shade; up the side and around the frontage that faces the street. He will also put a couple between the majors field and the old shed.
- **82 Bubier Rd:** The owner topped park trees. Discussion about whose jurisdiction that falls under - tree warden or Rec & Park?
- **Bud Orne:** new slide.
- **Baseball lightning:** Shelly, Pete, Jaime, Marblehead Light, and Marblehead Baseball just did a walkthrough at 9; Marblehead Light will be able to do a lot of the work, which will help keep labor down.

- Matt noted that the majors lights are the last things that need to be done; they are ten years old and work fine. The lights that need to be replaced are along the back, Everett Paine, and the middle field.
- **Hamond Nature Center:** We have 15,000 to spend between now and June 30. We have no official bids in. Could we start on Hammond before June 30th? It's under 10,000 and used in the summer, it's a safety issue, and we could do it now. Linda: the stairs need to be replaced, secure the retaining wall, and address the tree that's falling. We can ask John to take a look at the tree. Pete will reach out to Dean Cuzner to get a ballpark estimate for the cost of re-doing the stairs.
 - Motion to allocate up to 10,000 to refurbish the accessways to the Hamond Nature Center grounds (railings, stairs, retaining wall). Seconded. All in favor. The motion passes.
- **Crocker Park:** Linda noted that we need to jump on the wall repairs before we need to replace the entire pierhead. We can get bids out and the cost would come from the Curtis fund. Pete will call Cal Titus for a cost estimate. Linda found that the gazebo, bathrooms, pier, pier railings in the grandstand area need work. A scope of work is needed.
- **Seaside Grandstand:** 10,000 of Shattuck money is being used for the grandstand at Seaside. Remove and replace rotten 2x12 pressure treated boards (the foothold on the first base side, and up the left side). Pete will have Greg Snow take care of the boards.
- **Chandler Hovey pavilions:**
 - Discussion: Matt suggested getting concrete work done and asking the shop teacher to get seniors to rebuild the pavilion as a senior project. Linda noted that Rotary Club did similar work for Fountain Park. The outer harbor needs to be made handicap accessible; it might be best to start with the inner harbor. Pete noted that the person to go to first is the building commissioner, and it may also need to be made accessible, or need a variance. Karin suggested getting him on the schedule for June to take a look at it.
- **ADA Grant:** Pete met with the building commissioner, accessibility committee, Capital planning Dept., and grant coordinator to discuss how to spend the grant money. The priority is mats and another handicap chair. Looking at the town's ADA transition plan to upgrade, they found some flooring in the bathrooms need to be leveled and thresholds redone, repaint the handicap spots.

Superintendent of Recreation Job Description Review

- Karin: We are creating an updated job description for the superintendent of recreation, encompassing what the current head is doing now and what we would like that person to do in the next year. This is not a new position, but a re-naming and expansion of the role.
- Discussion:
 - Linda wants to retain two things from the previous description: "Researches and develops/maintains fundraising activities and sponsorship," and "submits an annual report to the commission that assesses the performance and financial viability of the programs" - it is important and Jaime already does that.
 - Keep the description general so there is flexibility.
 - Add in "properties that fall under the jurisdiction of the rec & park department."
 - Should "minimal supervision from the commission" be added?

- Rossana: We will make those edits and pass it to Tom Howard; he will look to see if anything else is needed from an administrative standpoint. Suggestion to add salary grade steps one through eight. We will go to the Comp committee, so a meeting will be scheduled hopefully in March.
- Motion to approve the job description with the four suggested additions: add “for commission” wording, add salary grade 1 through 8, property that falls under rec & park department wording, and wording that looks at submissions of annual reports and fundraising. Seconded. All in favor. The motion passes.

Park Updates (Pete)

- A lot of painting in the Community Center has been completed.
- Discussion of an employee issue.
- Pete will email Tom McGovern on Seaside basketball court to let him know the next steps - put it out to bid as one project. Pete and Matt will email Thatcher after the meeting - we would like to have the RFP issued over the next few weeks. They will also ask him for Reynolds.
- Motion to create a bid based on the supplied scope of work for the Reynolds Street project. Seconded. All members in favor, the motion passes.
- Update on the cleaning services: the contract was signed by Pete and Ernesto. Initially the insurance was not enough, but he provided an updated amount that has been forwarded to Kyle. It will be sent out for the rest of the required signatures.

Correspondence

- Isabelle Devaney of Fort Worth, Texas requests the use of Crocker Park for a small wedding ceremony of roughly 15 people on October 31st from 1 to 2:30. Motion to approve, seconded. All in favor.
- Lisa Spinelli requests a permit for the weekends of May 3rd/4th and 10th/11th for the Veterans Middle School pickleball tournament. Motion to approve for the use of the courts only, seconded. All in favor.
- Francesca Schiappa of Bridge Road, Salisbury, requests the use of Chandler Hovey for a small wedding of roughly 40 people. Motion to approve, all in favor.
- Nicholas Parente of Stetson Ave, Swampscott would like to attend the next commission meeting to discuss potentially working with Recreation & Parks on the “Cruise in Marblehead” event. This is a free community car show that has been on-going. Discussion tabled until next meeting.
- Kim Leventhal, secretary of Marblehead Youth Baseball, requests to hold the annual Youth Baseball parade on Saturday, May 3rd at 9 AM, starting behind Veterans Middle School. Pickleball has a permit for the courts only on this date. This happened last year without conflict.
- Marblehead Festival of Arts requests the use of Devereux Beach for sand & kite on Saturday, July 5th. Sand competition from 1-4 PM and kite festival. All in favor, seconded. The motion passes.

Recreation Update (Jaime)

- Gave the independent recreation contractor manual that had been edited to HR for review. It got a full thumbs up. We will move forward with it after having it vetted through legal.
- Still in the process of trying to hire a sailing director. HR was working on it, it was posted on Indeed for 7 days with no responses. If there is no formal director, adult sailing will not be offered this year.
- We are up and running for spring.

Next meeting will be March 11th at 6:15 PM.

Meeting adjourned.

Minutes taken by Mary Herchenhahn