**FINAL**

**Salem Parks and Recreation Commission**

**Minutes of Meeting**

**Date and Time: Tuesday, February 18, 2020 at 6:45 P.M.**

**Meeting Location: Dining Room, 401 Bridge St.**

**Members Present: Chris Burke, Debbie Amaral, Amy Everitt**

 **James Shea, Bob Callahan**

**Also Present: Patricia O’Brien**

**Clerk: Kathleen Fitzgerald**

**Meeting Called to Order**

Amy Everitt calls the meeting to order at 6:45 P.M.

**Old Business**

Approval of Minutes of the meeting on January 21, 2020. James Shea moves to approve, seconded by Bob Callahan, and unanimously passes.

First on the Agenda:

**Mack Park Food Forest** – Kerry Murphy, Patrick Schultz, Andy Varella and Matt Buchannen spoke and presented a slideshow. They are working on the design and getting ready for planting.

The City Engineer has approved the plan regarding drainage and sewerage. They also met with Boston Solar in December and are trying to get Boston Solar to give them a discount as they will benefit from the PR. The panels will be placed on top of the little sheds. Boston Solar is recommending 9 kilowatts of power which would serve the gardens and the food forest with the excess to power the house. They stressed that they wanted it to be ecologically sustainable. From a water and power perspective, it should be almost 100% sustainable.

This is a large project which cannot be done in one year. Funding will come in over three years.

The timeline is as follows:

* 2020 – site preparation, food farm build-out and operation;
* 2021 – food forest build-out and operation;
* 2022 – infrastructure improvements and additional plantings as needed.

The food farm will be in the lower park and will have fruit trees, nut trees, mushrooms, herbs and berries. The plants will be placed in areas which still allow for the lawn to be used. There will be flowers throughout – mostly perennials. The flowers will be mixed in with the vegetables and herbs as pollinators.

James Shea asked about the size of the building and stated that it needed to be nice. He was advised it would be 20x24 and would definitely be a work shed and education center with easy access to the farm.

James Shea then asked if the pond would be a safety issue. He was advised that it would not and that there would be a split rail fence around it.

James Shea asked how deep it would be and was advised it would be three feet deep. He then asked if there was any way to fence it in better as he was concerned about children. He was told that there would also be netting.

Bob Callahan stated that it sounded very labor intensive and asked where the labor force was coming from. Andy Varella advised that it would be mainly himself, Patrick Schultz and Matt Buchannen and Andy’s tractor.

Bob Callahan also stated that it appeared they had some pretty good projects going on and asked where the funding was from. Kerry Murphy advised it was from grants and the hope was that once the farm was up and running that they would be able to grow enough food to sell to the community and put money back into the farm. Patrick Schultz advised that the cost of the fence was about $8,000.00

Chris Burke said the farm is an important piece of Mack Park and that the project was important, but the walkway and hill were important too. He advised that primarily traffic comes from the lower path on Tremont Street and exits at the gate on Grove Street. He said he would like to see people able to use the path and walk from gate to gate. Patrick Schulz advised they would be contracting out the ADA paths.

It was stated that the City would be writing an RFP which will go out to bid for the operation of the farm.

**Cindy Jerzylo, 17 Bayview Avenue** – She asked if there was a plan in place concerning rodents. She stated that they once had an issue at Winter Island.

Matt Buchannen advised that if things weren’t done right there would be a problem, but that they would have a proactive plan.

**Ray Jerzylo, 17 Bayview Avenue** – He asked if a soil sample has been taken. Patrick Schultz advised tht Andy Varella did initial soil samples and then did 11 more. He advised they would be adding better soil. Mr. Jerzylo then asked about the liability of selling to the public. Andy Varella said with produce you don’t need a license to sell because it is not washed.

James Shea makes a motion to approve the design, Amy Everitt seconds and it passes unanimously.

Next:

**Hope Watt, North Shore Pride Annual Festival** – This request is for use of the Salem Common on June 27, 2020 for their annual event. They will be celebrating their 9th year. Set-up at 6:30 A.M. is requested with break-down between 5:00-6:00 P.M. They will use a generator for the stage since electricity is needed for the live entertainment which will start at 11:00 A.M. and conclude at 5:00 P.M. There will be a beer tent which will be roped off. They will have licensed and tip certified severs. The police department will be present. Last year there were approximately 20,000 people and they expect that many or more this year.

James Shea asked how many vendors were expected. Hope Watt said they wanted to try and cap it at 95. James Shea then asked if a list of vendors could be provided. Hope said they have rolling registration up until 7-9 days before the event and would provide a list then.

Bob Callahan asked if most were repeat vendors. Hope said the majority come back every year.

Chris Burke asked with the money raised if they give any back to the community. Hope said all money goes back to events and the community; i.e. discounts to non-profit organizations, money to the trans emergency fund and Project Out.

Chris Burke asked how much money was raised, and how much was given back. Hope Watt said the event costs about $48,000.00 for the parade and festival and they give back somewhere around $15,000.00.

**Susan Moulton, 98 Washington Street** asked if any of the money raised from this event goes into the fund?

Trish O’Brien said the gazebo rental goes into that account.

Amy Everitt makes a motion to approve the event, seconded by James Shea and passes unanimously.

Next:

**Carol Meyer, Witch City 5K** – This request is for the annual 5K road race on October 17, 2020 at Salem Willows and Camp Naumkeag. Carol advised there are no changes from last year. She stated that they gather at the beach and start at Restaurant Row and that there would be no amplification before 8:30 A.M. and speakers would face the water. She advised that last year they had music at the camp through a boom box and that there is slight amplification when awards are given out.

Ray Jerzylo asked if that was in writing,

Trish O’Brien advised it was on the permit. Ray Jerzylo asked where he could get a copy of it. Trish O’Brien advised the permit holder has it.

Debbie Amaral suggested after the event, if there were any problems, to come before the Board to let them know.

Chris Burke stated that it should be clear on the application that the amplification starts at 8:30 A.M. and that speakers point towards the beach.

Ray Jerzylo said there are people with megaphones and wanted to know if the permit covered that. Debbie Amaral stated that was a police issue if amplification is too loud.

Bob Callahan stated that the Board’s issue is with the organization and the people who run the event if they don’t comply. Ray Jerzylo said it should then be the organizers responsibility.

Bob Callahan makes a motion to approve the event, seconded by James Shea and passes unanimously.

**Eric Nowak, 19 Columbus Avenue** – Raised a concern because races keep happening at the Willows, especially in October.

Bob Callahan stated that the Board does not approve the route. It only approves use of the Park. He stated the Police Department approves first and then the City Council.

Cindy Jerzylo asked why these races couldn’t take place in other parts of the City. Bob Callahan again advised that the Board only gives permission to use the Park.

Debbie Amaral advised that the Board was not putting everything down there. The City Council and police department control and approve the routes.

Trish O’Brien said just to clarify, the Board has not approved any new races since her arrival, and that the routes have been changed.

**Bill Griset, 153 Fort Avenue** – Advised that the Park was immediately in front of his home. He said that his experience is that events are well run and wonderful. He stated that 8:30 A.M. is a great time on the application to start. He said he has never been troubled by the races and that he has never seen anyone with a megaphone.

**Beth Ryan, 129 Fort Avenue** – She advised that she lived directly across from the Park and other races have megaphones.

Bob Callahan suggested putting something on the application which must be initialed by the applicant stating that amplification would not be before 8:30 A.M.

**Black Picnic – Neil Sicard** – Representing Salem United and the Black Picnic parade on the Salem Common. He was requesting permission to use the Willows on July 18, 2020. The event starts at 8:00 A.M. with prayers at 9:00 A.M. There will be touch-a- trucks, vendors, a bouncy house and maybe a basketball event. By 11:00 – 11:30 A.M. there will be an awards and recognition ceremony using the Shell and then live performers and entertainers playing music. The parade route will not have loud music.

James Shea stated that the permit request was for all areas of the Park. He thought all that they needed was a couple of gazebos and the Shell and the areas for the vendors in from of the gazebo.

Neil Sicard stated the vendors would be right by the shore.

James Shea stated that the basketball court was going to another non-profit. Neil Sicard said they were going to try and see if they could work it out with them.

James Shea advised that Salem United could not have control of the entire Park and advised that the Board would give them the areas that they needed for event.

Trish O’Brien advised Mr. Sicard to communicate with her on how the insurance form needed to be worded.

Amy Everitt said that on the application for the Black Picnic it says “all areas of the Park”. She stated this needed to be made clearer. She stated that the Board wanted to make sure everyone is on the same page regarding available space.

Neil Sicard asked if it would be helpful to the Board to have a map. Debbie Amaral replied yes – that would be helpful and also for setting up the tables and chairs.

Chris Burke stated that in the past the Board has had to delineate about the basketball court. Neil Sicard stated that the way it stands now, they are trying to find some sort of middle ground regarding the basketball court.

James Shea said Salem United’s permit is for the Shell, two gazebos and parking spaces for the vendors and that set up will be with the approval of the Park & Rec Department.

Trish O’Brien stated for clarification that the Park & Rec. Department would drop off chairs and that Salem United would set them up and that Salem United would let the Board know about water on the parade route. Neil Sicard said yes.

Bob Callahan advised that Salem United needed to let the board know exactly where vendors would be, where the bouncy house would be and where they will be parking. He stated that he wanted Neil Sicard to know that this was a public park and open to anyone who wanted to go down there.

James Shea makes a motion to approve he event, Amy Everitt seconds, and it passes unanimously.

**Laurie Albury, 11 Beach Street** -- Asked how late Salem United would be using the Shell. Neil Sicard stated until 8:00 P.M. and that there would be police details dedicated to that area. Ms. Albury said they were concerned because music sometimes goes beyond 8:00 P.M.

Debbie Amaral asked that if there was an issue, to please send Trish O’Brien an email immediately after a particular issue occurred. Laurie Albury stated that they did call the police, but the particular event was not one permitted by the Park & Rec. Department and stated what they asked and that what they say doesn’t mean anything.

Debbie Amaral stated that the Board was really trying to listen and stated she was talking about policy and not permits.

Chris Burke stated that the Black Picnic has approval from 8:00 A.M. until 8:00 P.M.

Ray Jerzylo said he had two concerns:

* Trees to be cut down;
* Charcoal being dumped at the base of trees.

He asked if there would be a special area for charcoal.

Chris Burke stated that on the Black Picnic application it says no charcoal fires.

Debbie Amaral asked Trish O’Brien is there was a way to address this.

Trish O’Brien said when groups come in they are asked to properly dispose of charcoal but that there was no ordinance in place so it was hard to enforce. She stated that there has been some discussion about getting containers where people can dump their ashes.

Cindy Jerzylo stated that in Gloucester it works. Trish O’Brien said they were looking into some potential containers.

**Councilman Robert McCarthy** – Stated that last year another group of individuals at the Willows who went through the Police Department for kids to interact with a touch-a-truck event. He said they cordoned off the parking area the night before and vendors complained because there was a sign on Fort Avenue saying “pay attention to parking”. He asked if there was any way to get a map and if touch-a-truck could not be in the parking area. He then said common sense should be that the parking area should not be cordoned off for touch-a-truck.

James Shea makes another motion to approve the event, seconded by Bob Callahan, and passes unanimously.

 Next:

**Wreaths Across America, Mark Lovely and Larry Cushing** -- This request is for an event at Salem Willows from June 15-June 22, 2020 with a permit for a carnival.

Bob Callahan asked how many days were needed for set-up and break-down. Larry Cushing advised two days set-up and two days take down.

Debbie Amaral stated that last year people came to the meeting and were concerned about set-up. Debbie Amaral asked Trish O’Brien if she received any complaints last year.

Trish O’Brien said she was alerted to something at the neighborhood meeting last week about trucks coming in late at night.

James Shea stated that previously the Board addressed this and stated that Mr. Cushing said he would bring the trucks in earlier. Mr. Cushing stated that they did what they were told. He said he thought it was 9-9 and said if the neighbors think anything is wrong, they should contact him to let him know, so he can address it.

**Melissa Nowak, 19 Columbus Avenue** – She read notes she had written concerning last year as follows:

* 6-2 Rides arrived
* 6-3 No problem
* 6-6 Carnival started. A large spotlight faced into her house. She said she called and
 Mr. Cushing said the rides went until 10:40 on Thursday and said it had to be fixed.
* 6-8 Rides and lights way past 10:00 P.M.
* 6-9 Started breaking down after 5:00 P.M. At 10:46 P.M. lights were still on and still

 breaking down.

* 6-10 Large trucks came on to soccer field in the middle of the night

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 She said there were big limbs broken off trees and a post around the perimeter was broken. She said the carnival was loud and parking was crazy. She also said that she did not feel that the neighborhood was being respected.

Mr. Cushing said he would like to see the video and he said that if they are told to shut down at a certain time they do it. He said they try to be as quiet and as careful as possible.

James Shea said he was in favor of making money for the Vets, but the list presented by Melissa Nowak appeared pretty bad, and asked him to please tell the Board what happened last year would not happen again.

Mr. Cushing said he would do everything in his power to do exactly what he was told and he was not running rides after 10:00 P.M.

James Shea asked why they could not clean up in the morning and Mr. Cushing said it was a health hazard.

Trish O’Brien asked if he was fixing a machine one night and Mr. Cushing said yes there was a light issue should not have happened.

Chris Burke asked how many days Mr. Cushing was there, and he stated he was there every day.

Debbie Amaral stated that it sounded like it takes an hour to shut down. Mr. Cushing said they asked for a permit from 6 A.M. to 10 P.M.

Debbie Amaral said the neighbors are having problems with 10:00 P.M. and advised Mr. Cushing that he should shut down at 9:00 P.M. and be finished by 10:00. Mr. Cushing said it is not worth it to shut down at 9:00 P.M.

Melissa Nowak said the concerns were the music and rides and said the rules should be followed. She said the neighbors do not want to listen to his problems. She said if you are supposed to be done at 10:00 P.M. you should be done.

Debbie Amaral said to Mr. Cushing that it sounded like he fixed some of the problems, and it was quieter, but the lights were a problem.

Bob Callahan asked if the lights could be faced towards the water and Mr. Cushing said it could be adjusted and fixed.

Bob Callahan then asked about the ride lights and what Mr. Cushing was able to do about it and said everyone had to be off the rides by 10:00 P.M and lights shut off.

Chris Burke asked what time they stopped taking tickets. Mr. Cushing said between 9:30-9:45 P.M.

Bob Callahan said the best thing would be to have everything shut down by 10:00 P.M. and to leave quietly.

Councilman Robert McCarthy stated he thought it was supposed to be 9:00 A.M. to 9:00 P.M. on Sunday. He also asked that they make sure the port-a-potties faced away from the neighborhood. He further requested that the generator be placed in the same spot as last year,

Trish O’Brien said to clarify, the generator would be close to the ocean side

Bob Callahan makes a motion to approve with conditions as follows:

* Lights need to be off by 10:00 P.M.
* No ticket sales after 9:30 P.M. so rides can be shut down by 10:00 P.M.
* Ride lights need to be off by 10:00 P.M.
* Generator needs to be on beach side
* Equipment dropped off between 9:00 A.M. and 9:00 P.M.
* Absolutely no noise after 10:00 P.M.

Chris Burke said he would like to thank Mark Lovely for doing Wreaths Across America and thank the neighbors in the Willows.

Chris Burke seconds with the above conditions and it passes unanimously.

Next:

**Willows Tree Plan, Jason Bobowski** – Jason said he is working with the City and looking at improvements to Salem Willows. He presented an update and said they were looking at:

* Tree Removal
* Tree planting

He said they did an analysis of 294 trees in the Willows and that there was fair number of trees to be removed because of defects. He said they wanted to remove hazardous trees and replant throughout the Willows. He was recommending 23 trees as the first phase for removal. He said he wanted to remove moderate to high risk trees. He said 14 other low risk trees are not being removed at this time.

Councilman Robert McCarthy said he would like to thank Trish O’Brien and Chris Burke for coming in with a phasing approach. He said he was glad about the first phase on removal and planting some more appropriate trees.

**Robert LeBlanc, Salem Tree Warden** said high risk trees have been identified.

Jason Bobowski said they did not want to just take trees out but put them back. He said a lot of older trees had to be removed but not a lot of younger trees. He said what they wanted to do was to incorporate a replanting. He said they are currently looking at the hill area and redesigning it. All replacements or new tree plantings are across from Naumkeag. He said one of the things they identified with when looking at the Willows was that there are different characteristics throughout. He also said that both Willows were lost at the flagpole. He said they are putting in a lot of effort to determine what trees should be put back and wanted an area of all Willows.

He said they were looking at Native Virginia Rose, behind that Bayberry, and Native Panicum Switchgrass.

Chris Burke said he would love a plan for part of the plantings to be native trees. He said in the arboretum section he thought it was appropriate to plant foreign trees and said it would serve to have a sign board for educational purposes. Chris Burke also said he would love to see a Sassafras tree.

Amy Everitt makes a motion for removal and replanting, seconded by James Shea, and passes unanimously.

Amy Everitt said there was a prior concern about the vent coming from the Clam Shack impacting tees.

Chris Burke said the arborist was concerned about roots, but thought it was a fungus problem. Robert LeBlanc said that Beech trees are a very sensitive species.

Cindy Jerzylo said that we are replanting stuff but not taking care of the exiting trees and said if we are putting money into replanting, we should be taking care of existing trees.

Chris Burke said pruning is necessary.

Debbie Amaral said the Board has talked about increasing the price of meters in the Willows so more money can be collected.

Next:

**Elizabeth Aberg, Friends of Salem Common** – She said they were upset about the condition of the Salem Common and want to improve it. She said Phase I started in the summer of 2019 and grant money will be applied for Phase II. She said almost $2,000,000.00 has been spent on the fence over the past 34 years. She said there are 34 lamps on the Common and 9 were out this summer.

Chris Burke asked why the Friends of Salem Common came before the Board and not the Neighborhood Association and Ms. Aberg said they were two different groups.

Next:

Revenue Report by guest Laurie Giardella. Trish O’Brien said one question was about the tax sweep and Bob Callahan said the golf course account was wiped out at the end of the year. Laurie advised that there is a timing thing. She said there was money and the account had a balance of $270,000.00 as of June 30th.

Bob Callahan asked when the transfer took place and Laurie Giardella said transfers take place in November of each year and traditionally at the end of each fiscal year there was a balance remaining.

Bob Callahan asked if money was taken out of the account in April because all the money was transferred out. Laurie Giardella said you could post adjustments on a quarterly basis and it may appear that there is going to be no money, but we know that at the end of the fiscal year there will be a balance in the account.

Bob Callahan said he understood the bookkeeping part of it, but the Managers at the Golf Course are worried about asking for something when they see there is no money there; i.e. pieces of equipment. He said it is a perception thing. Additionally, he said it is a Reserve Account and we have to approve it as a Board before it goes before the City Council.

Bob Callahan said it was important for the Board to get the reports monthly so they could be addressed. Laurie Giardella said the Board will now be receiving them monthly. She said there were tun-overs in the Accounting Department etc. but it would be taken care of.

**Councilman Robert McCarthy** said the Board has total jurisdiction of the Parks, but that at the end of the year the City Council sweeps the Reserve Accounts.

Trish O’Brien stated that the next meeting had to be discussed as there would not be a quorum on the scheduled date. It was unanimously decided that the next meeting would be on Tuesday, March 31, 2020 at the On Point Community Building.

Next meeting – Tuesday March 31, 2020 at On Point Community Building, Palmers Cove.

A motion to adjourn is made by Bob Callahan seconded by James Shea and unanimously passes.

The meeting ended at 9:45 P.M.

Respectfully Submitted,

Kathleen Fitzgerald, Clerk