

**BOARD OF SELECTMEN
AGENDA
Monday, August 17, 2015**

Regular Meeting - 7:00 p.m.

Selectmen's Hearing Room, Town Hall

******NOTE******

As a result of changes in the Open Meeting Law, the chair must announce at the outset of every meeting that the meeting is being recorded and transmitted via cable television.

7:00 p.m.

Pledge of Allegiance

Personnel Board interviews

Board of Registrars interviews

Request by Wakefield Chamber of Commerce and Friends of the Lynnfield Public Library for One-Day Liquor License for fundraising event at Lynnfield Public Library

Deliberation on Yard House disciplinary hearing

HGC Automotive – compliance with terms of Class II motor vehicle license

Request for extended holiday hours, Market Street

Field usage agreement and fee structure

Requests to purchase Town-owned land on Harvey Park and Munroe Street

Union Hospital update

Anticipated vacancy on LIFE Board of Directors

Kinder Morgan pipeline

Request for executive session under Chapter 30A, Section 21(a)(3), for the purposes of collective bargaining strategy regarding the firefighters bargaining unit.

Use of Town facilities:	Use of Streets: Best Buddies road race, Sept. 20, 2015
One-day liquor license:	Listed above
Minutes:	June 1, 2015; June 24, 2015; July 13, 2015
Proclamations:	None
Administrative matters:	Signing of warrants

MR. Gerry Shulman
3 Saunders Road
Lynnfield, MA 01940 US
Mobile: 6176402731 -Ext:
Evening Phone: [REDACTED]
Email: [REDACTED]

Availability:

Job Type: Permanent, Temporary,

Work Schedule: Full-Time, Part-Time

Work Experience:

Self Employed Lawyer

591 North Avenue

VICE CHAIR PERSON
OF HOUSING AUTHORITY 09/1970 - 07/2013
Wakefield, MA
CHAIR PERSON OF HOUSING AUTHORITY
EXPANSION COMMITTEE

Lawyer

Duties, Accomplishments and Related Skills:

Hours per week: 60

- Experienced in running a busy law office.
- Processed a large volume of mail.
- Dealt with consumers, personally and by telephone.
- Familiar with laws, rules and regulations, civil and criminal.
- Corporate, commercial, real estate, probate and municipal.
- Prepared pleadings researched and went to court.
- Attorney - Real Estate Broker.
- Special assistant Attorney General for 25 years, UMass board of Higher Education.
- Planning and redevelopment of housing - EVERETT, MA (1 1/2 YEARS)
- Experience managing employees in law offices.
- Organized many programs and fund raising for Temple functions.
- Chaired Soviet Jewry Committee that brought over 100 Russian Jewish immigrants to the United States.

US Army

Battalion Clerk

Hours per week: 60

Duties, Accomplishments and Related Skills:

08/1959 - 08/1961

Boston, MA

- Prepared morning reports, checking other reports from company clerks. If mistakes were made bounced reports back to them.
- Helping trainees keeping records. Assisted with legal things for soldiers and officers.
- Worked with the battalion commander typing, doing reporting, filing paperwork.
- Went out to the field occasionally.

Education:

Boston University School of Law

Doctorate Degree 06/1968

Major: JD, Jurice Prudence, LLB, LLM

Relevant Course work, Licenses and Certifications:

In Law review, second year.

Enjoyed going to Law school very much, was very active. I obtained my first job from this university.

Harvard Law School

Master's Degree 06/1964

Major: Estate Planning

Relevant Coursework, Licenses and Certifications:

Performed coursework and attended class.

Brandeis University

Bachelor's Degree 06/1965

GPA: 3.5 of a maximum 4.0

Major: History and Government, Pre-Legal **Minor:** Sociology **Honors:** Cum Laude

Relevant Coursework, Licenses and Certifications:

Studied History, Government and pre-legal courses. Studied liberal arts related courses.

Affiliations: Temple Beth Shalom - Peabody, MA - President

Congregation Tifereth Israel - Everett, MA - President

Jewish Community Relations Council of Greater Boston - Chairman

Israel Tennis Center - Co – Founder

References: References available upon request

Dear Mr. Curtin:

I hope all is well, and that you and yours are safe in the storm.

It is my understanding that the Board of Selectmen are looking for volunteers for the personnel board, which is being reactivated. I wish to volunteer myself. In the last year I have served on the Housing Board and have thoroughly enjoyed the experience; the people are truly outstanding and the chance to give back to the community is not to be underestimated.

If I can be of any assistance, please let me know.

Sincerely,
Mike Walsh

--

Attorney Michael C. Walsh
PO Box 9
Lynnfield, MA 01940

MICHAEL C. WALSH ESQ.
U.S. Post Office Box 9, Lynnfield, MA 01940

~~ASHLYNNE C. O'NEILL~~
~~617-552-1010~~

Education

- Suffolk University Law School—Boston, MA
LLM Candidate, anticipated May 2014
- Suffolk University Law School—Boston, MA
J.D., May 2010—Dean's List, youngest graduate ever
- Suffolk University—Boston, MA
B.S. in Government, May 2006—Dean's List, *cum laude*, youngest graduate ever
- North Shore Community College—Danvers, MA
A.A. in Liberal Arts, May 2004—Dean's List, *cum laude*
- Tulane University Law School, New Orleans, MA
-Study Abroad Summer Seminar 2009—London, International Trade and Business Law Seminar
-Study Abroad Summer Seminar 2009—Cambridge, England, International and Comparative Law Seminar

Bar Admissions

- Supreme Judicial Court of Massachusetts
- United States District Court of Massachusetts
- United States Court of Appeals, First Circuit
- United States Court of Appeals for the Armed Forces

Experience

- Walsh & Son LLP, Attorney in general practice June 2011-Present
- Top Soldier Inc, volunteer General Counsel June 2011-Present
- Lynnfield Housing Authority, Elected Board member April 2012-Present
- Appellate Intern/Student Prosecutor, Bristol DA's office June 2008-April 2010

Miscellaneous

- Eagle Scout Award
- Jessica Lee Elwell Scholarship
- Qualified Researcher, Massachusetts State Archives

TOWN OF LYNNFIELD

RECEIVED

VOLUNTEER APPLICATION

2015 JUN -5 A 8:58

TOWN CLERKS OFFICE

If you are interested in serving on a Town committee or board, please complete this form and return it to the Town Administrator's office, Town Hall, 55 Summer Street, Lynnfield, MA 01940.

I am interested in serving on the following boards and/or committees:

Personnel Board

Name: Katy Shea

Date: 6/5/15

Address: 7 Danbury Ct

Home Phone: ~~781-334-XXXX~~

Work Phone: _____

Mobile Phone: _____

Occupation: Director T. H. Glennon

Education: B.S. Bentley University, MBA Northeastern U.
Lynnfield High School Class of '79

Business Experience: 30+ years business experience.

~~Product Management - Motorola / BASF (cust. serv.)~~
~~PictureTel Corp (startup) Corporate Management~~
Distribution Channels. Owner, T. H. Glennon Co.

Volunteer Government/Community Experience: ^{past member:} St. Monica Garretti-CCD Teacher,
middle school PTO, Past Member Lynnfield Business
Coalition, launched Lynnfield Initiative for Transparency

Additional Information: Currently I ran for Selectmen
receiving over 1300 votes. I went door to door
and spoke with many members of the community.
I am uniquely qualified as a business owner
If no vacancies exist at the time, your application will be kept on file for future consideration for a period of three years. Please re-apply if your interest extends beyond that listed above. Thank you for volunteering to serve your community.

my knowledge of the community and towns
future requirements to successfully fill this
position. I believe I will be a positive
addition to the Personnel Board.

DENIS P. RITCHIE
1 Daventry Court
Lynnfield, Massachusetts 01940

Home: 781.334.5098

Mobile: 608.878.6634

2005-2013 Commisceo Microelectronics, LLC, Lynnfield, MA
CEO

Form CMI as a holding company for RF and MW component and Subsystem Aerospace/Defense market sector roll up researched over the previous 2 years. Bought Mass Microelectronics, LLC in June 2005. Bought AD Micro-assembly, LLC in June 2006. Have retooled and refocused the companies toward ISO/ITAR compliant A/D sector design service and contract manufacturing firms in support of local OEM's. Clients include; Cobham, LMCO, Raytheon, Northrop Grumman, Remec (Cobham), Micronetics, IDSI (General Dynamics), Comtech PST Hill Engineering, Microwave Concepts, Auriga Systems, etc. Company is \$4-6M in gross revenues per year and has two operating locations. Growth for the next three years is forecasted at 10-12% per annum based on existing business. New client additions of 2-3 per year will raise that growth level to 20-25% per annum.

2002-2004 Dickson & Ritchie, LLC, Lynnfield, MA
Managing Director

Formed this Mergers and Acquisitions consultancy with Joe Dickson to work on research and analysis for a consolidation /roll up scenario in the RF and MW component and Subsystem Aerospace/Defense market sector.

Our clients included M/A-COM, Williams Engineering, Coleman Microwave, Mudel Electronics, Wolf Coach(L3 Corp), Raytheon (RADC), Inkode, Fairchild RF and various other small players.

Support on both the buy and sell side of over 11 transactions in 3 years. Non-licensed value added consultant and change creation agent for small privately held companies. On the Board of Directors for Ztec instruments in NM.

2001-2002 Microwave Device Technology Corporation, Westford, MA
President

Recruited to this tightly held private \$8.1M maker of Semiconductors, commercial electronics components and subsystems as President by Dr T.B. Ramachandran CEO and Chairman of the Board, in March 2001, when sales were \$4.2M.

My duties included the review and re-channeling of the Marketing and Sales operation, preparation for ISO 9000:2000 certification, update MRP systems, Capacity analysis of the company, Board expansion and New Product introduction. At the time of my departure the ISO pre-audit with TÜV had occurred and the training for the windows based MRP system had begun. The New Product introductions had started in the semiconductor side of the business and the projects for the sensor and component portion was planned to start in Q2 2002.

Sales grew from \$4.2M in '00 to \$8.1M in '01. Projections for fiscal '02 are at \$12.2M in sales with a pre-tax of 15%. Pre-tax for '01 finished at 14.8% up from the 13.2% of '00. Head count also increased from the 42 in '00 to the 59 in '02. R&D spending and capital needs accounted for an additional 15% of cash out lay. All working capital and cash required for the operation of MDT during '01 came from the operation.

DENIS P. RITCHIE -2

**1998-2001 Analogic Corporation (Test and Measurement Division), Peabody, MA
Director Marketing and Sales**

Hired to this closely held public \$290M maker of Medical Electronics, Embedded Computer systems and Test and Measurement instrumentation as Director of Sales and Marketing by Andrew Toth, General Manager, in December 1998, when sales were \$13.4M.

In 1998 T&M was posturing to go from an OEM external manufacturing group to an end user Instrumentation and software provider. This change required the re-channeling of their field force and the formation of an internal applications support team. In 1998 we had 4 internal and 22 external sales personnel. By 1999 we had 9 internal and 87 external sales personnel with 6 applications engineers on line or in training. New Product offerings of 1 new instrument or sensor per quarter along with a very aggressive technology road map positioned T&M for their rapid growth to \$48M in 2000.

The focus on End user and critical technology development with OEM partners, coupled with the cross utilization of newly developed products and technology was a total shift in policy for the division. Culturally T&M had to go from an old batch mode processing technique to demand-pull manufacturing and concurrent engineering practices. T&M was the shining star for Analogic and because of this rapid growth we were allowed to increase R&D investments made during the previous 10 years by 1000%. The ROI on these investments was projected to be over 65%.

By 2001 sales were four times (\$48.6 Million) '98 volume, and Pre-Tax Net had increased from -34% to +47% in '01.

**1993-1998 SIGNAL TECHNOLOGY CORP. (Olektron Operation), Beverly, MA
Vice President Sales and Marketing**

Recruited to this just gone public \$68M maker of military electronics components and subsystems as Group Vice President of Sales and Marketing by Michael Smith, Corporate Vice President of Sales and Marketing, in June 1993, when sales were \$9.2M.

The Operation was a consolidation of three Divisions into one during this period. Head count went from 350 people in '93 to 130 in '95. The number of products was reduced from 18,000 in '93 to 4250 profitable items in '95 (expanded with new products and markets to 6500 by '99). The 24-person internal sales force and 135 external sales reps were reorganized into one internal sales and marketing group in '94 and expanded to 185 people by '99. A worldwide distribution system was also put in place to service the high growth of design wins of the Wireless industry.

Sales during this period went from \$9.8M to \$17.6M with Net Pre-tax profits of \$2.2M and an R&D budget of \$650K.

During '97-'98 we embarked on ISO-9001 certification. We achieved this in March of '98 with our certification by TÜV. ISO certification facilitated the stream lining of our business processes, from the original three operations, to one fully contiguous set of procedures.

DENIS P. RITCHIE – 3

**1989-1993 AEL DEFENSE CORPORATION Lansdale, PA
Director of Marketing**

Recruited to this closely held public \$295 million maker of Military Systems and Subsystems as Director of Marketing for the Antenna/Hybrid Division by Joe Irvellino and Chuck Cronin (Executive Vice President of the Antenna/Hybrid Division and Executive Vice President of Marketing) when sales were \$5.8 million.

AEL Defense offered me the long-term opportunity for exposure to systems level marketing (This being my College training). The plan was to work for 2-3 years and build up the Antenna/Hybrid Division to three times their current size and then transition into the systems marketing group. The Antenna/Hybrid Division wanted to create a separate stand-alone business unit and I was hired to put in place the necessary marketing and sales assets to accomplish this task.

In 1989 Antenna/Hybrid was postured to go from an internal only service group to external/internal mixed sales by the formation of a full sales teams. In 1990 we had 4 internal and 65 external sales personnel. Full collateral material was formulated and launched in '91. Product offerings of 125 in '89 to 360 in '93 allowed the fueling of the high external growth rate to AEL Defense Systems Division. Head count went from 58 in '89 to 135 in '93.

The focus on external opportunities, coupled with the cross utilization of newly developed products and technology, allowed for the largest growth rate in the history of AEL Defense from \$125 million in '89 to \$295 million in '93. Antenna/Hybrid was the catalyst for this growth fueled by program and R&D Investments made during '89 to '92. The ROI on these investments was 56% over three years of planned spending.

By 1993 sales were five times (\$25.6 Million) '89 volume, and Pre-Tax Net had increased from -20% to +20% in '93. Market share of subsystems products had increased from 1% to 16% in '93 and antenna product designs in the commercial sector had increased from 2% in '89 to 19% in '93.

**1986-1989 ADAMS RUSSELL CORPORATION (ANZAC DIVISION), Burlington, MA
National Sales Manager**

Recruited to this public \$128M maker of commercial/military electronics components and subsystems as Regional Sales Manager by Mark Rosenswaig, National Sales Manager in 1986, when sales were \$12.2M.

Hired by Mr. Rosenswaig after two previous attempts to get me to leave M/A-COM, I started out as Western Regional Sales Manager. Sales in '86 were \$3.5 million and reached \$ 5.8 million before I was transferred to the Eastern region in '87. Sales in the eastern region were \$ 6.8 Million and reached \$ 12.9 million before I was promoted to National Sales Manager in '87.

As National Sales Manager I implemented a Standard Product sales team and increased our Distribution Channels to grow a commercial group to \$12.5 million by 1988. Total sales went from \$ 12.2 million in '86 to \$29.5 million in '89. At the end of '88 Adams Russell was on an acquisition campaign and bought Scientific Devices Inc. (Billerica, MA). I was familiar with the semiconductor market and product from my experiences at M/A-COM. Scientific Devices was involved with these products heavily. I was then transferred to Scientific Devices to run the sales group. During this transfer, a transition plan was drafted for consolidation of all but semiconductor processing back to Adams Russell (in Burlington, MA).

DENIS P. RITCHIE – 4

**1982-1986 M/A-COM CORPORATION, Burlington, MA
Sales Manager**

Recruited to this publicly held \$300 million maker of Commercial/Military Semiconductors, Components, Devices and Subsystems as Sales Engineer out of Graduate School by Larry Ward, National Sales Manager Semiconductor Products, and Tom Leonard, Business Center Manager of Gallium Arsenide Products, in January 1982 when sales were \$ 22.8 million.

Mr. Ward and Leonard agreed to finish paying my tuition to complete my MBA as well as a bonus for receiving my MBA by '84. My responsibilities started as a Sales Engineer supporting two Regional Sales Managers. Sales in these territories were \$ 6.9 million in '82 and grew to \$ 7.8 million in '83. I was then promoted to Regional Sales Manager of the West. Sales in '83 were \$ 5.8 million and grew to \$9.8 million by '84. The success factors for this growth was the training of field sales personnel in the key product features needed to sell semiconductor products. This I accomplished on my frequent trips to the West Coast.

My next assignment was to work as Product Marketing Manager for the Missile Subsystems Division for Mr. Michael Ferrantino, Business Center Manager. Sales in '84 were \$ 24.6 million and grew to \$ 38.7 million in '85. The winning combination here was the strong engineering talent of the Division and the strategic contracts at the smaller customer base of 12 vs. the 400 in the Semiconductor Division.

After Mr. Ferrantino was promoted to Subsystems Group Manager he transferred me to the Radar and Active Products Business Center Unit Sales team. It was determined that with the "great military spend" of the Reagan years we needed to focus our resources on a more profit-oriented approach and turn away business that did not meet gross margin criteria of 45%. As a result of this our business focused on a limited customer base of 40-50 both domestic and internationally. Sales in '87 were \$19.8 million and grew to \$28.7 million in '89.

EDUCATION:

MBA, Northeastern University, 1983
BSEE, University of New Hampshire, 1980

PERSONAL:

Born October 3, 1958
Married, 2 Children

TOWN OF LYNNFIELD
VOLUNTEER APPLICATION

If you are interested in serving on a Town committee or board, please complete this form and return it to the Town Administrator's office, Town Hall, 55 Summer Street, Lynnfield, MA 01940.

I am interested in serving on the following boards and/or committees:

Personnel Board.

Name: Wayne G. Shaffer

Date: 3-23-2015

Address: 4 Thomas Road

Home Phone: ~~XXXXXXXXXX~~

Work Phone: ~~XXXXXXXXXX~~

Mobile Phone: ~~XXXXXXXXXX~~

Occupation: Loan Originator

Education: Lynnfield Public Schools 1-12;

University of Lowell (Computer Science) Salem State College (Business Law + Ethics)
North Shore Community College (Criminal Law and Psychology)

Business Experience:

- ① Owner operator Swimming Pool Construction/Maintenance Company;
② Cleaning Company ③ Demolition Company ④ Building Maintenance Co
⑤ Mortgage Loan Originator/Processor

Volunteer Government/Community Experience: Make a Wish Foundation =

(Provided and Installed Aboveground Pool For Child's Wish/Dream)

Lynnfield Youth Football and Cheerleading = Commissioner

Additional Information: Life Long Lynnfield Resident For 47 years.

Family of 6 (All live in Lynnfield)

If no vacancies exist at the time, your application will be kept on file for future consideration for a period of three years. Please re-apply if your interest extends beyond that listed above. Thank you for volunteering to serve your community.

To: Lynnfield Board of Selectmen

From: Mark B. McDonough, LDTC Chair

Re: Board of Registrars

Date: June 18, 2015

The LDTC is submitting the names of the following members of the Lynnfield Democratic Town Committee, enrolled members of the Democratic Party resident in Lynnfield, to the Lynnfield Board of Selectmen, for the open position on the Board of Registrars:

Nancy Fox
6 Hawkes Lane
[REDACTED]

Wallace McKenzie
4 Debston Lane
[REDACTED]

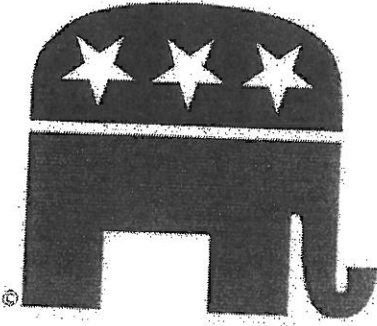
Peter Perlmutter
7 Thomas Road
[REDACTED]

Mark B McDonough

TOWN CLERKS OFFICE
LYNNFIELD, MA

2015 JUN 22 P 3:10

RECEIVED



Lynnfield Republican Town Committee

P.O. Box 62 Lynnfield, MA 01940

May 26, 2015

Town of Lynnfield
Board of Selectmen
55 Summer St
Lynnfield, MA 01940

Dear Selectmen,

You have correctly assumed that the position of chairman and vice chairman are currently vacant.

Finding three person to potentially serve on the Board of Registrars becomes an effort due to the many conflicts involved.

However, it has been found that one member of the Republic Town Committee will have the time for commitment required by the Board of Registrars.

Please consider;

Richard Carman
72 Bourque Rd
Lynnfield, MA 01940

Thank you,

AK Dresios
Treasurer of Committee

**TOWN OF LYNNFIELD
APPLICATION FOR SPECIAL LICENSE
ALCOHOLIC BEVERAGES (M.G.L. C.138 S.14)**

Completed application along with a check for \$35.00, payable to the Town of Lynnfield, must be left at the Police Department for review and approval by the Chief. Application will then be acted upon by the Board of Selectmen at its next regular meeting, if approved, the license will be signed and mailed to the licensee.

REQUEST IS FOR SALE OF:

- All Alcoholic Beverages (Non-Profits only)
- Wines & Malt Beverages Only
- Wines Only
- Malt Beverages Only

LICENSE ACTIVITY OR ENTERPRISE IS:

- for Profit
- Non Profit


Name of Licensee: Wakefield Lynnfield Chamber of Commerce
Address of Licensee: PO Box 585 5 Common Street Wakefield MA 01880
Effective date of license: 9/19-10/9 Authorized hours of sales: 7pm-10pm
Legal building occupancy limit: 325 Number of people to attend: 200
Type of function: Fundraiser - Comedy Night
Description of premises: Lynnfield Public Library

Who is serving the alcohol? North Shore Buttery Services
Have servers had training in Alcohol service? yes
Do you have a Liquor Liability Insurance Policy? yes

Name, address and phone number of person in charge of affair:
Marianne Cohen, 5 Common Street Wakefield
181-245-0741

Signature and address of licensee: Marianne Cohen
PO Box 585 Wakefield MA
01880

Approval of Police Chief and assignment of Detail Officer:

Chief's Signature: 

Assignment of Detail Officer required (Y/N) yes

Assignment of Detail Officer if required

THIS FORM MUST BE READ, DATED, SIGNED, AND RETURNED WITH THE APPLICATION FOR A SPECIAL LICENSE.

There are substantial responsibilities and potential liabilities attached to holding a license to sell and/or dispense alcoholic beverages.

A special license is issued pursuant to M.G.L. Chapter 138 Section 14 and Section 3 of Chapter 153 of the Acts of 1997.

All license holders are subject to M.G.L. Chapter 138 Section 69.

Violations of Section 69 have subjected bartenders and licensees to substantial civil liability to individuals who are injured by drunken drivers who have been serviced by said bartenders and licensees in violation of Section 69.

Neither the issuance of a license to you, nor the presence of a Lynnfield police officer at your activity is in any way an assumption of the Town of Lynnfield or its agents or employees of any risk resulting from any violation of Section 69 or other provisions of law nor are they a protection to you from liability for the same.

It is believed that the individual in whose name the license is issued or who is named manager as well as the bartender(s) will each be exposed to liabilities resulting from any violation of law.


You are urged to consult counsel of your own for a complete explanation of the risks to which you are exposed if you permit any violation of the law during the activity for which the license is granted.

Date: August 3, 2015, the undersigned applicant hereby acknowledge that I have received a copy of the foregoing and understand the same.

Marianne Cohen
(applicant signature)

I hereby certify that the organization named within is a non-profit organization.

Marianne Cohen Executive Director
(name and title)


Federal Identification No. or
Social Security No.

Date received by Police Department



Town of LYNNFIELD

PHILIP B. CRAWFORD
DAVID M. NELSON
THOMAS D. TERRANOVA, JR.

WILLIAM J. GUSTUS
Town Administrator

BOARD OF SELECTMEN
June 29, 2015

Mr. Harvey Chatis
HGC Automotive
4 Trickett Lane
Lynnfield, Massachusetts 01940

Re: Class II
Motor Vehicle License

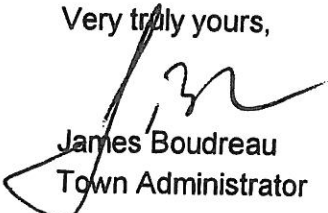
Dear Mr. Chatis:

Please be advised that it has come to the attention of the Board of Selectmen (the "Board") that you are parking vehicles at your residence at 4 Trickett Lane in violation of the conditions of your license and, further, that you have not complied with the conditions imposed by the Board as part of your license renewal in December 2014. Specifically, there have been unregistered vehicles at the property, and vehicles without license plates at the property. In addition, as a condition of the license renewal, you were required to erect a fence "of no higher than four feet to block parking on the non-paved portion of the yard" and to remove "half of the paved surface of the property" both within six (6) months of the date of renewal. Neither of those conditions has been met.

Therefore, you are hereby notified that you are not in compliance with the conditions of your Class II Motor Vehicle License as renewed by the Board on December 15, 2014 (see attached minutes). Failure to come into compliance with the requirements of your license within 30 days of receipt of this letter will result in a hearing before the Board to consider possible penalties for non-compliance up to and including revocation of said license.

If you have any questions on this matter, please do not hesitate to contact my office.

Very truly yours,


James Boudreau
Town Administrator

CC: Attorney Thomas Mullen
Chief David Breen



MARKETSTREET
LYNNFIELD

August 5, 2015

Mr. Philip Crawford
Chairman
Lynnfield Board of Selectmen
55 Summer Street
Lynnfield, MA 01940

Re: MarketStreet Holiday Operating Hours

Dear Mr. Crawford:

The Development Agreement states that operating hours for MarketStreet can be extended each holiday season (day after Thanksgiving until January 1) with permission of the Board of Selectmen.

We're asking for the day after Thanksgiving, through January 1 opening at 7:00am and closing at 11:00pm. Please note that not all stores will be open during these hours, but many request holiday hours to serve customers.

We request that the Board approve these holiday hours at its scheduled meeting on August 17, 2015.

Sincerely,

Nanci Horn

Nanci Horn
General Manager
MarketStreet Lynnfield

Cc: James Boudreau, Town Administrator



Field Use Guidelines & Handbook
June 15, 2015
Version 1.3



The Lynnfield Recreation Commission reserves the right to update and revise the contents of this field policy and permit handbook at any time

Table of Contents

I. Overview and Authority 3
 Lynnfield Recreation Mission Statement 3
 Purpose 3
 Jurisdictional Authority 3
II. Permitting, Definitions and Permitted Uses 4
 Permitting 4
 Definitions 4
 Permitted Uses 5
III. Organization Categories and Priorities 6
 User Organization Categories 6
 Priority Uses 7
IV. Field Overview 9
 Field Designations and Description 9
V. Permits, Fees and Fines 15
 Permit application process 15
 League/Organization Season Use Fees 15
 Casual User 15
 Clinics and Camps 16
 Special Events 16
 Fines 17
 Appeals Process 17
VI. Field Maintenance Standards, Roles & Responsibilities 18
 Field Maintenance Standards, Roles & Responsibilities 18
VII. TERMS, CONDITIONS, & LIMITATIONS 19
 Weather Conditions and Impact on Field Usage 19
 Field Rotation and Suspended Use 19
 Field Use Regulations All Fields Including Turf 20
 Field Use Regulations Turf Field Complex Only 21
 Document Control 21
 Lynnfield Field Use Application 22
 Lynnfield Field Use Permit 23

I. Overview and Authority

Lynnfield Recreation Mission Statement

The mission of the Lynnfield Recreation Commission is to enrich the lives of Lynnfield residents through abundant quality programs, events, fields and facilities.

Purpose

The purpose of this document is to define the terms of use, and required procedures for the Town of Lynnfield's fields and to:

- Ensure fair and equitable process for determining priority of use.
- Designate usage fees.
- Communicate requirements, processes and rules of use.

Jurisdictional Authority

The Lynnfield Recreation Commission (hereinafter referred to as LRC), with jurisdictional responsibilities, together with the Athletic Department (hereinafter referred to as AD) of the Lynnfield School system, seeks to provide clean, organized, well maintained and safe athletic fields within the Town of Lynnfield.

- The Lynnfield High School Athletic Director has primary authoritative use over the school athletic fields during school hours. The Lynnfield Recreation Commission has the primary authoritative function of managing the field use after school hours.
- Based on changes to the school athletic schedules, for any reason, the Athletic Director will notify the Lynnfield Recreation Commission that a given field may be required for school athletic functions.
- Lynnfield Recreation Commission will contact the effected athletic organization to adjust their schedule.
- The effected athletic organization will be responsible for notifying all parties impacted by the change.
- The Lynnfield Recreation Commission has jurisdiction for all other town owned non-school athletic fields/events.
- The Lynnfield Recreation Commission will coordinate all field maintenance with Lynnfield Department of Public Works (hereinafter known as DPW) for the benefit of all field users.
- Special circumstances will be addressed on a situation by situation basis and the user will be responsible for all costs.

II. Permitting, Definitions and Permitted Uses

Permitting

- All Lynnfield organizations utilizing a field in Lynnfield will be required to have Lynnfield Recreation Commission practice and game permit(s).
- A detailed practice and game schedule will be provided to Lynnfield Recreation Commission by the end of July for the Fall, by the end of February for the Spring and by the end of May for the Summer.
- Lynnfield Recreation Commission will be flexible with an organization that has a practice schedule but is awaiting a league issued game schedule to issue game permits.

Definitions

- Organized Activity:** Any group of individuals that communicate and meet on a regular basis.
- Permit:** Document(s) provided by the Recreation Commission, including but not limited to a calendar of approved dates and organizations, Regulations for Use, and safety information.
- Priority use:** The order of preference when allocating the use of facilities to organizations.
- Nonprofit:** an organization formed as a 501(c)(3) for which proof must be provided including certificate copy of constitution and table of organization with list of paid employees.
- For-profit:** any business, group, individual organization not certified as a 501(c)(3).
- Traditional use:** includes but not limited to, practices, games or meets between two teams.
- Special events:** includes but not limited to, clinics, tournaments, round robins, practice only organizations, charity events, carnivals, multi inning/quarter games, approved only for events sponsored by Lynnfield Recreation Commission, Lynnfield public schools or Lynnfield-based nonprofit organizations.
- Casual User:** An individual or organization not associated with at team, league or group that has field use for not more than one day per season (e.g. one-time events such as birthday parties)
- Turf Fields Complex:** the entire area inside the fences that separate the complex from the parking lots excluding the high school.
- Standing water:** puddles that remain on the facility surface after inclement weather.
- Authorized maintenance:** tasks undertaken by an organization, approved in advance by the Recreation Commission and the DPW director.
- Legacy organization:** a Lynnfield-based organization that has used facilities for several years prior to the establishment of updated policies in 2013. Recreation Commission to provide a list of these organizations upon implementation of this policy.
- Waiver:** a determination made by vote of the majority of the Recreation Commission and/or board of selectmen that a specific organization may not meet all requirements for priority user group, But is determined eligible based on written documentation provided that determines organization's value to the community or requirements of League.

Lynnfield Recreation Field Use Guidelines & Handbook

- N. **Lynnfield residency:** In order to be considered 100% Lynnfield residency, the participants must live in Lynnfield, attend Lynnfield public schools, or a private school located in Lynnfield, or have 100% of participants employed by Lynnfield based business.
- O. **Spring season:** April 1 through 3rd Sunday in June (Lynnfield High may start prior to April 1 based on MIAA schedule).
- P. **Summer season:** Monday immediately after 3rd Sunday in June through August 31.
- Q. **Fall season:** September 1 through the 3rd Sunday in November (Lynnfield High may use fields through Thanksgiving and postseason game schedule).
- R. **Senior field:** those generally used by high school, adults and older youth,
- S. **Junior Field:** those generally used by elementary aged and younger youth.
- T. **Field maintenance Fee:** fee charged to assist with costs related to maintenance of facilities that is deposited into a designated fund within the Recreation Commission Revolver Account.
- U. **Field Administration Fee:** Fee charged to account for the cost of the administrative tasks undertaken by the Recreation Commission and deposited into the Recreation Commission Revolver Account. **Capital Improvement Fee:** fee charged to save for major renovations, improvements and major maintenance projects (e.g. replacement of turf) to be deposited into The Recreation Capital Trust Fund.

Permitted Uses

- A. Organized activity (not to include Lynnfield public-school events) held at Lynnfield's parks, athletic fields in related facilities must show require a permit.
- B. All permit applications must be submitted in writing to the Recreation Commission. Applications received past established deadlines will be processed on an as available basis, regardless of priority status. No action will be taken on incomplete applications.
- C. Request to use athletic fields upon extended team by the Recreation Commission to be non-traditional or that will replace a higher burden on the facility than typical use must be put in writing on a special event request form. Special events must be approved by the Recreation Commission and or the Board of Selectmen.
- D. Facility allocation will be managed by the Recreation Commission and will be based on the categories listed in the next section, but may also take into account field conditions, scheduled renovations, age and history of organization, past practices of organization (positive or negative), age-appropriate sized facilities, and impact on the neighborhood.
- E. In general, younger youth groups will be scheduled on Junior (smaller) fields and older youth groups and adults will be scheduled on senior (larger) fields.
- F. Priority use on 60 foot and 90 foot diamonds is given to baseball and softball organizations: **priority for multi-purpose fields will be given to organizations that play on rectangular fields, including but not limited to football, soccer, lacrosse and field hockey.**
- G. All permit holders agree to abide by the most current set of regulations for use as provided by the Recreation Commission.
- H. An athletic field with standing water is automatically closed. No unauthorized maintenance work may be done to move the standing water and use the closed field. League designees, The DPW or Lynnfield Recreation may close the fields due to weather conditions in order to protect

them. Permits may be revoked from organizations along use of athletic fields with once they have been closed, and a fine may be charged to cover the costs of repairs in needed.

- I. A representative of the organization holding the permit must be present at the facility while in use to be able to answer questions and ensure that all regulations are followed. Representative may be a coach or a league official.
- J. All trash must be removed from the field and facilities and placed in proper trash receptacles. The permit may be revoked from organizations leaving trash behind after use.
- K. The police department will be notified when organizations allow coaches, parents, and/or participants to park illegally, or obstruct access to neighborhood homes or access for safety vehicles.
- L. A permit may not be sublet to a different organization. The Recreation Commission will work with permit holders on any exchanges if both permit holders agree to the exchange. Unauthorized permit subletting shall result in immediate loss of permit.
- M. Permits may be revoked if an organization, its coaches, players or parents and observers do not abide by the regulations for use, or allows the facility to be damaged with action or in actions. Organizations with revoked permits maybe be denied future permits and or face fines per section
- N. Reimbursement will not be given for revoked permits.

III. Organization Categories and Priorities

User Organization Categories

These categories place non-school/non-Park and Recreation organizations into scheduling categories that are listed in the following priority use levels.

Category A

- Lynnfield Non-Profit Youth Organizations
 - 100% Lynnfield Residents (as detailed in the definitions section above).
- Youth Legacy Organizations
- Game and Practice Schedules, only

Category B

- Lynnfield Non-Profit Adult Organizations
 - 100% Lynnfield Residents (as detailed in the definitions section above).
- Adult Legacy Organizations
- Game and Practice Schedules, only

Lynnfield Recreation Field Use Guidelines & Handbook

Category C

- Lynnfield Non-Profit Youth and/or Adult Organizations
- Less than 100% Lynnfield Residents (as detailed in the definitions section above).
- Regional Non-Profit Teams based in Lynnfield (Select, AAU, etc)

Category D

- Non-Lynnfield Non-Profit Organizations

Category E

- Any other organization not listed in Category A-D

Priority Uses

The Recreation Commission shall use the following priority order as a determining factor for providing permits, along with those listed above. Groups listed in each level have equal standing.

Level I

- Lynnfield Public School: weekdays 7:30AM-3:00PM (September-June)
- Lynnfield Public School: Pre-season and post-season activities, as determined by the MIAA
- Lynnfield High School Athletics: Weekdays from 3:00-6:00PM (September-June)
 - Priority Order: Varsity, Junior Varsity, Freshman, Middle School, Clubs/Activities
- Lynnfield high school athletics conference league games, including varsity football, soccer, lacrosse and field hockey night games (September to June). Varsity football will be allowed up to four night games per season (September to November). Other Varsity teams will be allowed a maximum of two (2) night games for varsity team per season defined as: Fall boys and girls soccer: field hockey, spring boy's and girl's lacrosse, girl's softball, boy's baseball (if field is lit).
- Lynnfield Recreation Commission sponsored programs Lynnfield public school PTO events at their own school (September to June).
- Approved special events of current permit holders.
- User organizations category A: weeknights and weekends (September to June).
- General guidelines on hours of use on school fields: 6:00-9:00PM lit fields 6:00PM to dusk unlit fields, 8:00AM start on weekends: individual field guidelines as shown below.

Level II

- Lynnfield high school Athletics: weekends (September-June).

Lynnfield Recreation Field Use Guidelines & Handbook

- Includes practices, non-league games and scrimmages.
- Lynnfield high school athletics, nights (September-June) excluding level one definition.
- Includes practices, non-league games and scrimmages.

Level III

- User organizations Category B

Level IV

- User organizations category C
- Special events from organizations not holding permit in that season

Level V

- User organizations category D and E
- Late applications
- Organizations that are affiliated with Youth Sports organizations that collect their own fees.

IV. Field Overview

Field Designations and Description

The following descriptions and user designations are for fields that are currently projected as part of the "New Fields Plan":

Field Names & Numbering

A. High School

- | | | |
|----|--------|---|
| a. | HS1 | Multi-purpose Stadium field with lights |
| b. | HS2 | Multi-purpose field closest to the wetlands |
| c. | HS3 | Multi-purpose field closest to the school with lights |
| d. | HS2/3A | 90' Softball Diamond using fields HS2 and HS3 |
| e. | HS4 | 90' Baseball diamond |
| f. | HS4A | Multi-purpose field (fall only) |
| g. | HS4B | Multi-purpose field (fall only) |
| h. | HS5 | 60' Softball diamond |
| i. | HS5A | Small multipurpose field |

B. Middle school

- | | | |
|----|------|---|
| a. | MS6 | Multi-purpose senior field located inside the track |
| b. | MS6B | Track located outside field MS6 |
| c. | MS7 | 90' Baseball diamond |
| d. | MS7B | Multi-purpose field located in the outfield of baseball field |
| e. | MS8 | 60" Softball diamond |

C. Summer Street School

- | | | |
|----|-------|---|
| a. | SS9 | 60' baseball field on side of the school |
| b. | SS10 | 60' baseball/softball field at the rear of the school |
| c. | SS10B | Multi-purpose in the outfield of baseball field |

D. Huckleberry Hill School

- | | | |
|----|------|--|
| a. | HH11 | Multi-purpose junior field to the side of the school |
|----|------|--|

E. Maria Goretti

- | | | |
|----|-------|---|
| a. | MG12 | Softball diamond |
| b. | MG12B | Multi-purpose junior field in right field of the softball field |

F. Glen Meadow

- | | | |
|----|------|----------------------|
| a. | GM13 | 60' Baseball diamond |
|----|------|----------------------|

G. Newhall Park

- | | | |
|----|------|---------------|
| a. | NH14 | Newhall Front |
|----|------|---------------|

Lynnfield Recreation Field Use Guidelines & Handbook

b. NH15 Newhall Back

H. Jordan Park

a. JP16 Multi-purpose field

b. JP17 Multi-purpose field

c. JP18 Multi-purpose field

The use of any field by any organization other than Lynnfield Public Schools and all uses of any field by the Lynnfield Public Schools except for the specific time periods and locations denoted above shall require a permit by the Lynnfield Recreation Commission.

(INSERT FIELD PICTURES/MAPS)

Figure 1 High School

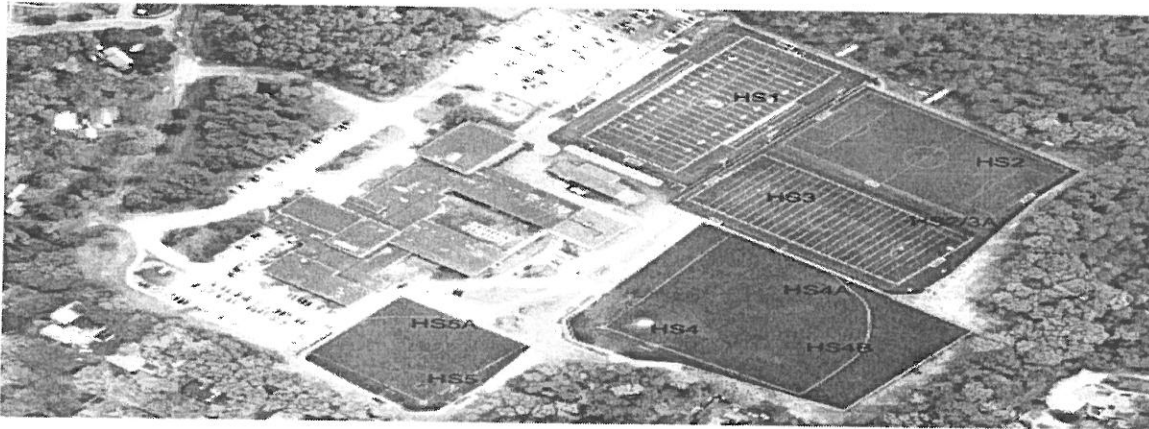


Figure 2 Lynnfield Middle School

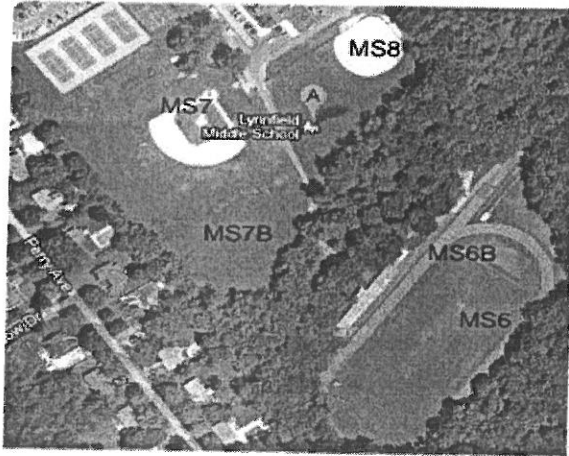


Figure 3 Summer Street School



Figure 4 Huckleberry Hill School

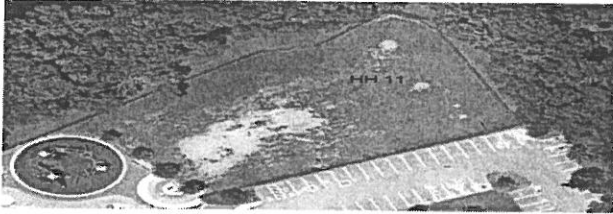


Figure 5 Maria Goretti

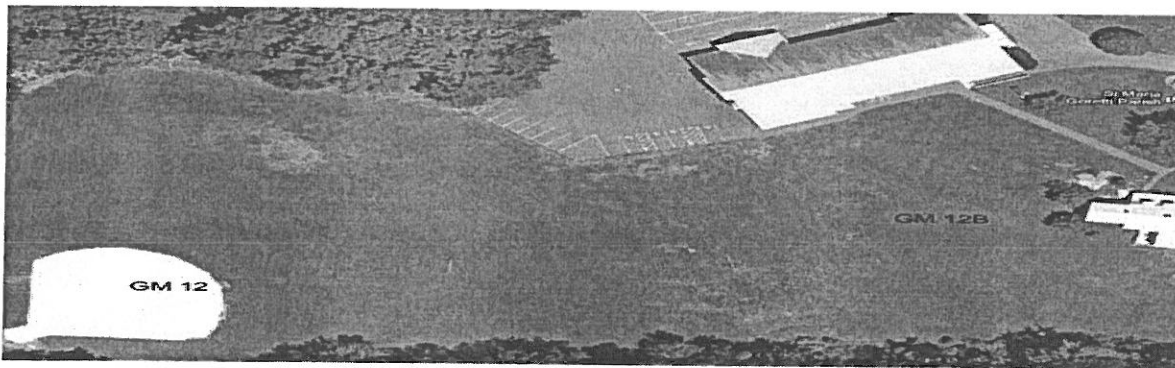


Figure 6 Glen Meadow

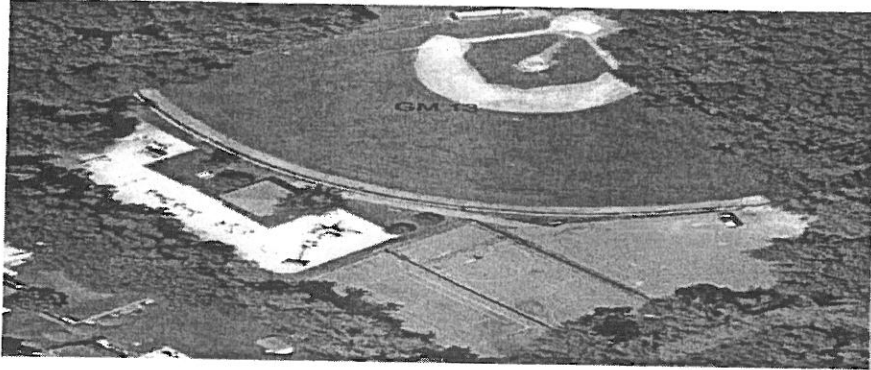


Figure 7 Newhall Park

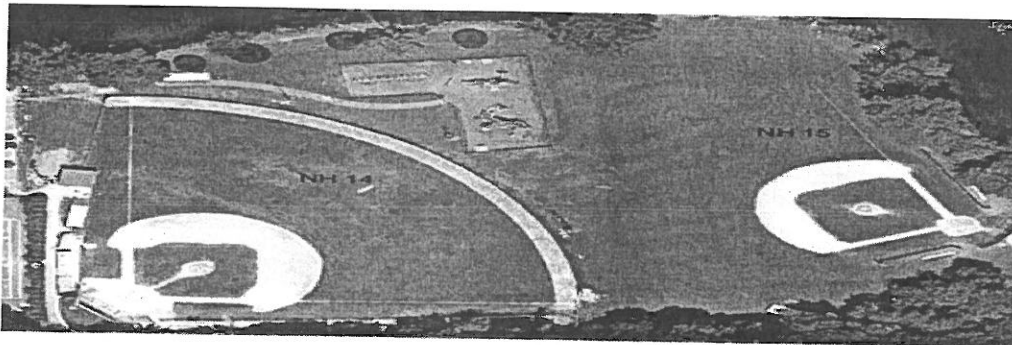
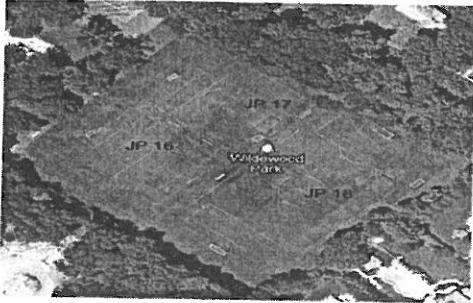


Figure 8 Jordan Park



V. Permits, Fees and Fines

Permit application process

Permit applications must be submitted on an official form or online as provided by the Recreation Commission. All required forms must be submitted in order for action to be taken on the request. No action will be taken on incomplete applications. Required forms include, but are not limited to, contact information, specific dates/schedules, insurance certificates, and signed agreements.

Applications must be submitted within the required timetables, as indicated below. Level eligibility will not be honored with late or incomplete applications.

Season	Due Date: Schools, Special Events	Due Date: All Others	Permits Issued by:
Spring	15-Jan	30-Jan	15-Mar
Summer	15-Mar	30-Mar	30-Apr
Fall	1-Jul	15-Jul	15-Aug

An organization that has held a permit in the past but is changing its program to include additional teams, additional age levels, or other change to the prior season schedule for games/practices must submit these changes in writing on a "New Program" form.

An organization that has not held a permit in the past must provide all information about its organization in writing on a "New Program" form. The organization must include all documentation for the organization as delineated under "non-profit" in definitions.

League/Organization Season Use Fees

The field usage fees apply to all fields listed in the section IV.

- \$30.00 per participant per season.
 - \$15.00 of which is deposited as a FIELD MAINTENANCE FEE.
 - \$5.00 of which is deposited as a FIELD ADMINISTRATION FEE.
 - \$10.00 of which is deposited in the Recreation Capital Trust Fund for large and/or long-term capital projects e.g. new facilities, improvements and major maintenance (turf replacement).

Casual User

Lynnfield Recreation Field Use Guidelines & Handbook

- Resident: \$25/ 2-hr block per field.
- Lights for HS1 Stadium Field: \$35 per 2 hr. block (regardless of how long lights are on)

Big Diamond Baseball Field

- Turf \$150/30 minute warm up with 2 hr game
- Grass \$120/30 minute warm up with 2 hr game

If the game before you runs long then you lose your 30 minute warm up time

Clinics and Camps

- Fees may not be charged when an event is an approved special event for members of a permitted organization during its regular season.
- Clinics and camps being run by a Lynnfield Organization and Lynnfield Public Schools for the benefit of its members but outside of the regular season shall be subject to the following fees:
 - \$5.00 per person per day for Lynnfield residents (proof of residency is required).
 - \$10.00 per person per day for non-Lynnfield residents at clinics/camps (proof of residency is required).
 - 75% of the fees will be deposited into the Recreation Capital Trust Fund for fields and facilities.
 - 25% of the fees may be deposited Recreation Revolving Account for Field Maintenance & Administration.
 - This section is not intended to include Lynnfield teachers and coaches who are conducting training camps and clinics for which a fee is charged. These clinics and camps would fall under SPECIAL EVENTS as shown below.

Special Events

Organizations interested in running special events (such as but not limited to the following) clinics, tournaments, round robins, charitable events, carnivals, multi-inning/quarter games must submit a **Special Events Request Form** to the Lynnfield Recreation Commission.

The Lynnfield Recreation Commission will determine the events that fall under this fee structure, based on the type of organization making the request, type of use, and the purpose of fees collected for the event. In general, Special Events officially sponsored by and/or financially benefiting the Recreation Commission, Lynnfield Public Schools will not be charged. All other organizations whether affiliated with a local league or not will be subject to the following fees:

- For events four (4) hours or less in duration on natural fields a \$250 per day fee will be charged per field.
- For events four (4) hours or less in duration on synthetic fields a \$175/hr per field fee will be charged per field. There is a 90 minute minimum for synthetic fields. For events of more than four (4) hours in duration on natural fields a \$500 per day fee will be charged.
- The fee for the use of lights for any event is \$35 per 4 hour block (regardless of how long the lights are on).

Fines

- A. Groups or organizations using the field without a permit will be subject to (1) written warning. Subsequent infractions will result in a fine of \$100 (per offense). If an organization incurs 3 offenses in one season, the permit for that season will be revoked and eligibility for the following season will be determined by the Rec Board.
- B. Organizations whose players, coaches, parents or spectators violate the field use guidelines with respect to treatment of the fields (food or beverages on the field, use of unapproved equipment that may potentially damage the synthetic turf) will be fined \$100.00 per offense. The organization holding the permit at the time of the offense will be responsible for the fine. Each subsequent offense will result in an increase of \$100.00 to the previous fine. For example, the fourth infraction would result in a \$400.00 fine. This fine will track over time and is not season to season. Groups or organizations that have more than 2 infractions in one season will have permit immediately revoked and eligibility for the following season will be determined by the Rec Board.
- C. No organization or coach can conduct any activities on a field unless a permit has been issued by the Lynnfield Recreation Commission. Failure to comply will result in a \$100.00 penalty (per offense) to the organization.
- D. No organization or coach can conduct any activities on a field prior to the Lynnfield Recreation Commission officially opening the fields for the spring season. Failure to comply will result in a \$100.00 penalty (per offense) to the organization.

Appeals Process

- A. Any individual or organization whose permit has been altered, changed, modified, denied or revoked from its original form may request reconsideration by the Recreation Commission and may be granted a hearing before the Recreation Commission designee provided that such person shall file in writing to the Recreation Commission within ten (10) business days after receipt of the decision.
 - a. The written petition must provide a brief statement for the grounds for reconsideration, and when possible provide a solution to the purported permit issue.
 - b. Upon receipt of such petition the Recreation Commission designee shall set a time and place for such a hearing and shall give the petitioner written notice thereof.
- B. If such appeal results in a denial by the Recreation Commission designee, the permit holder may request, in writing, reconsideration of the matter by the Recreation Commission Appeal Committee and may be granted a hearing before the Appeals Committee provided that such person shall file the written appeal to the Recreation Commission within five (5) business days after receipt of the decision by the designee.
 - a. The written request must outline the reasons for disagreeing with the decision of designee.
 - b. The Fields Appeal Committee shall be made up of three (3) members of the Recreation Commission appointed by the Chairman of the Recreation Commission. No Recreation Commission member will participate in a hearing for an organization for which he/she has direct connection with (including but not limited to membership on the board of

- that organization, coach, referee/umpire and/or have a child participating in that organization).
- c. Upon receipt of such petition the Fields Appeal Committee shall set a time and place for such hearing and shall give the petitioner written notice thereof. The hearing shall take place within ten (10) days after such petition is filed, unless the petitioner agrees in writing to a later date.
 - d. After such hearing, the Fields Appeal Committee may, by order, sustain or deny the petition in accordance with the findings of the hearing and shall promptly notify the petitioner in writing of the decision.
 - e. The decision of the Fields Appeal Committee is final.

VI. Field Maintenance Standards, Roles & Responsibilities

Field Maintenance Standards, Roles & Responsibilities

Field maintenance is a shared responsibility for the Lynnfield Department of Public Works (DPW) and the individuals, groups and organizations that share the fields. The following chart depicts the roles and responsibilities for each field:

Use of Lights – Lights will be turned on by Field Director or designee by dusk for evening events. Lights will be turned off by Field Director or designee 30 minutes after the permit end time or 9:30 pm whichever is earlier. In the event that the lights are not on within 20 minutes of the start of any event, you may reach Joe Maney at 781-254-9706

Field Maintenance Definitions

Opening Baseball Fields for Season – Rake/power blow all fields, edge and rake infield, rebuild mounds, replace

Game Ready Baseball -

In the event an organization uses an athletic field or facility in a manner that results in damage, the organization shall be charged the full cost of repairs and renovations and all related expenses determined by the DPW Director in consultation with the Recreation Commission. Failure to pay the amount owed shall result in suspension of future field use by that the entire organization and possible legal proceedings.

VII. TERMS, CONDITIONS, & LIMITATIONS

Weather Conditions and Impact on Field Usage

- A. New England weather conditions can and will have an impact on the availability of fields. This is especially true for the spring season when winter weather conditions and its effect on the fields will determine when fields will be open for the season. Lynnfield recreation commission will announce one week in advance when fields may be used for the spring season.
- B. Teams are not allowed to practice or play games on any field that has standing water on it, or during thunderstorms/lightning activities. Teams will be held responsible for the repair of any field on which they played in standing water, wet or unfavorable conditions and damage caused to the field. Failure to pay for repairs will be sufficient grounds to revoke all future permitted uses.
- C. All other weather affected field usage adjustments will be dealt with on a real-time basis by the Lynnfield Recreation Commission, in conjunction with league officials when possible. Communications of field closures will be posted on the Lynnfield Recreation Commission website in the NEWS SECTION. Additionally, a flag system will be used at each field declaring it as open or closed for use. Green flags indicate the field is open. Red flags indicate a field is closed. If an organization has a permit to use a specific field and that field is closed, that organization will not use any other field in Lynnfield to conduct practices, games, scrimmages or any other use that day.
- D. Jordan, Newhall, and Glen Meadow Parks are granted priority nonexclusive use to Lynnfield Youth Soccer and Lynnfield Little League respectively. The organizations will suggest to the Lynnfield Recreation Commission with the field should be closed, however the Lynnfield Recreation Commission will issue the final determination as to whether those fields will be opened or closed. The Lynnfield Recreation Commission website and flag system will be updated accordingly; additionally, both leagues agree to adhere to the Lynnfield Recreation Commission decision to close other Lynnfield athletic fields when necessary.

Field Rotation and Suspended Use

The Lynnfield Recreation Commission and Athletic Directors reserve the right to suspend the usage of any field to allow the field to recover from heavy use or adverse weather conditions. Rotation and field suspension is in the best long-term interest of all athletic organizations. If a field has been deemed suspended for any single season, all organizations are to refrain from using said field for practice or games. Failure to comply with this requirement will affect the offending organizations use of fields in future seasons

Field Use Regulations – all fields/complexes (including Turf Fields Complex)

- A. No Use of Alcohol, tobacco or controlled substances is allowed at field sites.
- B. No glass bottles or containers are permitted.
- C. No motorized vehicles/cars or bicycles may be driven and/or parked on field and other grass areas.
- D. All town ordinances must be adhered to.
- E. Groups are responsible for removal of all trash and equipment at the end of each practice, game or event.
- F. Must abide by Lynnfield Recreation Commission decisions to close fields.
- G. No organization or coach can conduct any activities on a field unless a permit has been issued by the Lynnfield Recreation Commission.
- H. No organization or coach can conduct any activities on a field prior to the Lynnfield Recreation Commission officially opening the fields for the spring season.
- I. No golf playing is allowed on the synthetic turf.

Field Use Regulations –Turf Fields Complex only

- A. No Food is allowed on any turf surface
 - B. Do not pluck, remove or otherwise damage grass fibers or infill material
 - C. Chairs with 4 legs, umbrellas, canopies, tents or any device that requires spikes or has legs less than 2" x 2" may not be used on the synthetic turf field.
 - D. No dogs or pets of any kind are allowed at any time.
- No metal cleats (only rubber cleats are allowed).

LYNNFIELD FIELD USE APPLICATION

	FIELD CODE	FIELD DESCRIPTION (see back)
High School	_____	_____
Summer Street	_____	_____
Huckleberry	_____	_____
Newhall Park	_____	_____
Glen Meadow	_____	_____
Jordan Park	_____	_____

Other Needs:

Special Requests (Explain):

Date of Application _____

Name of Applicant _____

Phone# _____

Address _____

Email _____

Organization _____

Purpose _____

Date(s) & Time(s) & Event(s) _____

You agree to adhere to all Turf Rules and Regulations (please sign) _____

Approval of: Recreation Director _____

Please Note: Requests **must** be submitted to Lynnfield Recreation 55 Summer Street Lynnfield MA 01940 at least 1 week prior to the event. Any questions please contact Joe Maney at 781-254-9706



Date:

To:

cc.: LRC

From: Lynnfield Recreation Commission, Joe Maney

Re: **Field usage permit for**

By way of this letter the Lynnfield Recreation Commission (LRC) is giving a field permit to for the following field usage:

Any questions or issues pertaining to this permit should be forward to Joe Maney, of the Lynnfield Recreation Commission at 781.254.9706

Legacy Groups

Spring

Boys Youth Lacrosse
Girls Youth Lacrosse
Little League
Youth Softball
Lynnfield Recreation Softball
Men's over 40 Softball
Adult soccer

Summer

Little League
Youth Softball
Men's Softball
North East Summer Baseball
LHS summer teams

Fall

Youth Football and Cheering
Youth Soccer
Adult Soccer
Youth Field Hockey



FOUNDED BY BRIGHAM AND WOMEN'S HOSPITAL
AND MASSACHUSETTS GENERAL HOSPITAL

Edward P. Lawrence, Esq.
Chairman

August 10, 2015

Mr. James Boudreau
Town Administrator
Lynnfield Town Hall
55 Summer Street
Lynnfield, MA 01940

Dear Mr. Boudreau:

Thank you for forwarding the letter from the Lynnfield Board of Selectman concerning the plans for the North Shore Medical Center.

Partners HealthCare and North Shore Medical Center are committed to providing quality services for all our patients in the region. I have asked Bob Norton and his team from North Shore Medical Center to reach out to you and the Board of Selectman to discuss the concerns of the Board and our plans for the region.

Yours truly,

A handwritten signature in black ink, appearing to read "Edward P. Lawrence". The signature is fluid and cursive, with a long horizontal stroke at the end.

Edward P. Lawrence, Esq.

Ronningen, Kevin S. <KSRONNINGEN@partners.org> 1:58 PM (15 minutes ago)

to PhilCrawfordBOS, jboudreau, bcurtin

Dear Mr. Crawford and the Lynnfield Board of Selectmen,

Thank you for your recent letter regarding North Shore Medical Center's campus consolidation plan. Your support and understanding of this plan is very important to us. We are currently in the process of gathering data to share with you along with a more detailed look at the plan itself. In the coming weeks we would like to schedule some time to share this information. Who is the appropriate contact in order to schedule this?

Thank you for your time,
Kevin Ronningen

Kevin S. Ronningen
Sr. Manager, Public Affairs and Communications
North Shore Medical Center
81 Highland Ave., Salem, MA 01970
(p) [978.354.3017](tel:978.354.3017) | (f) [978.740.4835](tel:978.740.4835)

As part of Kinder Morgan's ongoing public outreach efforts regarding the proposed Northeast Energy Direct Project, we have created a project-specific website where additional information can be found about the project. The website includes background information on the project, state-by-state specific information regarding the pipeline and its benefits, interactive route maps and frequently asked question pages. The website is available at the following address;<http://northeastenergyfuture.com/> and we hope you will take a moment to review it. Thank you for your continued interest in the Northeast Energy Direct Project.

Sincerely,

Allen Fore
Vice President, Public Affairs
Kinder Morgan, Inc.
8 Anngina Dr.
Enfield, CT 06082

860.763.6032 (office)
Allen_fore@kindermorgan.com (email)
www.kindermorgan.com (website)



Lynnfield Board of Selectmen
Attn: Robert Curtin
55 Summer Street
Lynnfield, MA 01940

August 10, 2015

Dear Lynnfield Board of Selectmen:

I am writing to formally request consideration for a proposed 5K Road Race, walk and festivities to be held in partnership between Best Buddies Massachusetts and MarketStreet Lynnfield on September 20, 2015.

Best Buddies Massachusetts is a non-profit organization providing social inclusion, integrated employment and leadership development opportunities to people with intellectual and developmental disabilities (IDD) throughout the Commonwealth. We serve more than 6,000 across Massachusetts, at 120 school-based chapters and within many communities. We are currently serving local chapters throughout Essex and Middlesex Counties, and have begun discussing the addition of a Best Buddies chapter at Lynnfield High School for the 2015/2016 school year.

The proposed 5K Road Race on September 20, 2015 will serve as a means for Best Buddies to generate exposure and funds to support our efforts to provide enhanced opportunities for inclusion. All proceeds will directly benefit Best Buddies Massachusetts.

The event route has been discussed with Chief Breen of the Lynnfield Police Department, and also with MarketStreet Lynnfield. The 5K Road Race will start and finish on the MarketStreet property, with portions (see attached diagram) of the race occurring on public roads in Lynnfield. A walk component of this event will occur at the same time of the 5K Road Race and be entirely contained within the property of MarketStreet Lynnfield.

Following the 5K Road Race and accompanying walk (less than one mile in length), MarketStreet and Best Buddies will hold finish-line festivities on the MarketStreet Lynnfield property. The event will start promptly at 9:00am with all runners anticipated to be off public roads by 10:30am.

Please contact me at your convenience, should you need additional information to consider this request.

Thank you for your consideration.

Sincerely,

Craig S. Welton
State Director
Best Buddies Massachusetts

BEST BUDDIES



August 10, 2015

To Whom It May Concern,

Best Buddies Massachusetts is a subsidiary of Best Buddies International, a 501(c)3 organization dedicated to enhancing the lives of people with intellectual and developmental disabilities (IDD). Craig Welton serves as the State Director of Best Buddies Massachusetts, and as such is an authorized representative of Best Buddies International and our operations and events in Massachusetts.

Should you need additional information, please reach me directly at the information provided below.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jen Miller', written over the word 'Sincerely,'.

Jen Miller
Senior Vice President, Finance & Operations
305-374-2233

Federal Identification Number - [REDACTED]



August 3, 2015

To whom it may concern,

I approve the use of MarketStreet Lynnfield for the starting and ending point for Best Buddies' Run/Walk , which will have a start time of 9:00am on Sunday, September 20th , 2015.

We look forward to hosting the run.

Thank you.

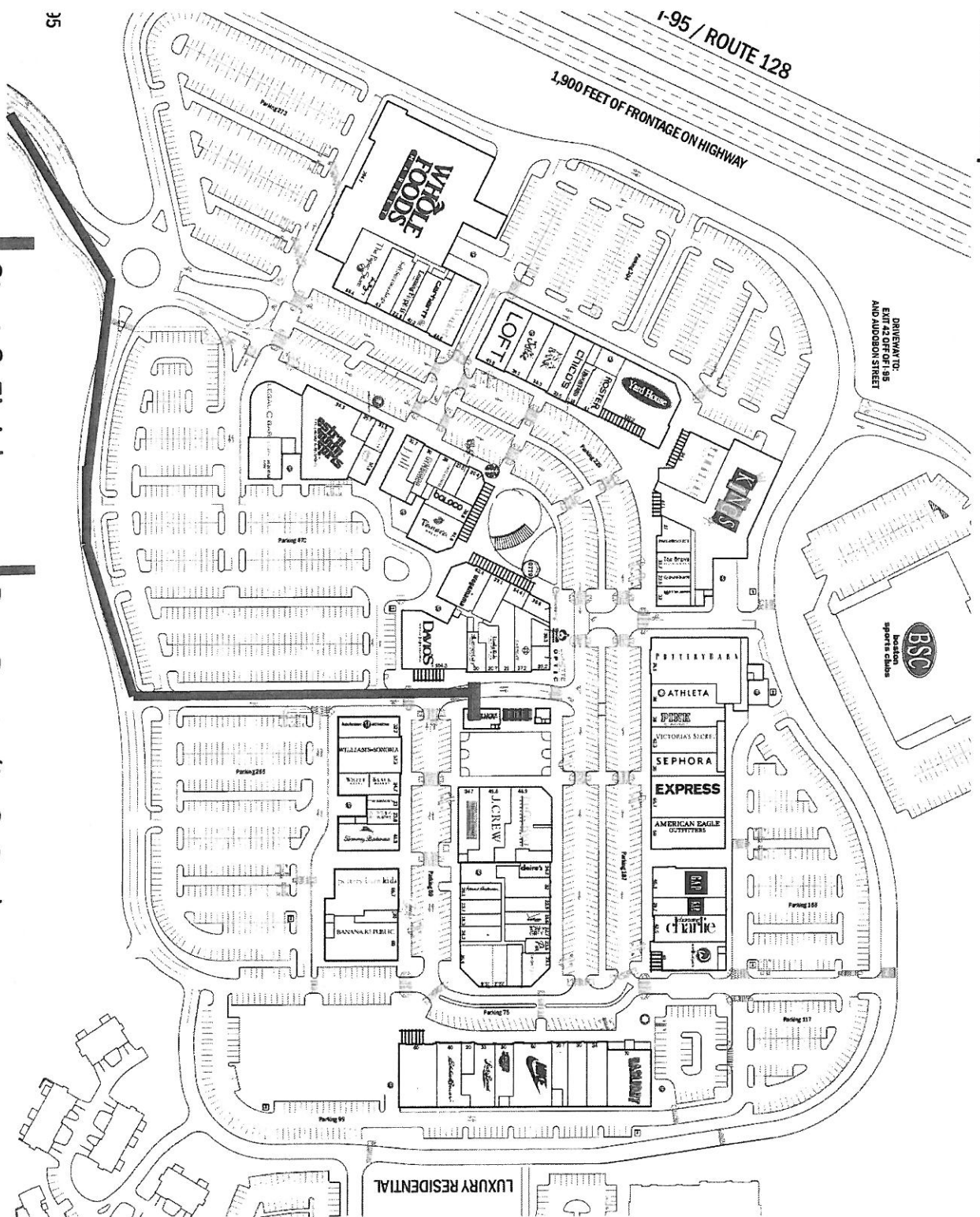
Sincerely,

A handwritten signature in black ink that reads 'Nanci Horn'. The signature is written in a cursive style with a large, looped 'N' and 'H'.

Nanci Horn

General Manager, MarketStreet Lynnfield

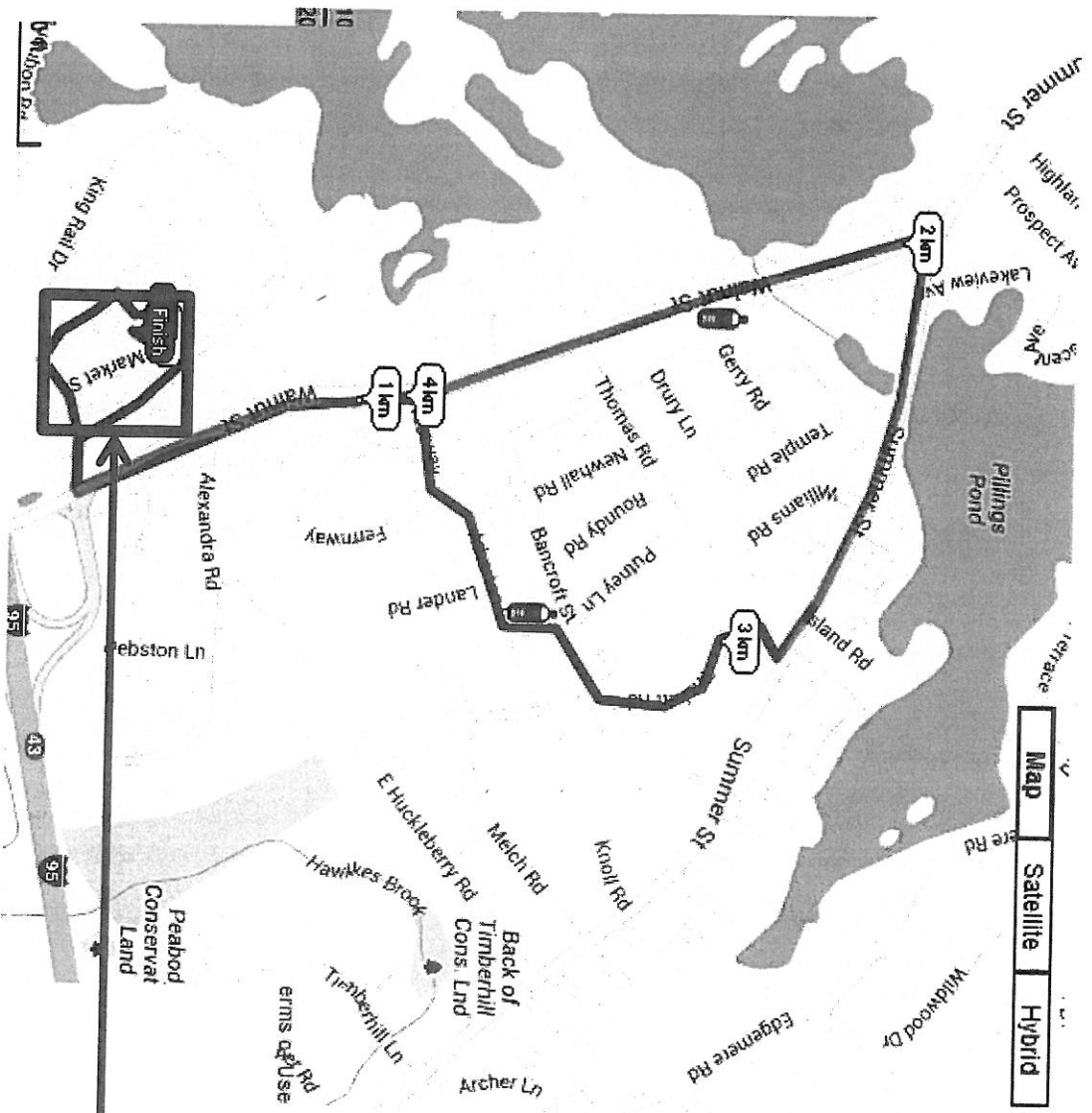
On Site Route Map



Start & Finish

Run Route (In & Out)

MarketStreet Road Races: Approved Town Road Course 5K



Start in front of JP Licks

On Market Street

Left on Walnut

Right on Summer

Right on Trickett

Left on Atherton

Left on Ferriway

Right on Westway

Left on Knoll

Right back onto Market Street

Follow driveway to Right

Left toward Davios

Finish in front of JP Licks

CHANGE

