



TOWN OF MARBLEHEAD

Recreation & Parks Department



Recreation and Parks Meeting Minutes

04/23/14

NOTE: The following is a **summary** of matters submitted at a meeting of the Recreation and Parks Commission in accordance with M.G.L. Chapter 39 and the Massachusetts Open Meeting Laws. Meetings are often recorded and tapes used as an aid.

- 1) **Call to order:** Chip Osborne called the meeting to order at 7:00 PM.
- 2) **Attendance:**
 - a) Present (constituting a quorum): Chip, Linda, Jerry, and Bob.
 - b) Absent: Derek.
- 3) **Minutes of last meeting:** **Motion** made and seconded to approve the minutes of the 04/03/14 meeting; all in favor.
- 4) **Appearances:**
 - a) Maggie Danforth & Emily Ricker - Senior Carnival: Appeared to seek approval for the Senior Carnival permit (attached) and request floats be moved. After discussion, **Motion** made and seconded to approve the permit for the carnival and waive fees, and they acquire a police detail; all in favor.
 - b) Leah Goodman - SUP East Coast Style: Appeared to discuss running stand up paddle board programs at Riverhead. After discussion, Board agreed that programs at Riverhead need to be Marblehead recreation programs and all programming by SUP East Coast must be coordinated and advertised through the Recreation Supervisor, and all registrations must take place at the department office the same as other department programs. Rentals will continue to be through Leah, and Tim will coordinate the new contract to clarify all aspects including fees and lease prices.
 - c) Dave Rodgers - Memorial Park: Appeared to discuss the rededication of the Park on Memorial Day. Discussion included news coverage, landscaping, plantings, lighting and electricity, memorial benches and fence sections, Donor signage, and water. Board agreed that these items would be addressed prior to Memorial Day.
 - d) Victoria & Anthony Farnsworth- Lime Rickey's: Did not attend. Board discussed how they went ahead and painted the building without proper Commission coordination. The Town Coordinator relayed that painting is partially covered under the contract, and Conservation allows for painting as long as tarps are used. After discussion, **Motion** made and seconded to allow the building to stay the new yellow color, but all doors must be painted the same green as the central bathroom doors, and any other proposed changes to the building, grounds, or property must first be approved by the Board; all in favor. The staff shed will be painted to match by the summer staff in early summer.
- 5) **Report:** Tim's: see attached. Addendum:
 - a) Summer hires-Lifeguards: **Motion** made and seconded to hire the lifeguards as listed in the report pending successful completion of CORI/SORI and physicals; all in favor.
 - b) Summer hires-Maintenance: **Motion** made and seconded to hire the maintenance staff as listed in the report pending successful completion of CORI/SORI and physicals; all in favor.
- 6) **Old Business:**
 - a) Superintendent search update:
 - i) Bob Jackson submitted a letter to the Board (attached) expressing his interest in the position, then recused himself from the meeting so the Board could discuss it. Chip has already checked with the Town Clerk and reported that if he did want to formally apply for the position he would need to resign from the Board, officially decline nomination for the upcoming election, and 30 days must lapse before he can be interviewed.
 - ii) Chip distributed copies of Avon's advertised search for a director of Recreation and Parks (attached) as an example for the Board's consideration.
 - b) Refund-Geoff Hamilton: **Motion** made and seconded to refund the \$25 security deposit to Geoff from his **passed** permit (attached); all in favor.

MARBLEHEAD COMMUNITY CENTER

www.marblehead.org

10 HUMPHREY STREET

MARBLEHEAD, MASSACHUSETTS 01945-1906

TELEPHONE: (781) 631-3350

FAX: (781) 639-3420

7) **New Business:**

a) **Correspondence (see copies):**

- i) **Friends of Marblehead Abandoned Animals permit:** **Motion** made and seconded to approve with Department co-sponsoring the event and waiving the \$75 staffing fee; all in favor. Tim will check into staffing and insurance requirements.
- ii) **Miles for Mary permit:** **Motion** made and seconded to approve pending receipt of proof of insurance in September 2014; all in favor.
- iii) **Chip** provided a field breakdown of fertilizer for Pete (attached).

- b) **Marblehead Recreation Department Adult drop in badminton:** David Soule and David Deutsch appeared to complain that Marblehead Youth Badminton members had always been allowed to play in the drop in program without charge as a "perk", and should not be charged this evening, even though they are not registered for the program or have signed consent & release forms from a legal guardian to do so. After discussion, Board agreed to allow it to continue for tonight until Tim has a chance to investigate the matter.

8) **Timekeeping:** Meeting Adjourned: 9:15 PM. Next meeting scheduled: 4/29/14 at 7:00 PM in the Community Center.

Attachments: Meeting Notice and Agenda; Permit application for Carnival; Tim's report; Letter from Bob Jackson; Town of Avon application examples; 3 Permit applications; List of fertilizer by field created by Chip.



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE & AGENDA

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Recreation & Parks Commission

Name of Board/Committee

Address of Meeting: 10 Humphrey Street, Marblehead MA. 01945 Room: Conference Room

Wednesday

Day of week

April

Month

23

Date

2014

Year

7:00 PM

Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

1. Approval of last meeting minutes
2. Appearances:
 - a. Maggie Danforth: Senior Carnival
 - b. Dave Rodgers: Memorial Park
 - c. Victoria & Anthony Farnsworth: Lime Rickey's
 - d. SUP East Coast Style: Riverhead Beach usage 2014
3. Report and seasonal staff recommendations: Recreation Supervisor
4. Topics:
 - a. Superintendent search update
 - b. Correspondence
5. Next meeting: TBD

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Chip Osborne

Posted by: Recreation & Parks Department

Date: April 18, 2014

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: 4.23.14		APPLICANT (name of person paying for permit): MHS Senior Class Carnival Committee	
INSURANCE REQUIREMENT FOR ALL WEDDINGS & LARGE EVENTS: (PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)			
* IMPORTANT: A copy of a 1 million occurrence / 3 million aggregate insurance certificate <u>naming the Town of Marblehead as an additional insured</u> is REQUIRED to be provided with the request at the time of application.			
EVENT Day & Date: May 1-4		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 6-10, 12-10, 1-6	
EVENT DESCRIPTION & expected attendance (use another page if needed): Annual Carnival			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): Devereux Beach			
Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)
Residents security deposit:	\$25.00	Due at time of application	
Resident fee:	\$25.00	Due upon approval	
Non - residents security deposit:	\$50.00	Due at time of application	
Non - resident fee:	\$50.00	Due upon approval	
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit		
		Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	
		Other	
		\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required	
Fees based on request (*see note); please describe on another page			
PAYMENT: Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee. The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property.			
APPROVAL: Applications must be made during regular business hours. Standard applications take 1 - 3 business days to approve. Only 1 standard permit for up to 3 hours of use allowed per day per applicant.			
* Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions.			
CANCELLATIONS / REFUNDS: requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).			
RESTRICTIONS: Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.)			
It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.			

Request fee waiver(s) <u>due to hardship</u> ? (waivers determined at next Board meeting)			<input checked="" type="radio"/> YES / NO
OFFICE USE:			
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?	
YES / NO	YES / NO	YES / NO	
(\$125 per unit)	\$	\$	
Detail fee	Usage fee	Other fee	
Dates paid and check number(s)			


 Signature of applicant

Emily Ricker
 Name (Please print clearly)

36 Londonderry Road
 Address

(781) 258-5880
 Telephone

Approved by: 
 Superintendent, Recreation & Parks Department

4/24/14
 Date approved

Tim Short

Recreation Supervisor, Town of Marblehead

Wednesday, April 23rd

Recreation Supervisor Report

Programming Updates

- Breakfast with the Easter Bunny a very positive event with just about 100 tickets sold. Walgreens/Walmart donated plush bunnies, decorations and candy.
- Summer Programming Guide available online, hard copies next week. Special All Access Program day on May 3rd from 9am to 2pm.
- Tball- Starts this week, currently have 77 participants.
- Second Session of Karate has 22 participants.
- Second Session of Zumba has 14 participants.
- Lego Engineering has 16 participants.
- Parent/Child TBall starts next Monday and has 11 participants currently.

Sailing Update

- Expecting a quote from Andrew Flaherty of Marblehead Composites concerning work on our sail boats any day now.
- Met with Nate Burke who I've been working with to develop a more robust curriculum with Wade Cammett our Sailing Director.

Summer Staffing

- Lifeguards
Recommending the board hires the following Lifeguards.
Hannah Walke
Marco Chacon
Luke Chandler
Meghan Stacey
(Looking to hire one more lifeguard)
- Maintenance
Recommending the board hires the following Maintenance workers.
John Clough
Zach Cuzner
- Sailing Staff
Conducting Sailing Instructor interviews next week.

(Bob Jackson letter)

Mr. Chip Osborne

April 16, 2014

Recreation and Parks Department

Marblehead MA

Chip,

I am sending this letter to hopefully start dialogue regarding the Marblehead Park and Rec position left open with Brendan leaving. Based on the conversations during the last two meetings regarding our lack of candidates, I wanted to share the following with you.

Qualifications and Experience

1. Operations Manager at Airborne Express for two years. Hired and fired workers under Union 25 in Boston. The position dealt with Union grievances, contracts, vacation and dismissals.
2. Moved into Sales Management - opened up a new office in Manchester New Hampshire. Hired permanent staff and subcontractors. First year profits exceeded 1.5 million.
3. Opened office in Burlington Vermont. First year profits \$882,000
4. Promoted to District Manager Boston Office - Responsible for 24 million dollar territory.

Accounts included - IBM, Data General, Bank of Boston, State Street Bank, Digital, Lotus and Fidelity. Attended several classes on Crisis Management as part of the Airborne Management position.
5. Left Airborne in 1993 to open up a Real Estate Office - Rockett and Jackson Real Estate as a Buyer's Broker. First Buyer's Broker office within the Salem Board of Realtors. Hired 6 new agents and had a profit of \$173,000 the first year. Responsibilities included dealing with Lawyers and the town's building inspectors. In 1996 was approached by DeWolfe Real Estate to take over their Marblehead Office.
6. DeWolfe Marblehead's Real Estate lost \$245,000 in 1995. Inherited 17 agents quickly grew the office to 23 agents. In 1997 reduced P&L to \$84,000 in the red.
7. 2001 hired and worked for HCPro INC. Marblehead's largest employer for 18 years. Created new opportunities for within the Pharmaceutical industry and the Assisted Living. Primary employee representing HCPro at many doctor seminars based on my ability to deal with professional people. Also dealt with the federal government for grants available to the medical industry.
8. 2009 Opened a Bed and Breakfast in Marblehead, dealing with people from all over the world.

I have lived in Marblehead for my entire Life. I do not see me every moving out of Marblehead giving the board comfort in knowing that I will not be looking at any other Park and Rec position. My 25 plus years of business experience dealing with C suite employees, Doctors, Operation Managers, and Marketing executives would be very strong assets for dealing with all aspects of the Park and Recreation business. I have started up 3 new companies over the past 25 years, handling all aspects from hiring, firing, payroll, training, development and training. I handled negotiations dealing with over 125 Union 25 members working for Airborne Express. I have been sailing in Marblehead for over 40 years. Sailed in the 1972 & 1976 Olympic trials. Invited to sail in the 1976 Worlds in Canada. I have been involved in sports my entire life. I played 3 sports in College, have coached youth baseball, football and hockey and am presently the High School Hockey coach. Presently I am on the Board of Directors for Marblehead Youth Hockey, Marblehead Youth Football, and the Friends of Marblehead Hockey.

References for the Position

Mark Tarmey - Marblehead Athletic Director

Jim Nye - President Marblehead Bank

Julie Livingston - President Marblehead Bank

Colleen King - Marblehead Engineering Department

Richard Matthews -

Dave Donahue - Highway Department Manager

Paul Jalbert - Manager Marblehead Water and Sewer

Bill James - Marblehead Park and Rec Beach Manager

Business Plan for the position -

3 areas of main focus.

1. Keeping the parks and fields beautiful and safe for the families of Marblehead to enjoy, and to utilize them to increase revenue and look for new opportunities to grow the programs.
2. Increase the sailing program by increasing the fleet and providing opportunities for more residents to participate. Make Marblehead a top notch Sailing Center it once was for all to be proud of.
3. Improve the use of the Girl Scout Cabin.

Computer Skills

1. Excel
2. Salesforce
3. Microsoft
4. People Soft
5. Zoho
6. Oracle Applications
7. Word
8. Act CRM
9. Power point
10. Adobe Photoshop
11. Google Chrome

In closing, my love of Marblehead is my primary reason for seeking this career opportunity. My ability to deal with people is one of my strongest attributes. My past experience dealing with budgets as small as \$3,000 a week - \$192,000 a week would be a plus. I have managed up to 85 employees at one time. I have hired and fired employees for more than 25 years in different management roles. I have union negotiation experience with local 25 in the freight industry. I have coached for more than 30 years; I know how to create a program/practice plan involving enjoyment and fun without having children standing around. I have worked with and mentored many young adults, helping them be better coaches, employees, and more importantly better people. I have built or rehabbed 5 homes dealing with architects at all levels. I would like to pick up where Brendan left off and have a seamless transition for the Park and Recreation programs. I have no doubt that I can deal with compliance issues at the federal, state and local level with regard to the policies and procedures, and recommend appropriate actions. I have experience seeking grants and I would continue to seek state and federal grants for the Park and Recreation projects. I want to continue to maintain contacts with existing funding agencies and seek new foundations to keep the recreation and park department moving forward.

From: **Glenn Marston** GMARSTON@town.avon.ct.us
Subject: [Nepa] Director of Recreation and Parks, Avon, CT
Date: April 1, 2014 at 12:29 PM
To: nepa@communitycamps.com, members@crpa.com, cpamembers@easyannounce.com
Cc: [Denise Dwyer DDwyer@town.avon.ct.us](mailto:DeniseDwyer@town.avon.ct.us), [William Vernile WVernile@town.avon.ct.us](mailto:WilliamVernile@town.avon.ct.us)

To all:

The Town of Avon, CT is seeking applications for the Director of Recreation and Parks.

The ideal candidate would have the skills and knowledge required which would generally be acquired with a Bachelor's degree in Recreation Administration, Physical Education, Public Administration or a closely related field; and six years of increasingly responsible experience in municipal recreation administration, including three years of management experience; or any equivalent combination of education and experience. Prior Director level experience preferred.

Three documents are attached:

1. Job Description
2. Brochure
3. Employment Application

Salary will be commensurate depending upon experience and qualifications. Benefits include medical/dental coverage, Term Life Insurance and Long Term Disability coverage, Defined Contribution Pension Plan (401a) with matching Town contribution (7.5% ER/7.5% EE), and appropriate vacation, sick, and personal leave.

Application for Employment (www.town.avon.ct.us under job opportunities and attached) must be completed and returned, along with resume and copy of Bachelor's Degree, to William F. Vernile, Director of Human Resources, 60 West Main Street, Avon, CT 06001 by 4:30 p.m. on Monday, April 21, 2014. The target employment start date would be on or about July 1, 2014.

For more information of the Town of Avon's Department of Recreation & Parks, please review the attached two documents, and/or candidates are invited and encouraged to visit our website at www.town.avon.ct.us.

The Town of Avon is an Equal Opportunity Employer.

Glenn M. Marston, Director
Recreation and Park Department
60 West Main Street
Avon, CT 06001
(860) 409-4332
(860) 409-4334 - fax
gmarston@town.avon.ct.us



Job Description Director



Director of Recreation



Employment

Town of Avon

Revised – 03/17/2014
Unclassified - Range V

Title: Recreation & Parks Director

Department: Recreation & Parks

Position Definition: Plans, organizes and directs a comprehensive community recreational, social, and cultural program for all age groups in the Town; and coordinates with the Director of Public Works, other Town departments, and the Avon Public Schools the use, care, and maintenance of Town parks, recreational grounds and facilities.

Supervision Received: Receives policy direction and administrative supervision from the Town Manager. Performs work with considerable independence. Establishes priorities within general work assignment, and consults with the Manager on matters of policy.

Supervision Exercised: Provides general direction to an Administrative Coordinator, Part Time Secretary, and a Senior Center/Community Room Coordinator, and general supervision to all department employees, including seasonal employees and independent contractors.

Examples of Essential Job Duties:

Plans and organizes work according to established policies and procedures. Establishes priorities as needed. Administers operations of the department through subordinates in the functional areas of administration, recreation programming, non-sports and sports leagues and activities scheduling, senior center/community room, and public relations. Oversees a variety of contracted recreational services.

Assesses the recreational and facility needs of the community through periodic surveys, interaction with community organizations and individuals, and contact with other recreation departments. Develops near term and long range planning for programs. Encourages cooperation with community organizations to enhance recreational opportunities for residents. Presents recommendations to the Town Manager.

Oversees the development, coordination, and implementation of a variety of community recreational, social, and cultural programs. Reviews and evaluates recreational programs and facilities. Works closely with the recreation program staff to assure appropriate staffing, facilities availability, and equipment to carry out programs. Assures safe work practices. Recruits, trains and evaluates all employees, including seasonal and part-time or intermittent employees. Works with special committees on projects, community affairs and special events.

Works closely with the Director of Public Works to assure maintenance and security of parks and recreational facilities. Makes periodic inspections of parks, playing fields, and swimming facilities. Coordinates planning with various Town departments on projects, operations and services as needed. Works with various Boards and Commissions and provides staff support. Confers with Town officials and the public to provide information and to resolve problems or complaints. Prepares reports for Town Boards and Commissions as requested. Oversees park, recreational, and building grant requests to the state and federal governments for intergovernmental assistance. Encourages and seeks other alternative funding sources for recreational programming and land acquisition.

Prepares and administers the department's operating, capital improvement, and equipment replacement budgets. Prepares budget recommendations for the Department. Oversees the collection and accounting of various fees and charges. Coordinates a variety of public relations activities, including fund-raising to promote programs and events.

Examples of Incidental Job Duties:

Supervises the preparation of department information materials, including brochures, booklets and press releases. Speaks on department matters to local non-profit, civic, and social and cultural organizations.

Coordinates, wherever possible, the services provided by private recreational organizations to assure access of residents to programs.

Participates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation, and facilities management.

Minimum Qualifications Required: The skills and knowledge required would be acquired with a Bachelor's degree in Recreation Administration, Physical Education, Public Administration or a closely related field; and six years of increasingly responsible experience in municipal recreation administration, including three years of increasingly responsible supervisory and/or administrative experience; or any equivalent combination of education and experience. Prior Director level experience preferred.

Knowledge, Skills, and Abilities: A thorough knowledge of the principles and practices of recreation programming and municipal recreation administration. A working knowledge of community recreation, leisure time, and cultural programs is required. A working knowledge of parks administration and grounds maintenance is required. A working knowledge of computer operations, including applications used in recreational operations is desirable. The ability to apply principles of recreational administration to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists is necessary. Ability to prepare and maintain an operating budget for a multi-faceted operation is required. Ability to develop a capital improvement budget for park, recreation and facilities' projects is required. Must have the administrative and executive ability to initiate and follow through on comprehensive recreational and park programs and projects, including contract administration. Ability to communicate persuasively with community organizations, members of the general public, and the media is essential. Must establish and maintain effective working relationships with the Town Manager, co-workers, subordinates and the public.

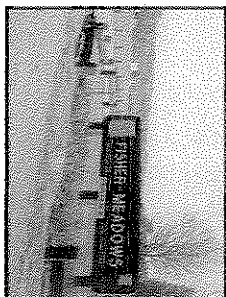
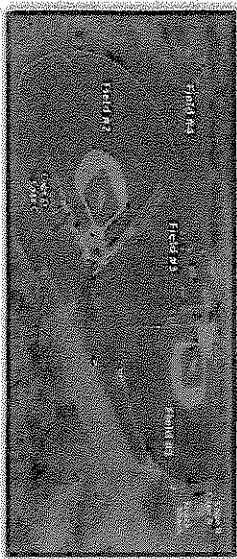
Physical, Mental Exertion/Environmental Conditions: Exposed to varying weather conditions when visiting park and recreation sites. There is physical exertion in conducting programs and in preparing sites or facilities for programs and events. Some highway driving may be necessary. Must be able to work under stress from deadlines and changing priorities and conditions. Evening and weekend work may be necessary to oversee or to evaluate quality of programs.

License or Certificate: Recognition by the National Recreation & Park Association as a Certified Park and Recreation Professional (CPRP) is desirable. A valid Motor Vehicle Operator's license is required. Membership in good standing of Connecticut and National Recreation and Parks Associations; as well as the Connecticut and New England Park Associations is desirable.

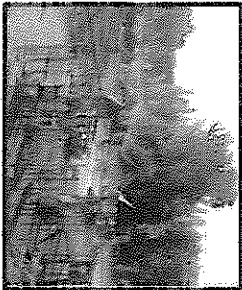
Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The Huckleberry Hill Recreation Area has a basketball court, an all-purpose field, and a trail system for walking, jogging, and camping.

Sperry Park contains for Little League fields (two are lighted) and two entrances to the Farmington Valley Greenway.



Fisher Meadows is the Town's community wide park, containing 250 acres, with twenty-five acres of active recreation facilities, 4 regulation soccer fields, 4 regulation softball fields. Adjacent undeveloped areas in Fisher Meadows, including the 41 acre Spring Lake, provide opportunities for hiking, fishing, non-motorized boating, and interpretive nature trails. The Town purchased an additional 315 acres adjoining Fisher Meadows in 2002. The intent of this purchase was to preserve open space and provide a limited trail system adjacent to the Farmington River. The remainder of the property will be leased for farming purposes for the foreseeable future.



Buckingham Road Recreation Area has two all-purpose fields, a regulation baseball field, & a fully accessible children's playground. In addition to Town-owned facilities, there are many privately owned and operated facilities within the Town of Avon Boundaries. The Town has three private golf courses, of which two are open to the public. The Farmington River, which passes through Avon, offers a variety of recreational activities such as flat and white-water canoeing, kayaking, and fishing.

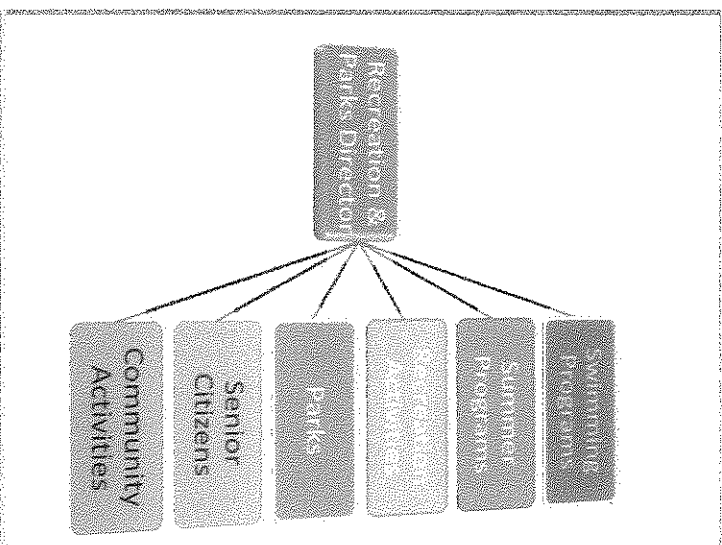
Challenges and Opportunities

- Recreation & Park Facilities Master Plan: To study expansion of existing recreation facilities and athletic fields and potential development of Town owned parcels for future recreational use and to develop several conceptual recreation plans based upon the report analysis and recommendations.
- Evaluate Department operations and have recommendations for improvements.
- Establish and maintain effective working relationships within the community.

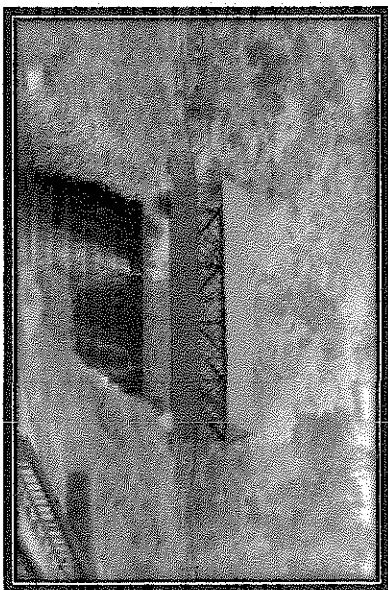
Organizational Structure

Full-Time Employees: Director, Administrative Coordinator, Senior Center/Community Room Coordinator.

Part-Time Employees: Administrative Secretary (Senior Center) (Administration), Administrative Secretary (Senior Center)



Director Recreation and Parks Town of Avon, CT



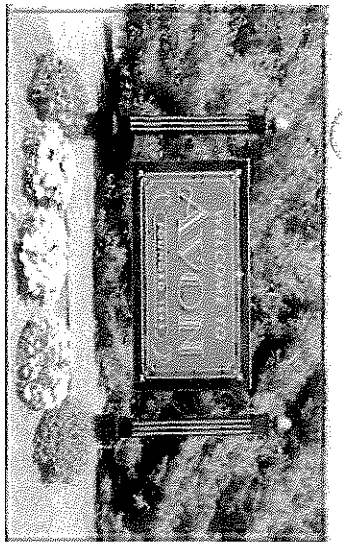
The ideal candidate would have the skills and knowledge required would generally be acquired with a Bachelor's degree in Recreation Administration, Physical Education, Public Administration or a closely related field; and six years of increasingly responsible experience in municipal recreation administration, including three years of management experience; or any equivalent combination of education and experience. Prior Director level experience preferred.

Salary will be commensurate depending upon experience and qualifications. Benefits include medical/dental coverage, Term Life Insurance and Long Term Disability coverage, Defined Contribution Pension Plan (401a) with matching Town contribution (7.5%ER/7.5%E), and appropriate vacation.

Application for Employment (www.town.avon.ct.us under job opportunities) must be completed and returned, along with resume and copy of Bachelor's Degree, to William F. Vernile, Director of Human Resources, 60 West Main Street, Avon, CT 06001 by 4:30 p.m. on Monday, April 21, 2014.

For more information of the Town of Avon's Department of Recreation & Parks, candidates are invited and encouraged to visit our website at www.town.avon.ct.us.

The Town of Avon is an Equal Opportunity Employer



Town of Avon

Town Manager Brandon L. Robertson
Elected Town Council and Board of Finance
Approximately 22.6 square miles, or 14,454 acres
Population: approximately 19,300
Median Household Income (2012) \$111,768
Mission: Provide quality town services at a reasonable cost to all citizens and taxpayers.

Director of Recreation & Parks

The Director plans, organizes and directs a comprehensive community group recreational, social, and cultural program for all age groups in the Town; and coordinates with the director of Public Works and other Town departments, and the Avon Public Schools, the use, care, and maintenance of Town parks, recreational grounds and facilities.

Supervision Received: Receives policy direction and administrative supervision from the Town Manager. Performs work with considerable independence. Establishes priorities within general work assignment, and consults with the Manager on matters of policy.

Supervision Exercised: Provides general direction to an Administrative Coordinator, part-time Administrative Secretary, and a Senior Center/Community Room Coordinator, and general supervision to all department employees, including seasonal employees and independent contractors.

Examples of Essential Job Duties:

Plans and organizes work according to established policies and procedures. Administers operations of the department through subordinates in the functional areas of administration, recreation programming, non-sports and sports leagues and activities scheduling, senior center / community room, and public relations.

Establishes priorities as needed.

Assesses the recreational and facility needs of the community through periodic surveys, interaction with community organizations and individuals, and contact with other recreation departments. Develops near term and long range planning for programs. Encourages cooperation with community organizations to enhance recreational opportunities for residents.

Oversees the development, coordination, and implementation of a variety of community recreational, social, and cultural programs. Reviews and evaluates recreational programs and facilities. Works closely with the recreation program staff to assure appropriate staffing, facilities availability, and equipment to carry out programs. Recruits, trains and evaluates all employees, including seasonal and part-time or intermittent employees.

Works closely with the Director of Public Works to assure maintenance and security of parks and recreational facilities. Makes periodic inspections of parks, playing fields, and swimming facilities. Coordinates planning with various Town departments on projects, operations and services as needed. Prepares reports for Town Boards and Commissions as requested. Oversees park, recreational, and building grant requests to the state and federal governments for intergovernmental assistance. Encourages and seeks other alternative sources for recreational programming and land acquisition.

Prepares and administers the department's operating, capital improvement, and equipment replacement budgets. Prepares budget recommendations for the Department. Oversees the collection and accounting of various fees and charges. Coordinates a variety of public relations activities, including fund-raising to promote programs and events.

Knowledge, skills, and abilities:

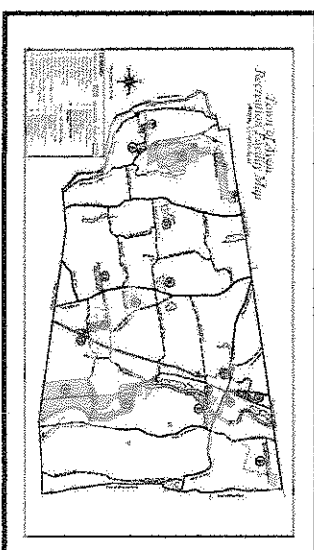
A thorough knowledge of the principles and practices of recreation programming and municipal recreation administration;

A working knowledge of Community recreation, leisure time, and cultural programs (required); Parks administration and grounds maintenance (desirable); Computer operations, including applications used in recreational operations is desirable.

The ability to apply principles of recreational administration to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists (necessary); Deal effectively with community organizations, public & media (essential). Develop a capital improvement budget for projects.

License or Certificate: Recognition by the National Recreation & Park Association as a Certified Park and Recreation Professional (CPRP) is desirable. A valid Motor Vehicle Operator's license is required. Membership in good standing of Connecticut and National Recreation and Parks Associations; as well as the Connecticut and New England Park Associations is desirable.

Park System Highlights



The Recreation and Parks Department is responsible for the planning, coordination and general administration of all park and recreation programs. In addition, the Director also administers the use of the Avon Senior Center/Community Room, a public hall at Countryside Park, and 1,155 acres of active and passive park land in thirteen separate areas.

Avon has five neighborhood parks containing a variety of active recreation facilities. Sycamore Hills Recreation area provides tennis, swimming, picnicking, 3 playscapes, sand volleyball, basketball, and a large event pavilion. Countryside Park offers picnicking, a trail system and fishing.





TOWN OF AVON



APPLICATION FOR EMPLOYMENT

60 WEST MAIN STREET AVON, CT 06001

PHONE (860) 409-4303

FAX (860) 409-4366

The Town considers applicants for all positions, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or all other legally protected status.

THE TOWN IS AN EQUAL OPPORTUNITY EMPLOYER.

(Please Type or Print)

Position Applied For*:		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		E-Mail Address	

*Only apply for one position per application.

Note to Applicants: Do not answer the following question unless you have been informed about the requirements on the job for which you are applying.

Are you capable of performing, with or without reasonable accommodation, the essential functions of the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. ☐ Yes ☐ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with the Town before? If yes, give date: _____ ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

Are you legally authorized to work in this country? ☐ Yes ☐ No

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: _____ Full Time _____ Part Time _____ Temporary

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
 (Conviction will not necessarily disqualify an applicant from employment)
 If Yes, please explain: _____

* This information will be available only to the personnel department and to those individuals involved in interviewing the candidate. You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b, 54-76o or 54-142, which are records pertaining to a finding of youthful delinquency or that a child was a member of a family in need of services, adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which you have been found not guilty or a conviction for which you have received an absolute pardon. If your only criminal record consists of items that have been erased under the statutes listed above, then you may state on this form that you have not been convicted.

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Other (Specify)				

ADDITIONAL INFORMATION

List professional, trade, business or civic activities and offices held. (You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status).

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills: Check Skills / Equipment Operated

_____ PC
 _____ Calculator

_____ MS Word
 _____ MS Access

_____ Excel
 _____ Spreadsheet

Others _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities and other protected status.

May the Town contact your present employer? ____ Yes ____ No

Employer _____ Reason for Leaving _____

Address _____ Dates Employed _____

Phone Number _____ Salary _____

Job Title _____ Job Supervisor _____

Work Performed _____

Employer _____ Reason for Leaving _____

Address _____ Dates Employed _____

Phone Number _____ Salary _____

Job Title _____ Job Supervisor _____

Work Performed _____

Employer _____ Reason for Leaving _____

Address _____ Dates Employed _____

Phone Number _____ Salary _____

Job Title _____ Job Supervisor _____

Work Performed _____

Employer _____ Reason for Leaving _____

Address _____ Dates Employed _____

Phone Number _____ Salary _____

Job Title _____ Job Supervisor _____

Work Performed _____

If you need additional space, please continue on a separate sheet.

Have you ever been discharged or forced to resign from a prior job? If yes, please explain:

ADDITIONAL INFORMATION

State any supplemental information you feel may be helpful to us in considering your application.

REFERENCES

1. Name _____ Phone # _____
Address _____
2. Name _____ Phone # _____
Address _____
3. Name _____ Phone # _____
Address _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Unless subject to a collective bargaining agreement or other contract of employment, I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Notice of Original Signature: If you plan to fax or e-mail your completed application to the Director of Human Resources, you must also send this page by mail so that the Town will have an original signature on file.



TOWN OF AVON

60 WEST MAIN STREET
AVON, CT 06001
PHONE (860) 409-4303
FAX (860) 409-4366



VOLUNTARY INFORMATION

For GOVERNMENT MONITORING PURPOSES

This organization is an Equal Opportunity/Affirmative Action Employer.

The information below is needed to measure the effectiveness of our recruitment efforts and is in conformity with federal government guidelines, which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. The law provides that an employer may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this employer is required to note race and sex on the basis of visual observation or surname.

This Voluntary Information Sheet will be kept in a confidential file separate from the Application for Employment.

POSITION APPLIED FOR: _____

I wish to furnish this information _____ (Please Print Name) _____

I do not wish to furnish this information _____ (Please Print Name) _____

Please check appropriate line: _____ Male _____ Female

ETHNIC CATEGORY (Check only one)

_____ White (Not of Hispanic origin)	_____ Hispanic
_____ Asian/Pacific Islander	_____ American Indian/Alaska Native
_____ Black (Not of Hispanic origin)	_____ Other- please specify: _____

How did you hear about this job? Please check one.

_____ Hartford Courant

_____ Other Newspaper – please specify: _____

_____ Professional Journal – please specify: _____

_____ Community Agency – please give name: _____

_____ Connecticut Employment Service: _____

_____ Other – please specify: _____

DATE: _____

SIGNATURE: _____

REFUND - \$25.00 Par Board 4/23/14

RECEIVED

Town of Marblehead Recreation & Parks Department

Application for park permit

APR 25 2014

APPLICATION date: 3/10/14	APPLICANT (name of person paying for permit): Geoff Hamilton
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INSURANCE REQUIREMENT FOR ALL WEDDINGS & LARGE EVENTS:
(PLEASE CONTACT YOUR INSURANCE PROVIDER OR RENTAL COMPANY FOR ASSISTANCE)

* **IMPORTANT:** A copy of a 1 million occurrence / 3 million aggregate insurance certificate naming the Town of Marblehead as an additional insured is **REQUIRED** to be provided with the request at the time of application.

EVENT Day & Date: 4/6/14	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): 7 AM - 1 PM
-----------------------------	---

EVENT DESCRIPTION & expected attendance (use another page if needed):

Bike Race

FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):

Parking lots @ Devereux Beach

Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	Due at time of application		\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required	Fees based on request ("see note"); please describe on another page
Resident fee:	\$25.00	Due upon approval			
Non - residents security deposit:	\$50.00	Due at time of application			
Non - resident fee:	\$50.00	Due upon approval			
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit				

PAYMENT: Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee.
The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property.

APPROVAL: Applications must be made during regular business hours. Standard applications take 1 - 3 business days to approve.
Only 1 standard permit for up to 3 hours of use allowed per day per applicant.


* **Note:** special requests determined by the Board at their next meeting, including fee amounts and any restrictions.

CANCELLATIONS / REFUNDS: requests must be in writing at least 5 business days before event (sorry, no "rain out" refunds).

RESTRICTIONS: Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.)

It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.

Request fee waiver(s) due to hardship? (waivers determined at next Board meeting)		YES / <input checked="" type="radio"/> NO
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES <input checked="" type="radio"/> NO	YES <input checked="" type="radio"/> NO	YES <input checked="" type="radio"/> NO
(\$125 per unit)	\$ 25 -	\$ 25 -
Detail fee	Usage fee	Other fee
-	\$136 - \$50	4/2/14
Dates paid and check number(s)		


Signature of applicant

Geoff Hamilton
Name (Please print clearly)

318 Atlantic Ave.
Address

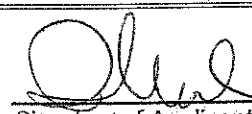
781-631-3111
Telephone

Approved by: 
Superintendent, Recreation & Parks Department

3/20/14
Date approved

Selectionman ✓ Insurance ✓ Approved by Board 4/1/14

Marblehead Community Center rental permit application

APPLICATION date: <u>4/18/14</u>		APPLICANT (Name of person paying for the permit): <u>Donna Michaux</u>	
DAY/DATE of event: <u>June 22 2014 (Sunday)</u>			
TIMES (begin & end times up to 3 hours; includes set up & clean up): <u>12:30 - 3:30</u>		NAME of group/organization (if applicable): <u>FOMAA Friends of Marblehead Abundant Animals</u>	
Event description & expected attendance (use separate page if needed): <u>Dog Show to elect the marbleHEAD HOUND</u>			
Circle room(s) requested:	Gym (note: no food or beverages allowed)	Game room	Dining room
		<u>parking lot</u>	
✓ Security deposit (separate check due at time of application):		\$50.00	
One Room fee (up to 3 hours):		\$50.00	
Two room fee (up to 3 hours):		\$75.00	
Fee per room for permit over 3 hours:		\$25.00 an hour	
Staffing fee (Friday 5 PM - Sunday 10 PM):		\$25.00 an hour; minimum \$75.00	
Please see the next page for office hours and other information.			
SPECIAL REQUESTS: decided by the Commission at their next regular meeting INCLUDING fees and restrictions.			
RESTRICTIONS: NO Alcoholic beverages or open bonfires are allowed on ANY property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.) Children MUST have ADULT supervision AT ALL TIMES. See next page for other restrictions.			
It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Building Utilization Committee are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.			
Request fee waiver(s) due to hardship? (Determined at next Board meeting)		YES / NO	
OFFICE USE:			
Park detail required? (see detail sheet)	Staffing required to staff facility?	Insurance required?	
YES <u>(NO)</u>	YES <u>(NO)</u>	YES <u>(NO)</u>	
\$50.00	(\$75 minimum) \$		
*Security deposit	Staff Fee	Usage fee	
Dates paid and check numbers			
 Signature of Applicant			
<u>Donna Michaux</u> Name (Please print clearly)			
<u>11 Pleasant St. #4, M. Head</u> Address			
<u>781 535 8635</u> Telephone			

(Continued on next page)

Town of Marblehead Recreation & Parks Department

Application for park permit

APPLICATION date: <div style="font-size: 1.2em;">4/23/14</div>		APPLICANT (name of person paying for permit): <div style="font-size: 1.2em;">William H Park</div>	
** IMPORTANT: THE TOWN REQUIRES INSURANCE FOR ALL WEDDINGS & LARGE EVENTS: SEE BELOW ** At the time of application, a copy of an insurance certificate is required along with this form and payment in order to reserve any facility for any wedding or large event. Insurance must have 1 million occurrence / 3 million aggregate coverage and name "The Town of Marblehead" as additionally insured. Please contact an insurance provider of your choice for assistance.			
EVENT Day & Date: <div style="font-size: 1.2em;">October 25 2014</div>		TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up): <div style="font-size: 1.2em;">8:30 - 11:30</div>	
EVENT DESCRIPTION & expected attendance (use another page if needed): <div style="font-size: 1.2em;">Miles for Mary SK Fundraiser for Mass General/Brain Cancer Research</div>			
FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee): <div style="font-size: 1.2em;">Devereux Beach Parking Lot</div>			
Available Facilities:	Devereux beach - barbeque pavilion (2 grills in season)	Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)
Residents security deposit:	<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">\$25.00</div>	Due at time of application	
Resident fee:	<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">\$25.00</div>	Due upon approval	
Non - residents security deposit:	\$50.00	Due at time of application	
Non - resident fee:	\$50.00	Due upon approval	
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit		
		Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	
		\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required	
		Other Fees based on request (*see note); please describe on another page	

PAYMENT: Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee. The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property.

APPROVAL: Applications must be made during regular business hours. Standard applications take 1 - 3 business days to approve. Only 1 standard permit for up to 3 hours of use allowed per day per applicant.

* Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions.

REFUNDS: written requests must be received at least 5 business days before the event (sorry, NO "rain out" refunds).

RESTRICTIONS: Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.)

It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.

Request fee waiver(s) due to hardship? (waivers determined at next Board meeting)		YES / <div style="border: 1px solid black; border-radius: 50%; padding: 2px;">NO</div>
OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	<div style="border: 1px solid black; border-radius: 50%; padding: 2px;">YES</div> / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

William H Park

Signature of applicant

William H Park

Name (Please print clearly)

3 ft Sewall Terrace Marblehead

Address

(C) 617 755 9507 / 781 631 9539 (h)

Telephone

Approved by:

4/24/14

Date approved

Superintendent, Recreation & Parks Department

School DistrictMHS Lower 130,000 ft.²Village Lower 135,000 ft.²Village Upper 40,000 ft.²Hopkins 85,000 ft.²260,000 ft.²Veterans 125,000 ft.²**Total**515,000 ft.²

11.80 acres

*Email from Chip***Park**Gatchells Major 32,000 ft.²Gatchells AAA 32,000 ft.²Gatchells AA 25,000 ft.²Gatchells Football 46,000 ft.²135,000 ft.²Seaside 100,000 ft.²Reynolds 120,000 ft.²Orne 40,000 ft.²Hobbs 30,000 ft.²**Total**425,000 ft.²

9.75 acres

Total940,000 ft.²

21.6 acres

6-0-1 Fertilizer needed to deliver $\frac{3}{4}$ lb Nitrogen/1000 square feet
 9.4 lbs fertilizer/1000

bags

MHS Lower 25

Village Lower 26

Village Upper 8

Hopkins 20

Veterans 24

Gatchell's Major 6

Gatchell's AAA 6

Gatchell's AA 5

Gatchell's Football 9

Seaside 19

Reynolds 23

Orne 8

Hobbs 6

Total 185 4 $\frac{3}{4}$ pallets