



TOWN OF MARBLEHEAD  
**Recreation & Parks Department**



***Recreation and Parks Meeting Minutes***

09-17-13

**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 8:00 PM.
- 2) **Attendance:**
  - a) **Present (constituting a quorum):** Chip, Derek, Linda, Bob, and Jerry.
  - b) **Absent:** None.
- 3) **Minutes of last meetings:** **Motion** made and seconded to approve the minutes of the 08/28/13 meeting; all in favor.
- 4) **New Business:**
  - a) **Requests (see attached):** The following were moved and approved pending any conditions as noted:
    - i) Veterans School raft building activity: approved as requested.
    - ii) Refund-Pram Rack permit: Resident had several problems with vandalism throughout the season and requested a full refund: approved as requested.
  - b) **Facility Maintenance Advisory Committee (see attached):** **Motion** made and seconded to join this committee; all in favor.
- 5) **Interview:** Alan Grady (see attached) appeared to interview for the Recreation Supervisor's position. The Board took turns asking him questions regarding his background, experience, and skills, including: sports, educational, nature, waterfront, and outdoor programs and activities for all ages; marketing and brochures; finance & budget management; conflict management; staff management; technological experience; and fund raising/sponsorship. After discussion, the Board thanked Alan for coming and agreed on voting on one of the 3 candidates for the position after the Wednesday 9/18/13 interviews are completed.
- 6) **Timekeeping:** Meeting Adjourned: 9:15 PM. The next meeting is Wednesday 9/18/13 at 7:30 PM at the Community Center.

*Attachments: Meeting Notice and Agenda; Requests (2); Committee information sheet (1); Resume (1)*



RECEIVED  
MARBLEHEAD  
TOWN CLERK  
DATE POSTED:

2013 SEP 13 AM 10:24  
Town Clerk Use Only

## **MEETING NOTICE & AGENDA**

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

### **Recreation and Parks Commission**

Name of Board/Committee

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

Tuesday  
Day of week

Sept.  
Month

17  
Date

2013  
Year

8:00 PM  
Time

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

1. Approval of minutes from previous meeting – August 28
2. Recreation Supervisor candidate interviews

Next Meeting: TBD

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Chip Osborne

Posted by: Brendan Egan

Date: 9/13/13

September 16, 2013

Jim Sullivan  
Recreation Supervisor  
Town of Marblehead  
Marblehead, MA 01945

Hi Jim:

My name is Patrick McIntosh. I am a middle school teacher at Veterans Middle School. I hope you had a wonderful summer and all your summer programs ran smoothly.

As we start our school year, we are continuing our annual rafting event, which has been incredibly successful throughout the last seven years. I know the protocol is to request formal permission from the board to use the beaches for an event of this size. Therefore, I am writing to you to request the use of Riverhead and Devereux Beach as the sites of the 8th Annual Veterans Middle School Raft Building Activity. The event will take place on **Thursday, September 19<sup>th</sup> and Friday, September 20<sup>th</sup>**. The sites will be used to build and float approximately 10 rafts. The activity would run from approximately 7:00 a.m. – 2:30 p.m. and will involve 132 students and a ratio of at least 1:12 adult supervision throughout the activity. The addition of parent/adult volunteers will further decrease the ratio. The supervision will include one adult who is personally responsible for each raft and rescue boats will be stationed on the water throughout the course to assist any craft that may need help.

The rafts will be built from fifty-five gallon barrels, wood and rope. Because of the size of the barrels, would it be possible to leave the barrels at the beach overnight. We will ensure that all trash and other remnants of the day will be removed and discarded at the middle school. We will also clean the beach of all debris and overgrowth prior to the event. **It would be necessary to have the bathrooms at Devereux Beach open while we are there. Can you let me know how to contact you to ensure we will have access?**

Thank you for your assistance with this project and I hope that we can collaborate on other projects in the near future. If you need more information, please feel free to contact me at 781-639-3120 ext. 5205.

See you soon,

Patrick McIntosh  
Physical Education Teacher



## PRAM RACK PERMIT

### FOR CURRENT MARBLEHEAD RESIDENTS ONLY

(All storage is "at your own risk")

NAME OF ONE RESIDENT: ANN FOTHERGILL DATE: 5/1/13  
MAILING ADDRESS: 152 LAFAYETTE ST. PHONE: 781 789-4191  
E-MAIL ADDRESS (for Department use only): afothergilla@yahoo.com  
DESCRIPTION OF VESSEL: SUP 10'3" Blue/white Michael Dolsey Rowing  
8/27- Yellow w/blue bow single kayak

I the undersigned, as the **Marblehead resident vessel owner**, understand and will comply with all Recreation & Parks policies and the ordinances and by-laws of the Town of Marblehead regarding storage of the single vessel described above in the assigned location. I understand my vessel must be clearly marked as described below, must be properly stored on my assigned rack only, and that storage is seasonal from **1 May to 1 November of the current calendar year**.

**Current permit fee: \$100.00 (Please make check payable to "The Town of Marblehead").**

► **(CIRCLE LOCATION):** Gerry Playground (on Stramski Way) / Riverhead Beach  
► **RACK and STICKER # :** \_\_\_\_\_ (Note: Your rack/sticker # is on the envelope this came in)  
SIGNATURE: Ann Fothergill Check #: \_\_\_\_\_

#### IMPORTANT INFORMATION:

- All selections are **final** (for the current season) once a sticker is issued. Stickers must be easily visible when vessel is stored on the rack. **ONE VESSEL PER RACK ONLY!**
- Vessels **MUST** fit on the rack, cannot block or interfere with another rack space, and cannot exceed 12 feet in length. No exceptions!
- Renewals must be received by the last business day of April. Open racks are made available to any qualified resident beginning the first business day in May "first-come-first-served".
- Storage is seasonal from May 1<sup>st</sup> - November 1<sup>st</sup>; any permitted vessels left on racks out of season are removed and **subject to fines**.
- **ANY vessel(s) left on Park property anywhere but the permitted racks AT ANY TIME will be considered abandoned and removed for disposal, regardless of permit.**

The above resident has permission to store one (1) vessel on the assigned rack in accordance with the policies of the Recreation & Parks Commission.

Signed: Brandon J. Egan 5/1/13  
Superintendent: Recreation & Parks, 10 Humphrey St. Marblehead, MA 01945

**Town of Marblehead**  
**FACILITY MAINTENANCE ADVISORY COMMITTEE**  
**CHARGE**

**Charge:**

The Facility Maintenance Advisory Committee (FMAC) is an ad hoc committee convened for the purpose of advising the Town Administrator (TA), School Superintendent (SS), the Building Commissioner (BC), and the School Facility Maintenance Director (SFMD) in regards to the proper maintenance of all Town facilities under the direct control of the Selectmen (e.g., Abbot Hall, Mary Alley, Old Town House) and School buildings. The FMAC is an advisory body only and is comprised of members who possess facility maintenance expertise (e.g., architects, engineers, electrician, plumbing, HVAC repair, energy efficiency experts, etc.) and are appointed by the TA and the SS.

The members of the FMAC serve as a supplement to the facility maintenance efforts of the Town and School Department. In this role, each member provides an increased technical resource for use by the TA and SS in the facility maintenance decision making process. The delegated authority of the Board of Selectmen and the School Committee is retained exclusively by the TA and the SS, respectively, and it is understood that all recommendations of the FMAC are acted upon at the full discretion of the TA and SS.

The FMAC is envisioned as assisting the efforts of the TA and SS in the following manner:

- a. Assist in the on-going review of all facility needs,
- b. Provide recommendations for use by the TA and SS in the development of more effective and efficient responses to each of the identified facility needs,
- c. Participate in the development of related cost projections for materials, services, and labor; and
- d. to develop long-term maintenance schedules (repair, renovations, replacements, etc.) and capital plans for each facility.

The members of the FMAC serve at the discretion of the TA and SS and for purposes of this document, the term "Facility" is defined as all building(s), associated land, and related infrastructure.

# ALAN GRADY

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RECREATION PARK & FORESTRY

## RECREATION PROFESSIONAL

- More than 10 years' experience in Municipal and Campus Recreation
- Excellent knowledge of the principles, philosophy, and practices of recreation administration (e.g., program planning, leadership, risk management, budgeting, marketing & public relations)
- Ability to plan, promote and evaluate recreation services for the community
- Exceptional capability to establish and maintain effective working relationships with town officials and staff, special interest groups, agencies, and individuals
- Outstanding ability to communicate effectively orally and written
- Young professional of the year through Maine Recreation and Parks Association (MRPA)
- National Youth Sports Coaching Association (NYSCA) certified clinician
- CDL License including school bus and passenger endorsed

## RELEVANT EXPERIENCE

### **Gorham Parks and Recreation – Gorham, ME** *Assistant Recreation Director, Dec 2005 – Present*

- Responsible for all aspects of youth and adult sports including scheduling, recruiting, field/gym maintenance, budget and overall safety of all participants
- Plan, organize, market and run many tournaments including regional Cal Ripken baseball, Babe Ruth softball and ASA softball as well as adult basketball
- Schedule field and gym usage for youth basketball, soccer, flag football, lacrosse, baseball/softball and rentals
- Recruit, train, and evaluate sport coaches for youth basketball (55 teams), soccer (45 teams), flag football (8 teams), tee ball (8 teams), baseball (16 teams), and softball (8 teams)
- Assist in maintaining and operating Gorham Rec Center including staffing, rentals, equipment inventory and overall cleanliness and safety of building
- Developed and taught 6 week programs for Pre-K students including basketball, tee ball, and soccer.
- Advertise for and increase youth and adult sports population through media, website, and promotional material
- Implemented new activities and programs such as coed adult softball, youth volleyball, adult volleyball, 7<sup>th</sup>/8<sup>th</sup> Grade Rec basketball, and high school basketball
- Work with specialized instructors to offer Zumba, Pilates, Yoga, Tumblekidz, Cheerleading, Dance and Jukado
- Created the Gorham Rec calendar advertising all of our programs including securing ten, \$150 sponsors
- Develop budget and schedule summer sports camp programs with Gorham High School Varsity Coaches

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**Florida Southern College – Lakeland, FL**  
*Front Desk/Intramural Coordinator, Jun 2004 – Dec 2005*

- Recruit, train, evaluate and schedule 20 front desk employees for the Hollis Wellness Center, 15 intramural officials, and 6 student supervisors
- Increased overall intramural participation through advertising means such as table tents, promotional tables, flyers, calendars, and a revamped website
- Schedule games for all intramural teams, leagues, and tournaments
- Assist with aquatics programs such as innertube water polo, swim meet and scheduling lessons. Was CPO certified at the time
- Ran new Friday night dodgeball tournament that brought in over 200 participants and spectators
- Oversee the Intramural Advisory Council, which hears disciplinary cases, implements the intramural calendar, and coordinates the "Big 3" Intramural classic which brought intramural champions from across the county to FSC
- Handle all decisions regarding intramural ejections and suspensions
- Responsible for scheduling, monitoring, and tracking wellness center gym and Callahan field usage, as well as field and court preparation for "gamedays"

**University of New Hampshire – Durham, NH**  
*Intramural Sports Graduate Assistant, Jul 2002 – May 2004*

- Recruit, train, evaluate, and schedule 15 Intramural Supervisors and 75+ officials
- Directly responsible for coordinating, scheduling and handling disciplinary issues for intramural flag football, basketball, and soccer
- Assist with advertising and promotions for all intramural sports and special events
- Planned and coordinated the first ever New Hampshire Granite State Basketball Tournament featuring intramural champions from colleges and universities across the state. Duties including marketing, tournament and official scheduling, sponsorship, budget maintenance, and evaluation

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**EDUCATION**

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**University of New Hampshire – Durham, NH**

- Master of Science in Kinesiology- Concentration in Sports Studies, May 2004

**University of Southern Maine – Portland, ME**

- Bachelor of Arts in Sociology, minor in Teacher Education, August 2001

*References furnished upon request.*

To Whom It May Concern:

Please accept this letter and enclosed resume as an application for the position of Recreation Supervisor. I feel my experiences and skills within the field of recreation would be an asset to the town of Marblehead.

My current position with the Town of Gorham has given me a great opportunity to create new and exciting programs while building on the existing ones. In nearly seven years with Gorham, I've been able to start numerous adult leagues including men's basketball, men's and coed volleyball and coed softball. Softball, in particular has grown from just 4 teams to 24 over just 4 years. Creating and expanding adult sports has been a passion of mine since I started working in intramural sports at the University of Southern Maine. Along with adult sports, Gorham provides a plethora of youth sports for children to choose from. I have increased participation in nearly all sports, as well as offered new programs such as volleyball, pillo hockey, cheerleading and 7<sup>th</sup>-12<sup>th</sup> grade recreation basketball. I take pride in running strong sports programs including field/gym preparation and maintenance, budget planning and ensuring the safety of all participants. I have also developed a close relationship with our summer camp director and assist in planning, programming and staffing for summer and vacation camps.

I am fortunate in having had the opportunity to work in both campus and municipal recreation. Before working at Gorham I was the Front Desk/Intramural Coordinator for Florida Southern College. Operating with a staff of 20, I learned how to effectively run staff trainings to help mentor students and focus on all aspects of customer service as well as diversity awareness, sexual harassment and conflict management. The development of successful relationships with the student and professional staff has helped me deliver safe, well-organized recreational programs everywhere I've been.

I appreciate any and all consideration given this letter of application. I hope to have the opportunity to share with you personally my enthusiasm, excitement, and commitment to recreation. Marblehead and the Recreation and Parks programs look excellent and I would love the opportunity to be a part of the community!

If you have any further questions please do not hesitate to contact me at (207) 831-1022 or [agrad71@hotmail.com](mailto:agrad71@hotmail.com)

Sincerely,

Alan Grady