






Board Details

Overview

The Recreation and Parks Commission is comprised of Natick residents; 5 elected members and 4 appointed. The commission is an advisory board who serves as the eyes and ears in the community regarding the recreational needs of residents. The commission meets on the first Monday of each month. Community attendance and input regarding programs and facilities is welcome!

Overview

-  **Size** 9 Seats
-  **Term Length** 36 Months
-  **Term Limit**

Additional



Town of Natick

Recreation & Parks Commission

Board Roster



Jason Brandt

2nd Term Jul 01, 2019 - Jun 30, 2022

Appointing Authority Board of Selectmen

Position Chair



Barbara Fahey Sanchez

1st Term Mar 29, 2017 - Mar 31, 2020

Appointing Authority Elected

Position Member



Michael Fair

5th Term Mar 29, 2017 - Mar 31, 2020

Appointing Authority Elected

Position Member



Dan Keefe

No Term

Appointing Authority Board of Selectmen

Position Recreation & Parks Assistant Director



Seth Levine

7th Term Jul 01, 2019 - Jun 30, 2022

Appointing Authority Board of Selectmen

Position Member



Kelly L McPherson

1st Term Mar 27, 2018 - Mar 30, 2021

Appointing Authority Elected

Position Member



David W Ordway

9th Term Mar 27, 2019 - Mar 29, 2022

Appointing Authority Elected

Position Member



Jessica Ordway

4th Term Mar 27, 2019 - Mar 29, 2022

Appointing Authority Elected

Position Member



Karen Partanen

No Term

Appointing Authority Board of Selectmen

Position Recreation & Parks Director



Wayne T Szretter

10th Term Jul 01, 2018 - Jun 30, 2021

Appointing Authority Board of Selectmen

Position Member



Peg Waters

1st Term Oct 17, 2017 - Jun 30, 2020

Appointing Authority Board of Selectmen

Position Vice-Chair

Profile**Peg**

First Name

Waters

Middle Initial

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What Precinct do you live in? *☒ N/A

Primary Phone

Alternate Phone

First Congregational Church

Employer

Office Administrator

Job Title

Applicants are encouraged to attend or read the minutes of several meetings of the body to which they are applying, if possible.

Which Boards would you like to apply for?

Recreation & Parks Commission: Submitted

Are you a registered voter in the Town of Natick?☒ Yes ☐ No**Have you ever attended a Natick town meeting?**☐ Yes ☒ No**Have you ever served on a board, committee, or commission in the Town of Natick?**☒ Yes ☐ No**If yes, please list name(s) of board, committee or commissions, along with date(s) of service:**

Current Vice Chair of the Recreations and Parks Commission Current President of Natick Friends of the 4th

Interests & Experiences

Why are you interested in serving on a board or commission? Are there any changes you would like to see to these boards, committees and/or commissions?

Having been in the legal field for the last 25 years and recently graduating from the Leadership Academy, I feel as though I can contribute to the Committee by being able to navigate the legal world and how the Town works for the group. Also, it's a short term appointment.

Are you a graduate of the Natick Community Services Citizen's Leadership Academy?

☒ Yes ☐ No

Please list any skills or specialized knowledge you can bring to these boards, committees and/or commissions.

While living in Maryland, I sat on the Board of a Homeowners Association (HOA) as an officer as well as sitting on different committees like the Activities, Communications and Street Festival Committees. I was also one of the founding members of the swim team in our community.

Please list any professional affiliations.

Let us know what other specialized interests or hobbies you might have.

Applicants are encouraged to upload a resume, accepted file types are listed below.

[Waters_resume_2017.doc](#)

Upload a Resume

MARGARET A. WATERS

29 Cottage Street, Natick ,MA 01760
margaretawaters@gmail.com

Telephone 410 585 7153,

Professional with over 20 years of experience that has demonstrated the capacity to provide comprehensive unwavering support for executive-level staff and attorneys including scheduling meetings, coordinating domestic and international travel, and effectively managing all essential tasks. Expert at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives. Proven ability to lead seamless implementations and deliver results in supporting complex, deadline-driven operations; able to identify goals and priorities to resolve issues in initial stages.

Experience

Cooley LLP, Boston, MA

December 2014 to present

Patent Legal Secretary

- Provide patent legal and administrative support to four attorneys/time keepers.
- Address inquiries from clients and utilize twenty years of patent prosecution knowledge to act as a liaison between attorney, client, and other staff coordinating patent filings throughout entire life cycle.
- Review and maintain accurate case data to review and clear docket daily ensuring correctness of entries and completeness of information.
- Prepares letters, forms, applications and other documents for transmittal to the USPTO.
- Prepares correspondence and various documents for transmittal to clients and Foreign Associates.
- Communicates with Docketing department staff to receive docket numbers, related application information and client status reports.
- Assists with file transfer process as requested by the IP Intake Manager.
- Miscellaneous projects or assignments.
- Manage frequently changing Outlook calendars.
- Manage, maintain and oversee large projects as requested by attorneys.
- Review daily docket to ensure that all deadlines are met.

MCCARTER & ENGLISH, LLP, Hartford, CT

November 2014

April 2014 to

Patent Paralegal

- Develop project plans defining scope, objectives, timelines and deliverables.
- Coordinate international patent application filings with attorneys;
- Review daily docket to ensure that all deadlines are met;
- Review and respond to client inquiries in a timely professional manner;
- Review and analyze correspondence and response deadlines for foreign patent prosecution;
- Prepare response letters, manage soft dates and perform daily docket reconciliation;
- Track, docket and respond to foreign filing formalities;
- Prepare documents to meet formalities requirements; legalize through the appropriate state authorities, consulates and/or embassies.
- Preparation and filing of US patent applications via EFS, which include Application Data Sheets, Power Of Attorney, and Information Disclosure Statements.

GENERAL ELECTRIC COMPANY, Global Patent Office - Shelton, CT

April 2014

August 2012 to

Patent Paraprofessional, March 2013 to April 2014

Temporary Patent Paraprofessional (through Placement Agency), August 2012 to March 2013

- Coordinate international patent application filing procedures with attorneys;
- Review daily docket to ensure that all deadlines are met;
- Review and respond to businesses (client) inquiries in a timely professional manner;

- Work in partnership with Agents in foreign jurisdictions on filings in non-PCT countries to ensure accurate and timely application preparation and filing;
- Gather and prepare PCT applications, transmittals, and Responses to Invitations to Correct Defects;
- Communicate instructions to foreign agents and foreign patent offices, including national phase and direct non-U.S. filings;
- Review and analyze correspondence and response deadlines for foreign patent prosecution;
- Prepare response letters, manage soft dates and perform daily docket reconciliation;
- Track and docket foreign filing formalities; and
- Prepare documents to meet formalities requirements; legalize through the appropriate state authorities, consulates and/or embassies.
- Preparation and filing of US patent applications via EFS, which include Application Data Sheets, Power Of Attorney, and Information Disclosure Statements.

ACCOMPLISHMENTS

- * Upon hire, became an active member of the Data Integration Team, assisting businesses with their mergers and acquisitions.
- * Assisted the GPO Filing Team with updating their process for Legalizations cutting significant costs to the department.
- * In 2013, successfully coordinated over 1900 patent filings throughout the world.

FINNEGAN - WASHINGTON, DC

2000 to July 2012

Patent Legal Secretary/Executive Assistant

- Provided executive administrative support to three attorneys, of which two are internationally based partners.
- Addressed inquiries from clients and utilize twelve years of patent prosecution knowledge to act as a liaison between attorney, client, and other staff coordinating patent filings throughout entire life cycle.
- Utilized knowledge of clients' needs to input data and generate bills and reports for clients and attorneys as requested.
- Reviewed and maintain accurate case data to review and clear docket daily ensuring correctness of entries and completeness of information.
- Managed frequently changing Outlook calendars and complex international and domestic travel arrangements.
- Managed, maintained and oversaw large projects as requested by attorneys.
- Utilized knowledge of cases to review client bills for appropriateness, resolve discrepancies and make recommendations for revisions as appropriate.
- Supported submission of travel expense reports through Chrome River. (Payment Processing Database)

MORGAN, LEWIS & BOCKIUS, WASHINGTON, DC

1999 to 2000

Foreign Patent Prosecution Filing Specialist

- Supported patent department by overseeing all PCT and foreign applications for the Washington, DC office.
- Maintained an accurate and clear docket calendar. Provided international research to keep current with changes that affect the practice.

TESTA, HURWITZ & THIBEAULT, BOSTON, MA (NO LONGER IN BUSINESS)

1998 to 1999

Annuity Administrator

- Supported to patent department by preparing and paying annuities for all client portfolios.
- Designated as secondary administrator to the Foreign Filing Administrator.

DIKE, BRONSTEIN, ROBERTS & CUSHMAN, BOSTON, MA (NO LONGER IN BUSINESS)

1994 to 1998

Floater

- Supported patent secretaries that had overflow work or while on vacation.

Education

CHAMPLAIN COLLEGE, BURLINGTON, VT

Master of Science in Law (Specializing in Managerial Law), 2010

UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE - ADELPHI, MD

Bachelor of Science in Legal Studies, 2008

NORTHEASTERN UNIVERSITY, BOSTON, MA

Paralegal Certificate, 1991

Skills

Proficient in Adobe Professional, IPDAS, CPI, and Microsoft Office System; type 50 wpm with complete accuracy.

Volunteer Experience

Central Maryland Swim League, Treasurer 2008-2012

Piney Orchard Swim Team, President, 2006-2012

Piney Orchard Home Owners Association, Secretary 2008-2010.

Piney Orchard Home Owners Association, Communications Chairperson 2010 - 2012

Piney Orchard Home Owners Association, Street Festival Co-Chairperson 2009-2012

Piney Orchard Home Owners Association, Activities Chairperson 2009-2010.