

Approved 4/20/16



TOWN OF MENDON

Finance Committee
fincomm@mendonma.gov

Mike Merolli, Chairman
Brian Guzman, Vice Chairman
Willem Angenent, Secretary
Norm Round
Mike Ammendolia
Heather Allcock
Lawney Tinio

MEETING MINUTES

Meeting Date: Wednesday, April 13, 2016
Time Called to Order: 7:01 PM
Time Adjourned: 8:30 PM
Location: Town Hall - Main Meeting Room
Meeting Chair: Mike Merolli
Recorder: Jeanne Davoren

<u>Member:</u>	<u>Present¹</u>	<u>Remote²</u>	<u>Member</u>	<u>Present</u>	<u>Remote</u>
Mike Merolli	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mike Ammendolia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Guzman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Norm Round	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Willem Angenent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heather Allcock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeanne Davoren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lawney Tinio	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Topic Name</u>	<u>Approval of Minutes</u>
Summary:	Willem moved, seconded by Norm to approve minutes of March 9, March 16. VA. Brian abstains.
Decisions Made:	
Actions to be Taken:	
Related Documents or Exhibits:	

Topic Name:	Highway Dept Deficit Spending
Summary:	Chairman Mike M said because we had yet another storm last week, Highway Supervisor Alan needs yet another amount of money beyond what was authorized.
Decisions Made:	Brian moved, seconded by Willem to deficit spend up to another \$30,000 for the Highway Dept. to make the increase now at \$60,000. VA Mike A opposed.
Actions to be Taken:	
Related Documents or Exhibits:	

¹ If "Present" contains an "x" that person was physically present.

² If "Remote" contains an "x" that person participated remotely according to 940 CMR 29.10(5) as approved by the Meeting Chair.

Topic Name:	Review of 2017 Dept Budgets Parks Dept
Summary:	Dan Byer informs us they are trying to combine Parks Dept Director and Maintenance Supervisor position to make one full time position which will be no additional cost to the town. This full time figure position includes the cost of insurance for the position. Dan will send the members a draft description so this can be reviewed.
Decisions Made:	
Actions to be Taken:	
Related Documents or Exhibits:	

Topic Name:	Budget Review Kim Neuman reviews the increases in line items to include the Town Acct, Town Clerk, Town Administrator, etc.
Summary:	
Decisions Made:	Brian moves, Heather seconded to approve the budget with exception of line item 199 town hall services. VA Mike A opposed.
Actions to be Taken:	Mike A wants to note he does not agree with the way the percentages of the increases are presented as not current but proposed increases that does not represent the actual full percentage of the increase.
Related Documents or Exhibits:	

Parks and Recreation Director

DEFINITION

Position is responsible for planning, organizing, managing, and directing the activities of the Parks and Recreation Department. Position oversees and manages the day-to-day operations as well as provides long term planning for the success of the department and programs. Position serves as the Parks Maintenance Supervisor overseeing all maintenance of Parks facilities and properties;

The position is under the direction of the elected Parks Commission. Incumbent is required to perform all similar or related duties.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as the Clerk for the Parks Commission, attends all meetings, takes meeting minutes, and provides a variety of administrative and staff support
- Interacts with the public and ensures that the Parks Dept. provides excellent customer service, both through personal interaction as well as through an online presence
- Coordinates with Parks Commission and staff on program design, content, and delivery.
- Creates advertising material such as flyers and/or brochures outlining program content, schedules, instructors, and other pertinent details to recruit participants and publishes these materials in print, web and social media.
- Manages recreations programs including registration, collection of payments and provides information to the public and potential participants.
- Manages the Parks Dept. hiring process and makes recommendations to the Parks Commissioners.
- Trains and supervises Parks Dept staff.
- Researches and writes grants to benefit the Parks Department programs and facilities.
- Prepares budget and makes funding recommendations based on strategies to solve funding deficiencies, program and facility priorities, and Town and department funding guidelines. Determines needs and orders supplies and materials for office and programmatic needs.
- Responsible for all procurement for the Parks Department, including soliciting quotes,

writing and issuing requests for proposals (RFP), overseeing all projects through completion, and reporting to the Parks Commission and other Town Officials on each project.

- Processes accounts payables and receivables for the Dept. Signs invoices with approval from Parks Commission, remits monies received to treasurer's office, and submits department payroll.
- Serves as the Maintenance Supervisor for the Parks Dept. Oversees and Performs Responsible for all maintenance of the properties and facilities under the Parks Dept jurisdiction. Ensures the safety of materials and equipment and reports deficiencies as needed.
- Operates assigned light motor equipment in the performance of maintenance tasks. Operates motor equipment which may include, but is not limited to, mowers, pickup truck, and string trimmer. Operates associated power and hand tools which may include, but is not limited to, landscape equipment, and chain saw.
- Performs manual work incidental to the work of operating assigned equipment. Performs manual labor and landscape work using hand shovel and other hand tools.
- Performs other duties as needed.

SUPERVISION RECEIVED

Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The incumbent provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

ACCOUNTABILITY

The nature of work is independent and is not verified or checked. Consequences of errors, missed deadlines or poor judgment may include monetary losses, delay of service in processing important information, and waste of time and material.

JUDGMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and providers and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Incumbent has regular access at the departmental level to a wide variety of confidential information, including personnel records, lawsuits and client records.

EDUCATION AND EXPERIENCE

Bachelor's Degree and three to five years of experience with program coordination or management; or any equivalent combination of education and experience. Municipal experience is highly desirable. Experience in landscape maintenance, general maintenance or similar type work.

Special Requirement: Must pass MA CORI check and local background check as position includes working with children. Must possess a valid Driver's License as position requires the use of Town owned vehicles and machinery.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of parks and recreational programs. Knowledge of supervisory and customer services principles. General knowledge of data collection and analysis principles.

Working knowledge of local, state, and federal laws as they relate to the position including procurement (30B), health and sanitary codes, open meeting law, ethics, and labor laws.

Knowledge of general landscape maintenance and building maintenance and related equipment.

Abilities: Ability to supervise and train personnel; Ability to analyze and act upon information and make recommendations; Ability to manage several projects and programs simultaneously and to meet deadlines; Ability to express ideas clearly and concisely, orally and in writing; Ability to deal with disgruntled members of the public and staff in an effective and tactful manner. Ability to operate hand and power landscape machinery and perform maintenance tasks.

Skill: Excellent customer service, communication and public interaction skills; excellent research and problem solving skills. Skill in common computer software applications. Experience with basic web design and social media. Experience operating and maintaining hand and power tools, landscape machinery (ie mowers, trimmers).

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, outdoors and various program locations as well as occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which may be suspended when weather conditions are poor. May be exposed to elements, but work can typically be rescheduled to avoid harsh elements. Incumbent may be required to work beyond normal business hours in response to emergency situations, weekend events, or to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

~~Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.~~

Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for a significant portion of the work day may also be involved. Work also involves the operation of hand and power tools and landscape machinery (ie mowers, trimmers)

Motor Skills

Duties are largely mental rather than physical, but may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Some tasks may include activities such as moving objects, operating lawn mowers, driving vehicles, the job may occasionally

~~require minimal motor skills for activities such as moving objects,~~ participating in programs, using office equipment, including but not limited to telephones, recreation equipment, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Proposal to restructure Parks Maintenance supervisor and Director Positions.

630	PARKS & RECREATION DEPARTMENT		FY17 Request	FY16 Change	FY16 % Change	FY17 Amend Request	Amended Change	Amended % Change
A1.	Salaries	001.0630.5100.0100	\$46,024	\$0	0.00%	\$27,824	(\$18,200)	-39.54%
A2.	Park Director Salary	001.0630.5106.0100	\$20,183	\$271	1.36%	\$31,583	\$11,400	55.48%
A3.	Life Guard Salaries	001.0630.5120.0100	\$12,500	\$1,524	13.88%	\$12,500	\$0	0.00%
B.	Expenses		\$13,659	\$0	0.00%	\$13,659	\$0	0.00%
C.	Site Improvement	001.0630.5425.0300	\$200	\$0	0.00%	\$200	\$0	0.00%
	Subtotal Recreation		\$92,566	\$1,795	1.98%	\$85,766	(\$6,800)	-7.35%
914	HEALTH INSURANCE							
B.	Expenses	001.0914.5410.0300	\$752,000	\$88,450	13.33%	\$758,800	\$6,800	0.90%

Transfer \$11,400 from 630-A1 (Parks Maint.) to 630-A2 (Parks Director)
Transfer \$6,800 from 630-A1 (Parks Maint.) to 914-B (Health Ins.)

The current maintenance budget (46K) funds a crew of 3 from May-Aug. and crew of 2 from April-Nov (total 5). Because these are seasonal positions we have difficulty in finding qualified candidates for maintenance in the off season (April-May & Aug-Nov) as most applicants are in college/ high school and can only work May-Aug. In the past we had Dick Joiner who was willing to work a seasonal position (40 hrs, 7 months) with no benefits. Then we had a shared highway/parks employee (Jim Ethier) but as Alan needed an additional full time employee he moved there full-time in FY15. The last 2 summers we had Erich Slagal who was able to work minimal hours in the off season but has now moved on to start a full time career. Parks would like to have a more experienced, permanent person in this position rather than having to train new people every few years. This position is basically unsupervised and has access to thousands of dollars of Town equipment including a vehicle and several buildings. The Town would also benefit from having a regular employee to oversee the increased demands on facilities and maintenance.

At the same time, the Parks Director position is currently part time, (19 hrs/wk). The responsibilities of this position have grown in the past 10 years through increases in programs, facilities, and responsibilities. Per the recent compensation study, the position is not just a clerk but the director of the Dept, responsible for all day-to day operations, training and management of staff, and administration of programs. Due to increased demands the Parks Director frequently works more hours than the 19 available. Since it is a part-time position the current director has to split their time between the town and a 2nd job, making it difficult to manage the increased responsibilities.

This proposal is to combine the Parks Director and Maintenance Supervisor positions into one 30 hour, full-time Parks Director at **NO net increase to the town, including covering the added health insurance costs.** We would retain \$27,824 in the Parks Maintenance account to cover a 4 man maintenance crew from May-Aug. to handle the increased workload in the summer. The Parks Director would take care of all off season maintenance as well as oversee the maintenance program in the summer as well as complete the existing duties of the Director. Overall this proposal will increase the level of service to the Town and Parks at **no additional cost** by reallocating existing funds.

Parks Dir. Benefits:

- Increase in hours to cover increased workload of Parks Director.
- Makes Parks Director position full time, allowing that person to focus solely on parks.
- Greater utilization of existing staff – Parks Director already performs maintenance in off season (trash, bathrooms, etc)

Maint. Benefits:

- More experienced, permanent employee overseeing all maintenance work.
- Eliminate time and cost to re-train new manager every few years.
- Increased Parks Maintenance – Director is able to perform needed work in off season. (fall/spring clean-up, trash, etc). Currently little to no maintenance work is done in March/April and Sept/Oct. due to lack of staff
- Increased ability to monitor equipment and track maintenance/repairs saving money on future replacements and capital projects
- Better coordination and oversight of maintenance and facilities.