



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

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Meeting Date: 1/29/2018
Meeting Location: Mendon Town Hall, Parks Office, 20 Main St. Mendon, MA
Minutes Approved: 9/5/2018

Members Present: Tom Belland, Dan Byer, AJ Byrne
Members Absent:
Parks Director: Dan Byer
Others: Trevor Calvey (President Nipmuc Youth Softball)

The meeting was called to order at 5:04pm.

The Commission met with Trevor Calvey (President of Nipmuc Youth Softball) to discuss facility use fees. Dan explained that the Commission waived the fees for the NYS last year in exchange for their promise to expand the shed at Lowell Field. As far as he knows the work wasn't completed. The Commission explained the intent of the Capital Improvement Waiver for use fees. Dan explained they need to track specific projects to be counted against the fee waiver in order to justify them. Trevor discussed the change in leadership of NYS and explained they completed other projects instead. They spent \$825 repairing the fencing of the backstop as well as \$850 on purchasing an AED unit for the field. Trevor asked about the value of work carrying over year to year. Tom explained that depends on the project. For example Baseball installed an irrigation system on Grant field. This project will benefit the whole community, not just baseball. Trevor discussed their plans to renovate the shed at Lowell Field this year and construct an addition. Dan requested they provide the commission with a sketch so they can review the location. Dan also mentioned the location of the water line to the shed.

AJ made a motion to approve Nipmuc Youth Softball's 2018 Field Use Request, and waive the fee pending the completion of the proposed shed expansion project. Dan seconded and all approved.
(Use forms on file in parks office)

Dan discussed the request from Nipmuc Youth Soccer. He explained they still owe money from the previous year. Dan mentioned he reached out to the Nipmuc Youth Lacrosse group and they do not need Clough Field this spring.

AJ made a motion to approve Mendon Upton Youth Soccer's 2018 Spring Use Request pending the receipt of payment for their 2017 Fall Use request as well as the current season. Dan seconded and all approved.

The commission discussed the requests from Nipmuc Youth Baseball and the South Central Warriors. They need to work out their schedules. NYB is requesting a fee waiver in exchange for the work they did on Grant Field. The commission will wait for the 2 groups to work out their schedules.

The commission discussed the facility use process. Tom asked if we invoice groups. Dan explained the new system generates an invoice. He also explained with Softball he had cancelled out their fee as they had proposed the capital projects. In the future he will leave the fee on the books until the work is completed. The commission agrees we should get documentation in writing on the capital project requests.

AJ made a motion to approve the minutes of the 5/16/17, 6/29/17, 9/7/17, 11/9/17 meetings, Dan seconded and all approved.

Dan reviewed the proposed budget (**Exhibit A**) He is recommending a small increase in the Telephone line to cover the increased costs of the FIOS contract for internet at the beach. He is also recommending an additional \$21 in postage to cover the increased costs of mailing final paychecks to staff. The commission discussed the lifeguard line. Dan explained we may want to evaluate our pay rates in the future. Most places pay their guards more than we are paying and it may be preventing us from attracting new employees. The commissioners discussed the budget and agree on the proposed FY19 budget.

Dan will send a draft of the 2017 annual report for the commissioners to review.

The commission discussed the hiring process. Dan updated them on who had responded for returning employees so far. The commission also discussed the maintenance crew. Dan said he has not yet heard back from Tyler. He has spoken with Peter Pontzer and he would be interested in taking over the leadership position. Tom suggests we should meet with Peter to discuss. Dan will try and reach out to Tyler again.

The commission discussed summer events. Tom suggested we look into offering more events at the beach. AJ agrees and asks about selling alcohol. Dan explained the insurance costs more than we make on the sales. Dan said there are 2 bands that received Cultural Council grants to perform at the beach in the summer. Plus the 3 cable 8 concerts. He will work on a schedule.

The commission discussed the proposed block party event at the park for August. The Brothers of the Brush will definitely be involved. They also discussed the proposed Festival Committee. The tentative date is the last weekend in August. Tom asked about who would support the event. Dan thinks this will be a separate event from the Town, now that the 350th is done.

The commissioners discussed the Morrison Drive building. Dan did some research and based on the pricing from the police station project it appears it would cost around \$100,000 to get the building to a usable garage space. AJ said he spoke with Selectmen Schofield at a recent Brother's event and discussed the issues. There may a possibility of moving the Senior Center to the Morrison Drive location which would free up the old Senior Center building for another use ie Parks. Dan thinks the Town is planning to budget money for a study to explore the future plans for the Senior Center expansion. Tom suggested we also look at the possibility of locating a second building up by the bathrooms. Dan said there would be issues with water as the current facility is not winterized but it might be more cost effective to drill a new well. All agree this location would be convenient as it is central to the main fields. Dan will continue to look into options.

The meeting was adjourned at 6:45pm.

Parks FY2019 Budget Proposal

	FY2019 Budget	% Change		FY18	FY2017 - Unexpended	FY2017 Budget	FY2008 Budget
TOTAL	\$96,365.80	+\$1553.8		\$94,812.00	\$6,928.45	\$86,051.00	\$107,672.00
%	1.64%			10.18%	92%	-3.68%	n/a
Wages	\$79,435.80	1.58%		\$78,203.00	\$6,928.45	\$72,192.00	\$89,605.00
Expenses	\$15,930.00	2.06%		\$15,609.00	\$0.00	\$13,659.00	\$16,067.00
Site Improv.	\$1,000.00	0.00%		\$1,000.00	\$0.00	\$200.00	\$2,000.00
Maint Wages	\$27,824.00	0.00%		\$27,824.00	\$6,890.35	\$27,824.00	\$74,367.00
Parks Dir Wages	\$39,111.80	3.25%	+\$1,232 COLA and Step 2	\$37,879.00	\$4.97	\$31,868.00	\$15,238.00
Guard Wages	\$12,500.00	0.00%		\$12,500.00	\$33.13	\$12,500.00	0
Postage	\$30.00	233.33%	+\$21 to cover added costs	\$9.00	(\$0.40)	\$9.00	\$117.00
Telephone	\$1,900.00	18.75%	+\$300 to cover increased costs	\$1,600.00	(\$337.48)	\$1,200.00	\$1,700.00
Improvements	\$0.00	0.00%	n/a	\$0.00	\$0.00	\$0.00	\$0.00
Sanitary	\$1,950.00	0.00%		\$1,950.00	(\$400.00)	\$1,950.00	\$2,000.00
Lights	\$4,350.00	0.00%		\$4,350.00	(\$236.76)	\$3,350.00	\$4,000.00
Fuel	\$1,800.00	0.00%		\$1,800.00	\$1,231.28	\$2,000.00	\$1,500.00
Supplies	\$600.00	0.00%		\$600.00	(\$128.49)	\$600.00	\$500.00
Equip. Maint	\$1,700.00	0.00%		\$1,700.00	\$0.00	\$1,350.00	\$1,700.00
Field Maint.	\$1,700.00	0.00%		\$1,700.00	\$0.02	\$1,300.00	\$2,000.00
Build Maint.	\$1,000.00	0.00%		\$1,000.00	\$0.00	\$1,000.00	\$1,450.00
Travel Training	\$300.00	0.00%		\$300.00	\$1.00	\$300.00	\$400.00
Rec. Acct	\$600.00	0.00%		\$600.00	(\$129.17)	\$600.00	\$700.00
Site Imp.	\$1,000.00	0.00%		\$1,000.00	\$0.00	\$200.00	\$2,000.00