



**TOWN OF MENDON**  
**PARKS & RECREATION DEPARTMENT**

20 Main Street  
Mendon, Massachusetts 01756  
Phone: (508) 473-0600 Fax: (508) 478-8241  
Email: [parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)  
[mendonma.gov/parks](http://mendonma.gov/parks)

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**Meeting Date: 5/10/2018**  
**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:**

*The meeting was called to order at 6:34pm.*

The commission discussed the previous minutes. Dan stated he has not yet had time to complete them.

The commission discussed the Parks Dept refund policy. Dan explained there were two issues that came up and he would like to review our policy. In the past we did not offer refunds. He recommended we adopt a policy on refunds. (**Exhibit A**). The commission discussed and agreed.

**AJ made a motion to approve the refund policy, Dan seconded and all approved.**

Dan updated the Commission on the Trask land donation. Harvey Trask donated his property on Trask Rd (off of Hopedale St) to the Town. The land is restricted to open space, recreation, or educational use. Dan said the property would be ideal for future fields or possibly some sort of athletic complex. The Town has to approve the donation and there are some legal issues that need to be resolved. He will keep the board informed. Tom suggested the commission plan to walk the property once it is transferred to Town owned.

The commission discussed the future of the Nipmuc Woods property (4 Taft Ave.) There has been some discussion on the possibility of using this land for more fields. Chris Hadfield and Mendon Upton Youth soccer had someone look and draw up a basic sketch. The land could support a full-size soccer field but would require clear cutting most of it. Dan also mentioned the need for more space for parks maintenance and the dog park. The commission agree that this location is probably not ideal for soccer fields. Tom is concerned the woods are part of the watershed that feeds into the lake. All agree this property should not be cleared.

Dan discussed the proposed movie night for the beach. Custom Home Reality, a local Mendon company contacted Dan about hosting a free movie night at the beach. They will sponsor the event. They use a company who brings in an inflatable screen. AJ said he has a popcorn machine we can use. All agree this is a great idea. Dan said the movie company contacted us a while back and the cost is around \$300. The commission will use this event as a test run and see if these events are worth doing in the future.

The commission discussed the proposed Mendon Fest event for this Aug. AJ explained the festival committee decided to wait a year to run this event. They would rather take their time to plan a large event with fireworks rather than try and rush into it with only 3 months. The South Street Band had applied for a cultural grant to perform. Dan says we can have them play for an end of season concert at the Beach instead. AJ suggests we look into another 1-day license. Dan will reach out to Soccerfest to see who they use for insurance.

Dan updated the commission on the plans for the Softball Shed. They are looking to build it next to the existing shed rather than a separate building. All are fine with the proposed location.

The commission discussed the capital projects list. Dan met with Braza to get a quote on the parking lot. They have not responded yet. He got a price to fix the Grady field bleachers. Once the parks crew starts they will transport them to be fixed. AJ said he had an electrician who might be able to do the basketball project. He gave Dan the contact info.

The commission discussed Miscoe Springs. Tom asked what the process is and what our options are. Dan will talk to Kim to find out what is happening with that building. Tom says we need to figure out a solution for the maintenance.

The commission discussed staffing. One of the applicants, Rachel Miningham, declined our job offer. Dan explained Kyle Nocera contacted them later and is looking for more hours now. The commission agreed to hire Kyle as a senior counselor. The commission discussed staffing roles. AJ suggests we come up with clear guidelines for promotion. Tom suggests 2 years for a sr counselor? Dan will discuss with Alan this summer.

**Dan made a motion to hire Kyle Nocera at a rate of \$12/ hour pending a clear background check. AJ seconded and all approved.**

Dan also brought up an issue with Stephanie Morrison's rate of pay. They had offered her \$13 but Dan feels she is worth more. In the past meetings they discussed setting \$13/hr as an assistant director's rate. But she will already be at \$13 with her annual 50¢ raise. She just graduated with a degree in elementary education and has been with us for several years. Dan suggested we offer her \$14 per hour to reflect her degree and experience with the program. The commission agrees.

**Dan made a motion to change Stephanie Morrison's rate of pay to \$14/hour, AJ seconded an all approved.**

The commission discussed a large group orientation. Tom and AJ both agree it would be a good opportunity for everyone to get to know each other. The commission discussed dated and agreed on Monday June 11<sup>th</sup>. Dan will order pizza.

Dan would like to sign us up for a scheduling software program. Currently we are using Google Calendar and Microsoft Excel for scheduling and it is very complicated. With the additional numbers of staff, he would like to move towards a software-based solution. He found the When I Work app that will handle scheduling and work as a time clock. The cost is \$100 a month and we can hibernate the account so we only pay when we are open. All agree.

**AJ made a motion to approve signing up for When I Work, Dan seconded, and all approved.**

*The meeting was adjourned at 7:45pm.*



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May 10, 2018

**Mendon Parks & Recreation Refund and Cancellation Policies**

**Refund Policy**

A full refund will be issued if a program is cancelled by the Parks Department for any reason. There will be no cancellation fee.

Participant cancellations/withdrawal requests must be received at least 2 weeks (14 days) prior to the start of the program to be eligible for a refund. All refunds will be subject to a \$25 cancellation fee.

Cancellations/Withdrawals less than 14 days in advance are eligible for user credit for future parks programming.

*Please note: every effort will be made to refund payments back onto the card used for the initial transaction. However, the Department reserves the right to issue refunds in the form of a paper check through the Town. These checks may take 4-5 weeks to process.*

*User Credit will be posted to your REC1 account and may be used for any applicable purchase including parks programs, beach admission, or snack shack concessions. Any credits not used within a 24-month period may be forfeited.*

**All requests for refunds must be submitted in writing to the Parks Department either via email or US Mail.**

**Email:** [parkcom@mendonma.gov](mailto:parkcom@mendonma.gov) or

**Mail:** Mendon Parks Dept. 20 Main St. Mendon, MA 01756



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### **Cancellation Policies**

#### **Kids 'N' Us Recreation Program**

The Rec Program runs rain or shine. We have an indoor facility in the case of inclement weather.

In case of illness we will allow up to 3 make-up days per child per season. Requests for refunds in situations with extenuating circumstances will be handled in accordance with our refund policy and may be referred to the Parks Commission for review. Please notify us in advance if your child will be late or picked up early.

#### **Swimming Lessons**

Swimming Lessons are held rain or shine and will only be cancelled for severe weather. To receive text message notifications of cancellations, please ensure your cell phone is properly registered with your Rec1 account.

Class pricing is based off of a minimum of 8 classes (regular schedule features 10 classes) There are NO make-ups for Swim Lessons. Payments are FINAL and refunds will only be issued in accordance with our refund policy.

#### **Town Beach**

The Mendon Town Beach may close due to inclement weather. Per our rules, the water will be cleared for 20 minutes following the sound of thunder. Refunds on admissions are NOT issued.

For current beach status, please check our Twitter feed [https://twitter.com/MTB\\_Status](https://twitter.com/MTB_Status)

#### **Fitness Classes**

In the case of inclement weather cancellations will be posted to the [Mendon Parks Dept Facebook Page](#). If the Mendon Upton Regional School District cancels school or has an early dismissal, fitness classes will be cancelled. In the event of a cancellation, make-ups will be scheduled by the instructor. All registrations are subject to our refund policy. The start date of the session will be used when considering refunds of "punch-cards". Alternately user credit for future sessions is available.