



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

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

Meeting Date: 2/13/2020
Meeting Location: Mendon Town Hall, 3rd Floor Meeting Room, 20 Main St., Mendon, MA
Minutes Approved: ____ 1/13/2021 ____

Members Present: Tom Belland, Dan Byer, AJ Byrne

Members Absent:

Parks Director: Dan Byer

Others: Patrick Klupa (NYS), John Dianni (NYS), Stephen Bodio(NYB), Chris Collins (NYB)

The meeting was called to order at 5:05pm

The commission met with Patrick Klupa, John Dianni of Nipmuc Youth Softball to discuss their 2020 season. They discussed the capital improvement fee waivers for field use fees from the 2019 season. They discussed past projects and future plans. NYS is looking into drainage as well as a shed.

The commission discussed field lights with all present. Dan explained the CPA process. Stephen Bodio talked about Nipmuc Youth Baseball's plans. They discussed the drainage at Tetreault field. Stephen discussed replacing the shingles on the Pezzella field dugouts. Tom asked about the condition of the shack roof too. Stephen and Chris explained they are going to install stone dust for the bases on the Grant dugouts.

Stephen and Chris presented their plans for the batting cages at the park. There are 4 different price options. They would like to install 2 new cages side by side on Pezzella field. All discussed locations. All agree to set up a future site walk to review the proposed locations. They also discussed repairing or replacing the batting cage on Grant field that is failing.

The commission discussed the proposed date for Soccerfest 2020. They are proposing 10/24. Dan would like to confirm if Historic is going to reschedule their event but that date should be ok. All are ok with the date. The commission also reviewed soccerfest's spring request.

Dan presented several amendments to the Parks refund policy. (**Exhibit A**) The commission discussed.

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

The commission reviewed the draft of the 2019 Annual Report. Dan will draft and send out for review.

The commission discussed a proposed Girl Scout project to install bat boxes in the park. Dan shared the email he received. All agree this is a good project and would like to see it move forwards.

The commission discussed the trees at the Town Beach. Dan was informed by Alan Tetreault the trees at the beach need to come down. They are all dead or dying and dropping branches. The ash trees have been killed by the emerald ash borer as well as other disease. Dan got a 2nd opinion who said the same thing. All agree this is regrettably the only safe option.

The commission reviewed the updated schedule of summer events.

The commission discussed the maintenance crew. Jon Schiloski is interested in returning along with Drew Nelson. The commission discussed contracting out some or all of the work. Dan thinks we will have staff this summer but all agree we should get pricing on outsourcing some of the properties.

Dan discussed an opportunity that came up with the summer hiring. Carly Thibodeau, one of our previous employees is interested in the rec admin position. She had worked as a lifeguard for several years. Dan said she would be perfect for the role since she has experience with our programs and could likely take on more responsibilities than just clerical work. AJ and Tom agree we should interview her.

Dan discussed the Shack roof project. The contractor wants to know if he can post a sign on our fence. All agree he can post a sign for the 2020 summer season.

The meeting was adjourned at 7:30pm



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January 12, 2021

Mendon Parks & Recreation Refund and Cancellation Policies **Adopted by the Parks Commission on 5/10/2018.**

Amended 1/31/20- DRAFT (to be discussed at the next parks meeting in Feb 2020)
Approved 2/13/20

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. The user will be contacted and asked to choose between a refund or user credit. If no response is received within 7 days, a user credit will be posted to the user's account.

Requests for cancellations/withdrawal/changes to registrations 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 may be eligible for user credit for future parks programming. Rec. Program and Swim Lesson registrations will not be refunded or credited with less than 14 days' notice.

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. You may be required to provide verification of your address and/or sign a W-9 form for a refund to be issued.

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 or

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

2/13/20 Exhibit A
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Program Policies

Kids 'N' Us Recreation Program

The Rec Program runs rain or shine. We have an indoor facility in the case of inclement weather. The program runs 8am-5pm and there will be no refunds for participants attending late or leaving early.

In case of illness we will allow up to 3 make-up days per child per season. Requests for refunds in situations with extenuating medical circumstances will be handled in accordance with our refund policy and may be referred to the Parks Commission for review. Documentation may be requested.

A 50% deposit is required to hold a registration spot. Any changes to registrations are subject to the Parks Dept. refund policy. Changes will be permitted with 14 days' notice and subject to a \$25 cancellation fee. Changes/cancellations with less than 14 days' notice will forfeit the 50% deposit along with any additional payment made towards 100% of the total due. The 3 make-up days may be used for changes in registrations rather than illness at the request of the account holder.

In the unlikely event of a field trip cancellation, the additional \$10 charge will be refunded to all those who paid it if the trip is unable to be rescheduled. This \$10 will be posted as a user credit to the child's account.

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.

There are NO make-ups for Swim Lessons. In the case of inclement weather on test Fridays, arrangements will be made for the child to take the test on a subsequent Friday.

All 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 or "Rain Checks" on admissions are NOT issued. Customers are advised to check the local forecast before planning a trip.

For current beach status, please check our Twitter feed 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.