



**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)  
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**Meeting Date: 1/11/2022**  
**Meeting Location: Remote Teams meeting**  
**Minutes Approved: 1/18/2022**

**Members Present:** Tom Belland, Dan Byer

**Members Absent:** AJ Byrne

**Parks Director:** Dan Byer

**Others:**

*The meeting was called to order at 7:02pm with Dan and Tom in attendance. The meeting was held by Teams web conference due to the COVID-19 State of Emergency and pursuant to the revisions to the Open Meeting Laws. All votes will be taken by roll call.*

The commissioners discussed a regular meeting date. They will try for the 3<sup>rd</sup> Tuesday of the month. Dan will confirm AJ's availability. The next meeting will be 1/18 at 7 via Teams.

**Dan made a motion to approve the meeting minutes of 1/13/21, 2/25/21, 3/29/21, 3/30/21, 5/13/21, 6/28/21, 7/26/21, 9/7/21, 9/27/21, Tom seconded and all approved.**

The commissioners discussed the annual report and approved the draft (**Exhibit A**).

Tom asked about the Kayak rentals for the beach. He explained the cost is \$200 minimum and we could either subsidize the cost or have the customers pay. They discussed dates and agreed on Tuesdays maybe starting in June. Tom thinks we could start this before the beach opens for the year. Dan will reach out and confirm the details and get this booked.

They discussed the kayak racks. Dan said there are 12 spots we can rent out. Probably would need to be some sort of a lottery program. They discussed pricing. Tom suggests \$150 for the season.

They discussed summer hiring. Dan wants to get the new positions posted. Tom would like to discuss maintenance first. Dan suggests we wait until the meeting on the 18<sup>th</sup>. He will reach out to returning employees in the interim.

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The commission discussed maintenance. Tom is concerned about the plan to have staff travel to locations, there should be more than 1 person in case of an emergency. Dan agrees. Other option is to try and recruit a new foreman to run the crew. Tom suggests posting the position. Dan will work on descriptions for the 18<sup>th</sup>. They discussed the various properties. Dan would love to get rid of some of the random islands we are responsible for. One option could be just leaving them in their natural state. They discussed options to contract out or even pay neighbors to take them on.

The commission will table discussion on summer hiring until the 18<sup>th</sup>. Tom says he is going away in March so we will need to schedule around that.

The commissioners discussed the beach project. Tom thinks the damage to the basketball court and drainage is a priority. Dan agrees. We will get pricing on that to be done before we open this year. They discussed the retaining walls. Tom suggests reaching out to some larger contractors for pricing. Dan would like to bring a proposal to the May 2022 town meeting.

The commission discussed purchasing a landscape trailer. Dan explained we probably need to do this if we plan to use it this summer. They also discussed Morison Dr. Dan would like Tom to come look and see if we can add in electrical service to the building. Perhaps the town would be willing to pay for it?

Dan discussed field use. He would like to slightly modify our policies. The scheduling isn't working with the priorities. He is suggesting after the deadline for league requests the use of the fields should be first come-first serve. Tom agrees. Dan will bring a proposal to the meeting on the 18<sup>th</sup>.

*The meeting was adjourned at 8:15pm.*

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**PARKS & RECREATION 2021 ANNUAL REPORT**

The 2021 season was a relative success given the continued challenges from the COVID-19 Pandemic. Our summer programming was successful and we were able to rebuild our programs and continue the growth from previous years. As always there was a high demand for our facilities and the fields were all in high demand. The annual election in May saw the re-election of Commissioner Thomas Belland. The Department continues to work towards expanding programming and increasing services offered to the community.

Priorities for the 2022 and 2023 years are improvements to the Town Beach facility. See below for more details on the upcoming plans.

The Commissioners continue to work towards a more permanent solution for storage and workshop space for the Maintenance Crew. Several options are still being explored. The Parks Commission remains focused on maintaining and improving our existing parks facilities in addition to seeking new opportunities for recreation in Mendon.

***The Parks Department would like to extend a special thanks to all those who helped contribute to our efforts to run safe programming this summer, both our own administrative team and staff, as well as the countless volunteers for the youth sports programs.***

Keep up to date with activities and events offered by the Parks & Recreation Dept.

[\*\*mendonma.gov/parks\*\*](http://mendonma.gov/parks)

***As always the Parks Department would like to thank Alan Tetreault and the Highway Department for their continued help and support.***

**The Parks Department would like to thank all of our employees for the 2021 season:**

**Director of Parks & Recreation** – Daniel Byer

**Lifeguards** – Kyle Crossley, Jack Cruz, Jacob Fernandes, Jack Henderson, Molly Lashley,  
Jacob Rancourt, and Rachel Thibodeau

**Snack Shack Staff** – Katelyn Bottoms, Ellen Dixon, Miah Lanagan, Maddison Orff

**Recreation Director** – Alan DeAngelis

**Assistant Recreation Directors** – Jennifer St. John

**Recreation Managers** – Rachel Dunlavey, Diana Richard

**Senior Counselors** – Isabella DeFrancesco, Abby Benoit, Kayla Chaplin, Rachel Goodwin,  
Timothy Reed

**Recreation Staff** – Alyssa Crotty, Megan DeFrancesco, Jonathan Floris, Emma Guadagnoli,  
Mia Guadagnoli, Jack Hughes, Ashley Minior, Julia Mistretta, Matthew McCarthy,  
Megan O'Meara, Julia Orff, Payton Pomeroy, Lindsey Spindel, Lucy Wiklund

**Maintenance Forman** – John Schiloski

**Maintenance Crew** – Joseph Carlson, Derek Cerundolo, Brian St. John

**Projects Completed in 2021:**

**Lighting Projects**

The lighting upgrade projects continued into 2021. This work is ongoing and plans are in the works to upgrade the lights in the Classroom building in 2021 as well as add several exterior flood lights.

The project to re-wire the basketball and tennis court lights is still in progress. In 2019 BVT completed installation of all the buried conduit and wiring. New outlets were installed at each pole. Due to COVID-19 this project was delayed in 2020. We hope to complete this project in the Spring of 2022 and will also include the replacement of the 8 1kW metal halide lights with efficient LED fixtures.

**Town Beach**

The commission has continued work on the Town Beach focusing on the drainage issues first. Thanks to \$10,000 in funding through the Community Preservation Act we were able to hire an engineer to look at the drainage and landscaping at the beach. At the May 2021 Annual Town Meeting an additional \$10,000 in Community Preservation funds were approved for the initial drainage work.

Work began in the end of August, 2021. Two new catch basins were installed and a third was replaced. New curbing was installed along Taft Ave to collect water and direct it into the new drains. A raised crosswalk was also installed and the section of Taft Ave in front of the beach was repaved. At the same time, the access path to the right of the beach was widened and paved with gravel. This will allow for fire department access to water as well as create an unloading area for those using the boat launch. Mendon Parks would like to thank Alan Tetreault and the Mendon Highway Department who generously donated their time and labor to this project.

The next phase of this project will be focusing on the landscaping. The Commission plans request funding at the 2022 Annual Town Meeting and begin work at the end of the 2022 summer season.

### **Snack Shack & Beach Facilities**

In 2021 the floor in the Snack Shack and Beach Bathrooms was repaired with an epoxy coating. This new surface will be much more durable and easy to clean. New steel tables and shelving were purchased for the Shack. Plans for 2022 include ventilation improvements and new menu signage.

Thanks to scout Eddie Shea for his Eagle Scout project to improve and clean up the end of the boat ramp next to the beach. He installed granite curbing to help keep the crushed stone walking path from washing out into the lake. Additional his work to clear the ramp area was the inspiration for the additional public safety improvements described above.

Also thanks to scout Andrew Nagda, who's Eagle project was to design and build 2 kayak racks for the beach. The Commission plans to locate these in the cleared area on the boat ramp and rent space for storage of boats next summer.

### **Parks Fields & Facilities**

A home run fence was installed on Lowell Field by Nipmuc Youth Softball. The total cost was \$8,590. This fence will allow Lowell field to be used for Tournament play. Additional improvements to Lowell and Wagner field were also discussed in late 2021.

The aging batting cage on Pezzella Field was replaced with a double cage by Nipmuc Youth Baseball. The new cage has a crushed stone base eliminating the need for mowing inside the cage. The total cost was around \$15,000. The Parks Department also contributed an additional \$5,000 towards the site work. Nipmuc Baseball also installed new sun shades over the Grant Field dugouts to replace the structures that collapsed a few years back.

Four bat boxes were installed at the Beach, Grover Field, Veteran's Field, and Pezzella Field as part of a Girl Scout Silver Award project. Thanks to Kayla Aubut, Sophia Blalock, Bridget Klupa, and Eliza Kurze and congratulations on achieving the Silver Award.

*Mendon Parks would like to thank all the volunteers who donated their time and labor to help maintain and improve our fields. The great majority of the work done to keep these fields "game ready" is done by parent volunteers through the youth sports leagues. We are privileged to have a great partnership with the users of our fields and hope those relationships continue in the future.*

## **2021 Parks Department Program Updates:**

### **Snack Shack:**

The Snack Shack was open daily, 10am-7pm Mon-Sat, and 12pm-7pm Sun. This year saw an increase in general food sales back to pre-pandemic levels. Interestingly 2021 saw the highest food sales per person since we began tracking detailed analytics in 2007. For the 2<sup>nd</sup> year, lunch for the rec program was a set weekly menu which helped with productivity. We continued to improve the lunch ordering process for efficiency. Overall we saw profits rise back to pre-pandemic levels, just \$100 short of 2019.

<b>2021 Snack Shack P&amp;L*</b>	
Income	\$22,339.96
Payroll	\$9,410.59
Expenses	\$8,821.69
<b>Food Costs</b>	<b>39.49%</b>
<b>Profit</b>	<b>\$4,107.68</b>

*\*These figures are based on  
the 2021 calendar year  
(1/1/21 – 12/31/21)*

### **Field and Facility Use:**

Facility use mostly returned to normal in 2021. As in 2020, the coaches and volunteers for all the youth sports leagues worked tirelessly to provide safe recreation opportunities to our community despite all the challenges. Memorial Park, Veteran's Park, Clough Elementary School Field, and Grover Field were all in demand over the course of the season.

The Parks Dept. received and approved 37 permits for facility use representing approximately 4,000 hours of reserved field time. Hundreds of children of all ages participated in the many recreation offerings though the many athletic associations and leagues who call Mendon home. Our facilities were host to countless games and countless practices in the 2021 season.

The Scout Pavilion at Memorial Park was very popular as usual. Especially during these times, it provided an outdoor location for several programs normally held indoors including the Cub Scouts Pinewood Derby. There were 9 permits issued for events there in addition to the frequent use by the general public.

The Mendon Cultural Council funded the annual Blackstone Valley Community Concert Band Concert which took place on 8/12/21.

<b>FY2021 Facility Use P&amp;L*</b>	
Permits Issued in CY2021	37
Facility Use Fees Collected	\$3,111.50
<i>Capital Improvement Fee Waivers</i>	<i>\$2,568.00</i>
<i>Value of Capital Improvements</i>	<i>\$25,000.00+</i>
Income	\$3,111.50
Expenses <sup>1</sup>	\$15,623.05
<b>Loss</b>	<b>(\$12,511.55)</b>

*\*These \$ figures are based on the 2021 Fiscal Year  
(7/1/20 – 6/30/21)*

<sup>1</sup> – These expenses represent funds expended from the Parks Revolving account for field maintenance. Additional funds (not included) are provided by the Town towards the fields. These include \$1,700 for fertilization, \$1,600 for electricity, and other related funds.

***The Parks Commissioners would like to thank all the sports organizations who continue to go above and beyond in their efforts to maintain and improve our parks.***



### **Kids ‘N Us Summer Recreation Program:**

Our 2021 season was much improved over 2020. Participation returned to near pre-pandemic levels. We were able to build off of the planning and procedures implemented last summer to hold another fun and safe season despite the continuation of the COVID-19 Pandemic. We are grateful to our leadership team for all their hard work this summer. The Kids ‘N’ Us Rec Program provides an essential service to the community in the form of childcare and general recreation opportunities and we are pleased to be able to continue to offer our program to the community.

<b>2021 Summer Recreation Program P&amp;L*</b>	
Participants	226 kids
Daily Avg.	59 kids/day
Income	\$147,347.00
Payroll	\$80,008.51
Expenses	\$10,705.19
<b>Profit</b>	<b>\$56,633.30</b>

*\*These figures are based on the 2021 calendar year (1/1/21 – 12/31/21)*

We continued the use of the Clough School as a backup location for rain days. Thankfully we were able to make use of this facility for several days with threats of inclement weather. We were able to offer field trips again this summer including Walnut Hill Bowling, Regal Movies, Southwick’s Zoo, Aero Trampoline Park, Honey Pot Hill Orchards, and 2 inflatable rentals on-site. All regular activities resumed including swimming, games, arts & crafts and more. This year we focused on building on last year’s program and implementing new procedures to organize things. The COVID-19 pandemic forced us to re-evaluate our program and how it was structured. Building from these changes we implemented several changes to the program. We are now dividing by age into 3 groups of up to 30 kids. We developed a new block schedule for each group and staffing. We have decided to keep the drive-by/remote drop-off and pick-up procedures. We have also transitioned to 100% electronic payments. New in 2020 we required all participants to be pre-registered and pre-paid in full before attendance. These changes have helped reduce the administrative overhead so we can better focus on the kids. COVID-19 forced us to conduct interviews remotely over Zoom which proved to be much more convenient than in person interviews. In 2021 we look forwards to continuing improvements in the program hope to grow even further.



**At the time of printing, registrations for the 2021 season are open!**  
**[mendonma.gov/kids](https://mendonma.gov/kids)**

Parks Department Annual Report (*continued*)

### **Mendon Town Beach:**

The town beach opened full time for the season on June 20<sup>th</sup> and remained open daily 10am-7pm Mon-Sat and 12pm-7pm on Sun. until August 28<sup>th</sup> serving 2,165 patrons.

Swim Lessons were cancelled again in 2021 due to COVID-19. Unfortunately the beach did not see major improvements in 2021. Admissions actually decreased by 29 people compared to 2020. The Commission is planning a major project to upgrade the landscaping at the Beach and hope these improvements will help drive increased traffic. Additional plans for kayak rentals and additional summer events are also in the works.

There was one failed water quality test in June but the remainder of the summer was ok. An environmental survey of the Lake was commissioned and should be completed in the fall of 2021. We look forwards to reviewing the results with the Board of Health and Conservation Commission to continue to improve the beach.

The beach was open for 69 days in 2021, closing early 14 days for weather. Admission prices remained the same at \$2/person for Mendon residents, \$3/person for non-residents, and free for children 2 & under and seniors 60 & over. Season passes were \$50 for residents and \$125 for non-residents.

This summer the Town Beach was host to a series of summer concerts and events. We also had two children's concerts sponsored by the Taft Public Library.

#### **July**

7/18 (Mon) @6:30pm – Tow Jam Puppet Band - *Sponsored by the Taft Library*

#### **August**

8/2 (Mon) @6:30pm – Rolie Polie Guacamole Children's Concert - *Sponsored by the Taft Library*

8/4 (Wed) @ 6:30pm – Quintessential Brass Band - *ABMI 8 Summer Concert Series*

8/11 (Wed) @6:30pm – Morse Code - *ABMI 8 Summer Concert Series*

8/12 (Thurs) @ 6:00 pm – Blackstone Valley Community Concert Band

*-Sponsored by the Mendon Cultural Council*

8/14 (Sat) @ 8:30pm – FREE Movie Night - *Sponsored by Custom Home Reality*

8/18 (Wed) @6:30pm – Jesse Liam Band - *ABMI 8 Summer Concert Series*

<b>2021 Beach Usage*</b>	
Season Length	69 days
Mendon Residents	582
Non-Residents	1,184
Season Pass & Free*	735
*ages 2 & under / 60+	(13 passes sold)
<b>Total Usage</b>	<b>2,165</b>
<b>2020 Beach P&amp;L*</b>	
Admissions	\$4,716.00
Passes	\$1,150.00
Lessons	\$0.00
<b>Total Income</b>	<b>\$5,866.00</b>
<b>Guard Payroll</b>	<b>\$14,675.21</b>
<b>Loss</b>	<b>(\$8,809.21)</b>

*\*These figures are based on the 2021 calendar year (1/1/21 – 12/31/21)*

### **Thanks again to the generous sponsors of these events**

- The entire crew at ABMI Cable 8
- Custom Home Reality
- Taft Public Library
- Mendon Cultural Council

Parks Department Annual Report (continued)



## **2021 Parks Department Financial Report:**

Financial Statement for the Parks Dept Revolving Acct (M.G.L. Ch. 44 §53D)  
and the Mendon Town Beach Accounts for  
Fiscal Year 2020 (July 1<sup>st</sup>, 2020 – June 30<sup>th</sup>, 2021)

<b>Parks Revolving Account FY21 P&amp;L</b>	
<b>Opening Balance</b>	<b>\$ 56,055.87</b>
<b>Income</b>	
Kids 'N' Us Rec Program	\$ 107,890.91
Snack Shack	\$ 3,901.00
Field Use Fees	\$ 3,111.50
<b>Total Income</b>	<b>\$ 114,903.41</b>
<b>Payroll</b>	
Kids 'N' Us Rec. Prog. Payroll	\$ 66,000.21
Snack Shack Payroll	\$ 6,520.49
<b>Total Payroll</b>	<b>\$ 72,520.70</b>
<b>Expenses</b>	
Kids 'N' Us Rec. Program	\$ 6,394.36
Snack Shack	\$ 6,472.09
Town Beach	\$ 9,170.04
Field Maintenance & Facilities	\$ 13,602.78
Equipment Maintenance	\$ 2,176.80
Other Expenses*	\$ 7,950.96
(*software fees, credit card fees, office supplies, etc.)	
<b>Total Expenses</b>	<b>\$ 45,767.03</b>
<b>Closing Balance</b>	<b>\$ 52,671.55</b>
<b>FY21 Revolving Profit/Loss</b>	<b>(\$ 3,384.32)</b>

<b>Town Beach (General Fund) FY21 P&amp;L</b>	
<b>Income</b>	
Beach Admissions	\$ 5,459.00
Beach Season Passes	\$ 600.00
Swim Lesson Fees	\$ 0.00
<b>Total Income</b>	<b>\$ 6,059.00</b>
<b>Lifeguard Payroll</b>	<b>\$ 13,168.45</b>
<b>Beach Profit/Loss</b>	<b>\$ (7,109.45)</b>

<b>Revolving Account History</b>		
<b>Fiscal Year</b>	<b>P/L</b>	<b>Closing Balance</b>
2007		\$3,294.62
2008	\$1,143.52	\$4,438.14
2009	\$511.78	\$4,949.92
2010	(\$1,557.67)	\$3,392.25
2011	\$2,263.65	\$5,655.90
2012	\$4,625.59	\$10,281.49
2013	(\$355.20)	\$9,926.29
2014	(\$1,463.67)	\$8,462.62
2015	\$395.63	\$8,858.25
2016	\$20,949.78	\$29,808.03
2017	(\$16,338.30)	\$13,469.73
2018	\$25,994.59	\$37,464.32
2019	\$51,60.06	\$42,624.38
2020	\$13,431.49	\$56,055.87
2021	(\$3,384.32)	\$52,671.55

Respectfully Submitted,

### **Mendon Board of Parks Commissioners:**

Thomas Belland, *Chairman*  
AJ Byrne  
Dan Byer

Parks Department Annual Report (*continued*)