



**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)

---

**Meeting Date:** 2/15/2023  
**Meeting Location:** Hybrid  
**Minutes Approved:** 3/3/23

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

**Members Absent:**

**Parks Director:** Dan Byer

**Others:**

*The meeting was called to order at 11:37 with All 3 in attendance remotely.*

**AJ made a motion to approve the minutes of 1/10/23, Tom seconded and all approved.**

Tom asked about the issue in front of the basketball court. Some kids dug it up and made a bike jump. Dan said he was trying to coordinate delivery of some mulch for the playground with the labor to spread it and fix that area. Tom is concerned it is a safety issue, AJ agrees. Dan will work on getting someone out to fill it in.

The commission discussed the beach project. They reviewed the 2<sup>nd</sup> invoice from Shawn for work completed. Tom asked about the materials line. Dan will check in with Shawn. All are in favor.

**Tom made a motion to approve the invoice pending a response from the contractor with detail on the “materials” line,, AJ seconded and all approved.**

The commission reviewed the change orders on the beach project. Tom asked about the 3<sup>rd</sup> set of stairs. Tom talked to Shawn and he can do the digging for the sump pump in the basement if we supply the pump. Shawn will also repair the damage to the outfall channel.

The commission discussed the playground. Dan is trying to get pricing. He has 1 vendor that has responded. He has contacted a few more.

The commission discussed the fence. Dan reached out to North Smithfield fence to confirm their pricing and get the job on the schedule.

The commission discussed the budget hearing. They reviewed the proposal for the maintenance garage building and the budget.. Tom asked Dan to print copies.

The commission discussed the courts. Dan is getting pricing.

The commission discussed the maintenance crew and hiring. Aiden and Brian are interested in returning. We haven't heard from Chris yet. They discussed the foreman position. Tom suggests we create a "crew lead" position as we do need someone to lead the crew even if it's not a full foreman. They reviewed a draft job description and edited it. Tom suggests we post anyways and see if anyone else applies.

### Maintenance Crew - Lead – Seasonal, 30-40 hours/wk.

The Mendon Parks Department is seeking a lead person for our maintenance crew. The Parks Maintenance Crew is responsible for maintaining all Parks facilities, Town buildings, monuments, and islands. The lead person is responsible for running and supervising the maintenance crew of 3-4 members, while working alongside them, scheduling work and employees, and ensuring all maintenance tasks are completed in a safe and timely manner.

The ideal candidate should be hardworking and driven, responsible, enjoy working outside, and take pride in their work. They should have some leadership experience as well as experience running basic landscaping equipment (ride-on mowers, driving a truck and trailer, string trimmer, as well as basic hand tools)

Regular hours are 7am-3:30pm Mon-Fri 5 days a week starting when school ends in June and running through August. Additional hours available starting in May and continuing into the fall for those available earlier. Some flexibility with scheduling is available but preference will be given to applicants with open availability.

**Job Requirements:** Applicants must be at least 18 years old by the start of their employment. Valid driver's license required. Duties include operating lawn care and landscape machinery and hand tools, driving a truck and trailer, overhead lifting of 50+ lbs, and working outside in all weather. This is a seasonal position with no benefits.

**Salary** \$16-\$18/hr depending on qualifications and experience.

*The meeting was adjourned at 12:45 pm.*