



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

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Meeting Date: 8/11/16
Meeting Location: Parks Building "Classroom"
45 Taft Ave., Mendon, MA
Minutes Approved: 10/6/2016

Members Present: Dan Byer, AJ Byrne, Tom Belland

Parks Director: Dan Byer

Others: Tyler Cameron (Maintenance Supervisor), Paul Beera (Rec Program Counselor candidate)

The meeting was called to order at 7pm.

AJ made a motion to approve the minutes of the 6/13 and 6/30 meetings. Tom seconded and all approved.

The commission interviewed with Paul Beera. Dan explained that due to vacations and increased enrollment there is a need for additional staffing for the rec program. Paul was recommended by Alan as he has worked with him at sports camps before. Paul stated he has no formal work experience; he has experience with sports camps and National Honor Society.

AJ made a motion to hire Paul Beera at a rate of \$10 per hour pending the receipt of clear background checks, Tom seconded and all approved.

The commission discussed the Parks maintenance with Tyler. Dan explained that due to the drought conditions they made the decision to cut back hours. There is little to no work available and the crew has run out of projects. The commission discussed that hours have always been dependent on the workload. They also agreed to make sure we clarify things upfront in future seasons. The commission discussed several minor projects. It was agreed that we will offer some extra hours to the crew members as things come up.

The commissioners asked Tyler for feedback on the season. Tyler explained some of the issues that came up. Tyler felt that it was difficult to manage the crew, they were not receptive to criticism and there was an overall lack of respect. The commission discussed issues with hiring millennials and the changes in work ethic. Tom and AJ offered suggestions to Tyler on supervising staff. Dan explained that we will need to work on our policies over the fall to make sure we have better systems in place. The commission agreed that we need to be more hands on with the maintenance crew. AJ and Tyler both suggest we set up some meetings with the crew and commission to review our expectations.

Dan also discussed the issues this summer with equipment breaking down. Dan explained that he will be working over the off-season to better organize parts and maintenance to help with these issues. Tyler felt that it was hard to balance equipment maintenance with leading the crew. All agreed that we will

involve Tyler in the hiring process. Dan explained that by changing the Parks Director position to full time, he will also be able to work with the crew for the first month to set things up. Dan, AJ, and Tom all expressed that they felt that Tyler did an excellent job this summer.

The commission discussed the purchase of new mowers. Dan explained that the current machines are almost 20 years old and failing. Alan Tetreault did some research and has gotten some quotes on new equipment. The recommendation is to purchase a new 60" or 72" zero-turn riding mower along with a 36" or 48" stand-on mower. The commission discussed the sizes and needs. Tyler and Dan explained that these mowers will be way more efficient than our existing equipment. Dan reviewed our current line-up. They asked for Tyler's input on the needs as well as the crew size. Tyler thinks 3 or 4 will be sufficient with newer equipment. Dan also got a price on a replacement walk-behind. He recommends approaching the town for funding for the 2 new mowers in November and then using parks funds to replace our existing walk-behind when it fails. AJ and Tom questioned the benefits of a stand-on mower versus a walk behind. Dan and Tyler feel they will be faster and more useful. However there are concerns about the banking at Grover field and some cemeteries. A stand-on mower may not work on the steep hills. We will need to do some more research. Dan explained we have a surplus in the maintenance salary account from the drought and can contribute funds from revolving. They also discussed obtaining other quotes from Kubota.

The commission agrees that we need to move forwards with new equipment. *Dan will get more information for the next meeting.*

The commission discussed the potential re-location of the parks maintenance headquarters from Highway. Dan explained that there is some possibility of us being able to move into the rectory garage next to the new library or the former Miscoe Springs Bottling Plant. He is not sure on the details as both sites have some complications. Tyler discussed the needs for space for equipment as well as a separation from Highway. The committee will discuss further when more information is available.

Tom, AJ and Dan all thanked Tyler for his work this summer.
Tyler left the meeting.

The commission discussed the Lake Nipmuc water issues. Dan updated the board on the results of the last Board of Health meeting. They are going to move the water testing to Wednesdays to avoid possible higher contamination levels from weekend activity. They will also do a new "composite" test. This will allow them to take 4 samples and mix them first before testing to get a better average result. Finally they reviewed the law and discovered we need 2 consecutive failures to force a closure. This means if a 2nd test 24 hours later is clear, we don't have to close. Dan also shared that the BOH has been maintaining records of septic systems on the lake. Most of the houses near the beach are in compliance. Tom is still concerned about the storm run off by the beach access. Dan said the BOH will test there as well.

Dan reviewed a new issue with the well at Memorial Park. There have been some issues with failing tests for total coliforms. Tim Watson reached out to Dan and said he will have to do an assessment per DEP. He thinks the well is not connected properly and there is a possibility we may need to replace the line from the bathrooms to the well to correct it. He is going to pull together more information and will report back to the board. Tom and AJ are concerned that we stay on top of this so we are not blind sighted.

The commission discussed Clough Field. The well is overflowing and flooding the field. In addition there were issues with the irrigation system. Dan explained the school has repaired the irrigation system. The commission agrees that this may help the flooding issue by drawing down the well. Tom and AJ don't agree that we should fund repairs to the field. Tom would like to know if the well can be capped rather than installing drainage. *Dan will get more info.*

The commission discussed the Tetreault Field project. The quote from Eric Peterson came back at \$39,680. Tom will work with him to see if they can get it under \$35K. Dan is still trying to contact Diamond Athletic.

The commission also discussed the volleyball court. Tom got a quote of \$8,750 to expand it to regulation standards. The commission agrees that we would like to see this done but need to finish the field first.

Dan updated the board on an issue with the irrigation at Grover field. We have discovered a leak that will need to be replaced. It appears that the line may have been damaged when it was de-winterized. Dan will get this taken care of.

Dan updated the board on the basketball court lights. He has met with Dennis Ceruti to review the project. They are exploring the possibilities of installing LED lights using green communities funding. Dan will keep looking in to it and update the board.

Nipmuc Youth Football is looking to use Clough Field on 8/15 for practice. The commission agreed as long as they make sure it is only for 1 day. The fee will be \$25.

Facility Use application on file in parks office.

The Mendon Cub Scouts would like to use the Pavilion for an event on 5/19/17 and Tetreault Field on a weekend day TBD for their rocket launch. The commission agreed and will waive the fee.

Facility Use application on file in parks office.

Dan discussed an issue with facility use fees. There were a number of groups that cancelled this season creating a lot of work. He would like to have us charge a deposit. The commission discussed and agreed on a \$20 non-refundable deposit to hold the space.

The commission discussed the summer programs. Dan is just waiting on the final numbers from the bus company along with a few remaining payments to close out the books. AJ stated he saw a lot of positive feedback on Facebook. Both Tom and AJ heard good things about the program. All agreed we are moving in the right direction.

Dan discussed a possible raise for one of the rec program counselors. Alan DeAngelis has recommended we offer Katherine Machione a bonus or raise as a thanks for all the hard work she has done this summer. He felt that she really stepped it up and helped out whenever needed. The commissioners agreed that she is a really good employee. After some discussions with Alan, Dan explained that they would like 2 assistant directors for next summer and Katherine should be one of them. He would also like to offer her a raise, retroactive to June. Tom and AJ both stated they have an issue with something being retroactive as it will create a bad precedent and wouldn't be fair to other employees. After further discussion they agreed to offer her a raise to \$12.50 for the last 3 weeks. They also recommend offering her the assistant director position for 2017.

The meeting was adjourned at 8:45pm

Cashflow	
Total Admissions Sales	\$2,815.00
Passes	
Total Pass Sales	\$1,375.00
Total Pass Expense	\$0.00
Total Pass Profit	\$1,375.00
R-Passes Income	\$750.00
R-Passes Expense	\$0.00
R-Passes Profit	\$750.00
NR-Passes Income	\$625.00
NR-Passes Expense	\$0.00
NR-Passes Profit	\$625.00
Usage	
Total Admissions	1641
ALL Patrons	
Total	1641
Weekdays	1102
Weekends	539
AVG per Day	26
AVG per Weekdays	25
AVG per Weekend	31
MAX per day	110
Resident	
Total	635
Weekdays	432
Weekends	203
AVG per Day	9
AVG per Weekdays	8
AVG per Weekend	11
MAX per day	48
Non-Resident	
Total	515
Weekdays	309
Weekends	206
AVG per Day	7
AVG per Weekdays	6
AVG per Weekend	11
MAX per day	48
Passes	
Total	491
Total R-Passes	0
Total NR-Passes	0
Weekdays	361
Weekends	130
AVG per Day	10
AVG Per Weekdays	10
AVG per Weekend	9
MAX per day	32

Ignore this section, I haven't pulled the report to update the individual pass usage yet....

Revolving Account Totals - 2016

Week	Shack				Camp				GRAND TOTAL
	Income	Expense	Payroll	Profit	Income	Expense	Payroll	Profit	
1 6/19	\$ 666.88	\$ 637.83	\$ 731.00	\$ -701.95	\$ 371.23	\$ 371.23	\$ 2,407.25	\$ -2,407.25	\$ -3,109.20
2 6/26	\$ 924.92	\$ 322.72	\$ 591.25	\$ 10.95	\$ 5,255.00	\$ 435.06	\$ 2,714.88	\$ 2,105.07	\$ 2,116.02
3 7/3	\$ 574.02	\$ 155.24	\$ 465.75	\$ -46.97	\$ 4,455.00	\$ 86.02	\$ 2,598.88	\$ 1,770.11	\$ 1,723.14
4 7/10	\$ 1,261.35	\$ 340.50	\$ 532.75	\$ 388.10	\$ 6,680.00	\$ 447.60	\$ 2,683.25	\$ 3,549.15	\$ 3,937.25
5 7/17	\$ 1,412.10	\$ 498.16	\$ 585.50	\$ 328.44	\$ 7,070.00	\$ 123.30	\$ 2,706.00	\$ 4,240.70	\$ 4,569.14
6 7/24	\$ 1,564.86	\$ 512.34	\$ 655.00	\$ 397.52	\$ 5,915.00	\$ 74.11	\$ 3,292.50	\$ 2,548.39	\$ 2,945.91
7 7/31	\$ 903.14	\$ 312.82	\$ 533.50	\$ 56.82	\$ 5,655.00	\$ 369.39	\$ 2,667.63	\$ 2,617.99	\$ 2,674.81
8 8/7	\$ -	\$ 232.02	\$ -	\$ -	\$ 5,365.00	\$ -245.00	\$ 3,106.25	\$ 2,503.75	\$ 2,503.75
9 8/14	\$ -	\$ -	\$ -	\$ -	\$ 6,230.00	\$ -275.00	\$ 2,868.63	\$ 3,636.38	\$ 3,636.38
10 8/21	\$ -	\$ -	\$ -	\$ -	\$ 5,965.00	\$ -295.00	\$ -	\$ -	\$ -
AVG	\$ 730.73	\$ 301.16	\$ 409.48	\$ 43.29	\$ 5,296.12	\$ 109.17	\$ 2,504.53	\$ 2,056.43	\$ 2,099.72
TOTAL	\$ 7,307.27	\$ 3,011.63	\$ 4,094.75	\$ 432.91	\$ 52,961.23	\$ 1,091.71	\$ 25,045.25	\$ 20,564.27	\$ 20,997.18
				\$ 200.89				\$ 26,824.27	

REVOLVING PROFIT \$ 20,997.18

Current as of: 8/11/16 1:08 AM

\$432 is the current total. These are different because the weeks aren't all complete.

These are lunches that have been prepaid but not yet sold to the camp. These numbers will move over to the Shack Income column once sold.

Also we have not yet gotten the bill from the bus for the field trips, that increase expenses by around \$2,000

\$20K is the current total again, will match when weeks are all complete

Daily Count as of : 8/11/2016 1:17						
		Monday	Tuesday	Wednesday	Thursday	Friday
W1	ALL	7	7	17	21	20
	FULL	7	7	17	20	20
	AM	0	0	0	1	0
	PM	0	0	0	0	0
W2	ALL	26	27	30	24	30
	ALL	26	27	30	24	30
	AM	0	0	0	0	0
	PM	0	0	0	0	0
W3	ALL	17	26	40	33	25
	ALL	17	26	36	33	25
	AM	0	0	4	0	0
	PM	0	0	0	0	0
W4	ALL	28	35	42	40	30
	ALL	28	35	42	40	30
	AM	0	0	0	0	0
	PM	0	0	0	0	0
W5	ALL	28	39	45	44	32
	ALL	28	39	45	44	32
	AM	0	0	0	0	0
	PM	0	0	0	0	0
W6	ALL	34	34	32	33	22
	ALL	31	34	32	32	21
	AM	3	0	0	1	1
	PM	0	0	0	0	0
W7	ALL	23	32	34	32	26
	ALL	23	30	34	32	26
	AM	0	2	0	0	0
	PM	0	0	0	0	0
W8	ALL	25	33	31	30	23
	ALL	25	33	31	30	23
	AM	0	0	0	0	0
	PM	0	0	0	0	0
W9	ALL	27	34	41	36	29
	ALL	27	34	41	36	29
	AM	0	0	0	0	0
	PM	0	0	0	0	0
W10	ALL	27	33	38	34	29
	ALL	27	33	38	34	29
	AM	0	0	0	0	0
	PM	0	0	0	0	0
AVG	ALL	24.2	30	35	32.7	26.6
	ALL	23.9	29.8	34.6	32.5	26.5
	AM	0.3	0.2	0.4	0.2	0.1
	PM	0	0	0	0	0

Total Registered	117
Average per Day	29.7
Max per Day	45
Average per Week	148.5
Average Age	8.02

Town	#	%
Mendon	59	50%
Upton	13	11%
Uxbridge	20	17%
Hopedale	8	7%
Milford	3	3%
Oxford	2	2%
Northbridge	4	3%
Blackstone	2	2%
Chelsea	1	1%
Douglas	2	2%
Franklin	1	1%
Millville	1	1%

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	2009	2008	2007	2006	2005	2004	2003	2002
Income	\$13,620.00	\$7,620.00	\$40,995.00	\$39,980.00				
Payroll	\$10,837.75	\$5,985.00	\$2,493.50					
Expense	\$150.48							
Profit	\$2,631.77	\$1,635.00						
Camp Directors	Lauren	Lindsey	Lindsey	Lauren	Anthony?	Leslie	Leslie	Leslie
Total Registered Kids	43	14	39	53?	81			
Camp Avg / Day	10	5	19	?	28			
Max/Day	15	7	30	?	43			
Camp Avg / Week	50	29	92	46	135			
Average Age								

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	2016	2015	2014	2013	2012	2011	2010
Income	\$52,961.23	\$ 42,987.50	\$17,350.00	\$16,795.00	\$12,820.00	\$6,900.00	\$17,884.00
Payroll	\$25,045.25	\$ 14,832.77	\$11,082.27	\$9,065.75	\$8,226.00	\$7,073.63	\$11,336.75
Expense	\$ 1,091.71	\$ 3,468.71	\$1,292.17	\$1,559.06	\$523.06	\$128.33	\$1,241.87
Profit	\$26,824.27	\$ 24,686.02	\$4,975.56	\$5,930.19	\$4,070.94	\$ -301.96	\$5,305.38
Camp Directors	Alan	Alan	Alan	Alan	Alan	Alan	Danielle
Total Registered Kids	117	110	45	39	27	24	44
Camp Avg / Day	29.7	23	11	10	10	6	10
Max/Day	45	28	16	17	12	9	14
Camp Avg / Week	148.5	114	54	49	49	29	48
Average Age	8.02	8.09	7.67				

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2001	2000	1999	1998	1997
Pat Allen	McInnis	McInnis	McInnis	McInnis

Beach Account Totals

Week	Beach Income			Expenses - Payroll		TOTAL
	Admission	Passes	Lessons	Guards		
0	6/12/16 \$ 0.00	\$ 0.00	\$ 0.000	\$ 126.75	\$ -126.75	
1	6/19/16 \$ 385.00	\$ 633.00	\$ 0.000	\$ 1,081.75	\$ -63.75	
2	6/26/16 \$ 345.00	\$ 652.00	\$ 1,132.500	\$ 1,356.50	\$ 773.00	
3	7/3/16 \$ 224.00	\$ 40.00	\$ 1,132.500	\$ 843.13	\$ 553.38	
4	7/10/16 \$ 410.00	\$ 100.00	\$ 0.000	\$ 1,033.50	\$ -523.50	
5	7/17/16 \$ 669.00	\$ 0.00	\$ 595.000	\$ 1,385.88	\$ -121.88	
6	7/24/16 \$ 535.00	\$ 50.00	\$ 595.000	\$ 1,700.25	\$ -520.25	
7	7/31/16 \$ 247.00	\$ 0.00	\$ 0.000	\$ 832.25	\$ -585.25	
8	8/7/16 \$ -	\$ 0.00	\$ 297.500	\$ 1,422.25		
9	8/14/16 \$ -	\$ 0.00	\$ 297.500	\$ 1,330.13		
10	8/21/16 \$ -	\$ 0.00	\$ 0.000	\$ 1,065.75		
AVG	\$ 255.91	\$ 134.09	\$ 368.18	\$ 1,107.10	\$ -76.88	
TOTAL	\$ 2,815.00	\$ 1,475.00	\$ 4,050.00	\$ 12,178.13	\$ -615.00	

Current as of: 8/11/16 1:08 AM