

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, February 27th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

### **PARKS 2/27/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Meet with Dave Lewcon, Uxbridge/Pout Pond to discuss combining the swim lesson programs
4. Approve 2014 Kids'N'Us Rec program and Swim Lesson forms, policies, and prices
5. Update on summer employees
6. Update on Maintenance Supervisor position
7. Update on CPC Tennis and Basketball Court projects
8. Update on re-keying parks locks
9. Update on parks electrical
10. Discuss Baseball (Pazella) Concession Stand
11. Softball spring field use approval
12. Softball proposed new field discussion
13. Softball water project discussion
14. Chuck Scharnagle, discuss parks budget and funding
15. Items not reasonably anticipated 48 hours in advance of the meeting.
16. Adjourn



Mark Reil  
Chairman

Joe Flaherty  
AJ Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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**Meeting Date: 2/27/14**  
**Meeting Location: Planning Board Room, Town Hall**  
**Minutes Approved: 3/20/2014**

**Members Present: Mark Reil, Joe Flaherty, AJ Byrne**

**Parks Clerk: Daniel Byer**

**Others: Tom Belland (Jr. Baseball), Chuck Scharnagle, Steven Orff (NYS Pres.), Ricky Adams (NYS), Bill Casey (NYS), Dave Lewcon (Uxbridge Con Com, Pout Pond)**

Called to order at 5:05pm.

The board reviewed the minutes from the prior meeting (12/18/13)

**AJ made a motion, Joe seconded, and all approved the minutes.**

Chuck Scharnagle and Tom Belland met with the board to discuss the Parks's budget and issues with the fields. They stated that they were not happy with the current status of the fields in Mendon. They also expressed interest in increasing the Parks Dept. budget. Mark Reil asked them what specific issues that would like to see addressed. Items mentioned included: lights, paving the Millville St lot, electronic scoreboards, and better fertilization/grub control. Joe and Mark explained how the Parks budget is determined and that we are basically level funded. Joe also explained that the Dept's responsibilities extended beyond baseball fields. Mark explained the CPA and mentioned that any citizen was eligible to apply for funding. Dan asked Tom and Chuck to communicate any field issues to him so they can be addressed in a timely manner. Dan will also talk to Diamond (fertilization co.) to discuss the grub problem.

Steve Orff discussed the proposed Nipmuc Youth Softball (NYS) project at Lowell field. The current proposal was to renovate the infield and create a new "t-ball" field pending the availability of water at the softball shack. At one point they were told they could "tap-off" the existing beach line. After some research Dan determined that the cost to connect the softball shack would be \$11,900 and it would be cheaper to install a new well.

After discussion it was determined that both Parks and NYS should jointly file an application for CPA funding. NYS will contribute the \$10,000 for the field renovations and they will ask CPC to fund the cost of installing the well. Dan will work on the application and check with Steve before submitting it.

The board also discussed alternative locations for the proposed new "T-Ball" field. Steve suggested the outer right field [of Lowell] as a possibility. The board asked him to mark it out when the snow thaws.



The board discussed NYS' field use request.

**Joe made a motion, AJ seconded and all approved.**

Dave Lewcon met with the board to discuss combining lesson programs with Pout Pond in Uxbridge. He stated that their program is taking up too much of their efforts and he feels that it is competing with ours. He proposed that Uxbridge will cancel their lesson program and instead promote Mendon's. In exchange Mendon Parks will offer the same "resident" rate to Uxbridge Residents.

**Joe made a motion to offer Uxbridge, MA residents the same rate as Mendon Residents, AJ seconded, and all approved.**

The board discussed the rates for the Summer 2014 swim lesson program. They agreed to leave them the same (\$65/child for Mendon/Uxbridge Residents, and \$75/child for non-residents) They also reviewed the 2014 Lesson registration (**EXHIBIT A**)

**Joe motioned, AJ seconded, and all approved.**

Dan asked the board to review the 2014 Kids'N'Us Rec Program registration and policies. (**EXHIBIT B**) They agreed also leave the Rec Program fees the same (\$150/wk, \$40/day)

**Joe motioned, AJ seconded, and all approved.**

Dan went over the updated policies including "make-up days" and new regulations regarding Christian's Law and lifejackets. Dan also mentioned that the board should ask Town Council to review their forms and liability waivers. The board agreed. Dan will submit the paperwork to Diane to send to Town Council.

***AJ left the meeting at 6:30pm.***

Dan updated the board on the hiring process for 2014. There are several employees interested in returning and several new applicants. No one has applied for the Snack Shack position, and we still need 2 more lifeguards.

The board discussed the Maintenance Supervisor position. Dan informed the board that Jim may take an offer to work full-time for Highway. If this happens the board needs to have a backup plan. Mark offered to look into the matter and see what was happening. Joe mentioned that it might make more sense to keep Jim for this summer to give parks time to find a replacement.

The board discussed the baseball concession stand. Baseball wants Parks to take over their concession stand. Joe stated that he was willing to give it a shot for one year to see if it is viable. Dan stated that there may be an issue in receiving a Health Permit. He will discuss with the Board of Health for more information.

Dan stated that he is still waiting on a quote from Blackstone Valley Locks on the re-keying project.

**Items not anticipated 48 hours prior to the meeting:**

The Board discussed the field use request from the Blackstone Valley Community Concert Band. They received a grant for the 3<sup>rd</sup> year from the Mendon Cultural Council to perform at the Pavilion in Memorial Park. **Ethics: Dan disclosed that he was a member of this volunteer, non-profit group.** The Board stated that they would not charge a use fee.

**Joe made a motion, Mark stepped down and seconded, and both approved.**

Dan discussed possible advertising ideas for the summer programs. Joe mentioned the possibility of adding signs on the entrances to Taft Ave. and Millville St. Dan also mentioned a plan to replace the Beach Rules Sign.

**The meeting was adjourned at 6:50pm**



# Mendon Parks Department Swim Lesson Program Registration **DRAFT**



Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Indicate below the session you would like to sign up for. All lessons are **45 minutes** in length. Lessons run Monday through Thursday, with Friday used as a make up day in case of inclement weather.

Please be aware that class size is limited and availability is on a first come basis.

Session will be reserved when payment is received in full.

<b>Session I: July 8 – July 18</b>	<i>Paid</i>
9:00 - 9:45 AM – <b>Level 3</b> _____ or <b>Level 5</b> _____	
10:00-10:45 AM – <b>Level 2</b> _____ or <b>Level 4</b> _____	
11:00-11:45 AM – <b>Level 6</b> _____ or <b>Level 1</b> _____	
<b>Session II: July 22 – August 1</b>	<i>Paid</i>
9:00 - 9:45 AM – <b>Level 3</b> _____ or <b>Level 5</b> _____	
10:00-10:45 AM – <b>Level 2</b> _____ or <b>Level 4</b> _____	
11:00-11:45 AM – <b>Level 6</b> _____ or <b>Level 1</b> _____	
<b>Session III: August 5 – August 15</b>	<i>Paid</i>
9:00 - 9:45 AM – <b>Level 3</b> _____ or <b>Level 5</b> _____	
10:00-10:45 AM – <b>Level 2</b> _____ or <b>Level 4</b> _____	
11:00-11:45 AM – <b>Level 6</b> _____ or <b>Level 1</b> _____	

- Session rate: **\$65** per child per session for **Mendon & Uxbridge Residents\***  
**\$75** per child per session for **Non-Residents**

Please make checks payable to the **Mendon Parks Department**.

- All payments are due one week prior to the week your child will be attending to ensure a spot will be held.
- All payments are **Non-Refundable**.
- Lesson will only be cancelled in the event of severe weather (Pouring Rain, Thunder)
- All make-up lessons (due to inclement weather) will be held on the **Fridays** your child is in session.
- They will follow the same time frame as your child's original lesson.
- Any child under the age of 12 must be accompanied by a parent or guardian during the lesson program.

**Cancellations will be emailed and posted to our Facebook and Twitter**

**[www.facebook.com/MendonParks](http://www.facebook.com/MendonParks)**

**[@MendonParks](https://twitter.com/MendonParks)**





# Mendon Parks Department Swim Lesson Program Emergency Information Form



Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone:(Cell Preferred): \_\_\_\_\_ Email Address: \_\_\_\_\_

List two persons to contact in case of emergency;  
Someone who will be available to pick up your child

First Contact's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Second Contact's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## Insurance and Medical Information

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Known Medical Conditions: \_\_\_\_\_

## Consent for Medical Treatment of a Minor

As parent or legal guardian of the above named child, I hereby give my consent for emergency medical care prescribed by a duly licensed Physician. This care may be given under whatever conditions are necessary to preserve life, limb or well being of my dependent.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH PAYMENT TO:**

Mendon Parks Department  
20 Main Street  
Mendon, MA 01756

## **General Liability Waiver**

The Mendon Parks Department staff members make every effort to conduct safe programs, to orient and support children, and to inform families of inherent risks. Some activities may involve risks that children do not routinely encounter at home. Risk management is an essential element of all the activities offered. While we anticipate that these efforts will ensure the wellbeing of each child, we are also aware that it is neither possible to foresee every contingency nor to eliminate all risk.

I understand that program activities may include, but are not limited to: hiking on uneven terrain, playing active games, participating in activities near water, and swimming. The program newsletter, brochure, or information packet will inform you of special activities including field trips and transportation to and from those trips.

Other risks may be inherent in program activities. I acknowledge that such risks exist, and I hereby agree on behalf of my child to assume such risks. Further, on behalf of my child, I hereby release and forever discharge, and agree not to sue, and agree to indemnify and hold harmless the Town of Mendon and the Mendon Parks Department and its officers, directors, employees, and volunteers and each of them, from and against any and all liabilities and obligations of every kind and description, which I shall or may have against them or any one or more of them arising out of, or in connection with, my child's participation in the Mendon Parks Department's programs and activities, including, but not limited to, for any personal injury that my child may suffer while participating in the Mendon Parks Department programs and activities, excepting in the case of gross negligence.

I understand and agree on behalf of my child that my child shares the responsibility for safety during Mendon Parks Department programs and activities, and I personally assume on behalf of my child that responsibility. I understand and certify that my child's participation in the Mendon Parks Department programs and its activities is completely voluntary, and that I have become familiar with the program activities in which my child may participate, as described in the Agreement of Terms or camp newsletter, brochure, or information packet.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Mendon Parks Department Kids 'N Us Summer Program Registration 2014



Please fill out separate forms for each child.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program hours are **8:00 am – 4:00 pm** Monday – Friday.

	Date	Theme	M	T	W	Th	F	Lunch Y/N	Paid
1	June 23 - 27	Camp Carnival							
2	June 30 – July 3* (\$120 for week)	Holiday Week							
3	July 7 - 11	Animal Planet							
4	July 14 - 18	Inventor's Workshop							
5	July 21 - 25	Medieval Knights							
6	July 28 - Aug 2	Sports Extravaganza							
7	August 4 - 8	Nature Explorer's							
8	August 11 - 15	Mad Science							
9	August 18 - 22	Game Show Mania							

**\*Closed July 4**

Weekly rate: **\$150/week**

Daily rate: **\$40/day**

Lunch is available at an additional cost of **\$5/day** or **\$25/week**.

Make checks payable to the **Mendon Parks Department**.

**Full payment due PRIOR to your child's first day.**

- Open to children entering Kindergarten through 8<sup>th</sup> grade in the fall of 2013
- All Field Trips are **included** in the cost.
- Swimming Daily (weather permitting)
- All payments are **Non-refundable**.



**[www.facebook.com/KidsNUsRecreationProgram](http://www.facebook.com/KidsNUsRecreationProgram)**

# Kids 'N Us Rules and Policies

## Attendance & Illness Policy

**All payments are NON REFUNDABLE.** In case of illness we will allow up to 3 make-up days per child per season. Additional absences or extenuating circumstances will be handled on a case-by-case basis by the Parks Board.

Initial: \_\_\_\_\_

## Late Pick-up Policy

**The Kids 'N' Us Recreation program ends at 4pm.** We ask that you plan your departure from work to allow time for unforeseen traffic or other delays, and that you arrange for an authorized person to pick up your child(ren) if delays are severe. The person who picks up the child at the end of the day will be asked to sign an acknowledgement of his/her arrival time, and late charges will be determined according to that time. This policy is in effect for the entire time your child is enrolled, with "late pick-ups" accumulating from the child's entrance until the child's withdrawal from Kids 'N Us Recreation Program.

### **Fee Schedule:**

**1<sup>st</sup> offense:** 4:15pm-4:30pm - \$10, \$1/min after 4:30pm  
**2<sup>nd</sup> offense:** 4:05pm-4:15pm - \$15, \$1/min after 4:15pm  
**3<sup>rd</sup> offense:** \$2/min after 4:05pm

**All late pickup fees must be paid in full before your child may return to the program.**

They can be paid in cash or check made out to the Mendon Parks Dept.

I understand the Kids 'N Us Recreation Programs late pick up policy and agree to pick up my child by **4pm** or pay any applicable fees according to the charges listed above.

Initial: \_\_\_\_\_

## Swimming Policies

In accordance with Christian's Law (MLG c. 111, §127A½) Coast Guard approved PFD's (Personal Flotation Devices) are available for children that are non-swimmers\* or at-risk swimmers. Children may also bring their own Coast Guard approved PFD's. The Mendon Town Beach DOES NOT allow other flotation devices (water wings, noodles, etc.) other than Coast Guard approved devices.

**All program participants will be swim tested at their first swimming session to assess their swimming abilities.**

Initial \_\_\_\_\_

My child must wear a PFD at all times while swimming.

Yes\_\_\_ No\_\_\_

My child has my permission to swim past the shallow docks (4ft deep)

Yes\_\_\_ No\_\_\_

My child **is not** a "non swimmer\*" and has my permission to swim to the far dock. **Yes\_\_\_ No\_\_\_**  
(Water is approximately 8-14ft deep and lifejackets are not allowed at the far dock)

*\*a "non-swimmer" is someone who is unable to complete Level 3 of the Red Cross' Swim Lesson Program.*

## **Food & Beverage Policies**

Morning and afternoon snacks are included. Lunch may be purchased from the Snack Shack or brought from home. Children will be allowed to purchase **one** additional lunch item and **one** additional snack item from the Snack Shack. Please do not send your children with large amounts of money, as they will be unable to make additional purchases.

**My child has a food allergy. (Specify: \_\_\_\_\_) Yes\_\_\_ No\_\_\_**

**Initial:\_\_\_\_\_**

## **Sunscreen Policy & Procedures**

I give permission for the Kids 'N Us recreation staff to help apply sunscreen to my child and understand the following:

1. Sunscreen should be applied in the morning, before my child arrives at Kids 'N Us.
2. Each child needs his/her own bottle of sunscreen. Please put name of child on bottle.
3. Children will apply their own sunscreen (with staff assistance).
4. Kids 'N Us suggests nightly baths to remove sunscreen before bedtime.

**Initial:\_\_\_\_\_**

## **Field Trips**

All field trips are included. Attendance is mandatory for everyone signed up for the day. Transportation will be provided by bus. A permission slip will be sent home the week before.

**The deadline to sign up for field trips is 4pm Friday the week before.**

**Late sign-up's will permitted at the discretion of the Recreation Director.**

**Initial:\_\_\_\_\_**

## **Publicity Waiver**

We may take pictures/video of your children for publicity purposes. We **will not** post your child's name or identifying information along with these photos/videos. I give my consent for the Mendon Parks Dept. to post photos or videos of my child in print, on their website or social media outlets.

**Yes\_\_\_ No\_\_\_**

I have read, understand, and agree to the policies outlined here:

**Parent/Guardian Signature \_\_\_\_\_ Date\_\_\_\_\_**

## **General Liability Waiver**

The Mendon Parks Department staff members make every effort to conduct safe programs, to orient and support children, and to inform families of inherent risks. Some activities may involve risks that children do not routinely encounter at home. Risk management is an essential element of all the activities offered. While we anticipate that these efforts will ensure the wellbeing of each child, we are also aware that it is neither possible to foresee every contingency nor to eliminate all risk.

I understand that program activities may include, but are not limited to: hiking on uneven terrain, playing active games, participating in activities near water, and swimming. The program newsletter, brochure, or information packet will inform you of special activities including field trips and transportation to and from those trips.

Other risks may be inherent in program activities. I acknowledge that such risks exist, and I hereby agree on behalf of my child to assume such risks. Further, on behalf of my child, I hereby release and forever discharge, and agree not to sue, and agree to indemnify and hold harmless the Town of Mendon and the Mendon Parks Department and its officers, directors, employees, and volunteers and each of them, from and against any and all liabilities and obligations of every kind and description, which I shall or may have against them or any one or more of them arising out of, or in connection with, my child's participation in the Mendon Parks Department's programs and activities, including, but not limited to, for any personal injury that my child may suffer while participating in the Mendon Parks Department programs and activities, excepting in the case of gross negligence.

I understand and agree on behalf of my child that my child shares the responsibility for safety during Mendon Parks Department programs and activities, and I personally assume on behalf of my child that responsibility. I understand and certify that my child's participation in the Mendon Parks Department programs and its activities is completely voluntary, and that I have become familiar with the program activities in which my child may participate, as described in the Agreement of Terms or camp newsletter, brochure, or information packet.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





# Mendon Parks Department Kids 'n Us Summer Program Emergency Information Form



Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone:(Cell Preferred): \_\_\_\_\_ Email Address: \_\_\_\_\_

List two persons to contact in case of emergency - Someone who will be available to pick up your child  
**ONLY THOSE LISTED ON THIS FORM WILL BE AUTHORIZED TO PICK UP YOUR CHILD**

First Contact's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Second Contact's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## Insurance Information Physician's Contact and Allergy Information

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any allergies or medical conditions we should know about?

## Consent for Medical Treatment of a Minor

As parent or legal guardian of the above named child, I hereby give my consent for emergency medical care prescribed by a duly licensed Physician. This care may be given under whatever conditions are necessary to preserve life, limb or well being of my dependent.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS PACKET WITH PAYMENT TO:**

Mendon Parks Department  
20 Main Street  
Mendon, MA 01756

## **Sample Daily Lunch Menu**

**\$5.00**

Morning snack Items may include Oreos®, Cheese-Its®, Crackers, Cookies, etc.  
Some of them may contain nuts, gluten or other allergens.

If your child has a food allergy please let us know. We may be able to offer alternative options to the ones listed below.

Nutritional information is available on request by contacting the Parks Dept.

<b>First Name:</b> _____		<b>Last Name:</b> _____	
<b>Date:</b> _____			
<b>Lunch (pick one)</b>			
	Hotdog	<b>Shade in box next to items you select.</b>	
	Corndog		
	Hamburger		
	Cheeseburger		
	Grilled Cheese		
	Sandwich: <b>PBJ</b> or <b>PBF</b> or <b>PB</b>		
<b>Side (pick one)</b>			
	Regular		
	Sour Cream & Onion		
	BBQ		
	Cheese Curls		
	Cheese Doritos		
	Cheetos		
<b>Drink (pick one)</b>			
	Pepsi		
	Diet Pepsi		
	Mountain Dew		
	Orange Soda		
	Root Beer		
	Sierra Mist		
	Ginger Ale		
	Gatorade (Specify <b>Red</b> or <b>Blue</b> )		
	Apple Juice Box		
	Water		
<b>Snack Shack - KEEP THIS SLIP</b>			
<b>Name:</b> _____		<b>Date:</b> _____	
Paid w/ <b>CASH</b>			
Paid w/ <b>CAMP FEE</b>			
Employee Lunch			

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, March 20th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

## **PARKS 3/20/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Baseball Concession Stand
4. Consider lifeguard applications
5. Consider maintenance crew applications
6. Discuss AED Grant
7. Discuss softball water project
8. Consider Mendon/Upton Youth Soccer Assoc. Field Use Request
9. Items not reasonably anticipated 48 hours in advance of the meeting.
10. Adjourn



Mark Reil  
Chairman

Joe Flaherty  
AJ Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 3/20/14  
Meeting Location: B3 Planning Board Room, Town Hall  
Minutes Approved: 4/2/14

**Members Present:** Mark Reil, Joe Flaherty, AJ Byrne  
**Parks Clerk:** Daniel Byer

Called to order at 5:05pm

Joe motioned to approve the minutes from 2/27/14, and AJ seconded, all approved.

The board discussed taking over the Pazella Field (Baseball) concession stand. Concernes were brought up regarding staffing, profits, and cleaning. Dan stated that he was concerned about the amount of work that would be required to get the facility set up. Several alternatives were discussed and ultimately the board agreed to work with Junior Baseball to find someone to run the stand.

The board discussed the Parks Maintenance Supervisor position. They discussed possible replacements for Jim. Dan mentioned that Jim thought Erich Slagal was a possibility. The board asked Dan to contact Erich and set up an interview at the next meeting.

The board also reviewed the applications for the lifeguard and maintenance positions. They agreed to set a date for interviews on 4/2/14. They also reviewed the list of returning employees.

*Applications on file in Parks Office*

*Lifeguards: Amelia Tober, Carly Thibodeau, Christina Curtis.*

*Maintenance Saff: Drew Salvaggio, Scott Hubener, Jason Wood, and Tyler Cameron.*

Dan announced an AED grant from the state. He explained how the grant works and asked if the board was interested. With the grant the cost of an AED would be around \$1,000. Dan will contact the local sports groups and see if they are interested. **(Exhibit A)**

Dan updated the board on the status of the Softball Water project. He explained that he had concerns about installing a new well because of DEP regulations. If the board installed a new well it will not be usable for drinking water or the concession stand, only irrigation. He recommended that the board consider the plan to upgrade the existing public water supply system instead. Joe and Mark stated that there was no intention to use the well for anything other than irrigation and softball had

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agreed to that as well. The board decided to go ahead with the installation of a new well. Dan stated that he would look into options for connecting to a future sprinkler system

The board reviewed and approved Mendon Upton Youth Soccer Association's field use request. (*Field Use Requests on file in Parks Office*) Joe asked Dan to contact the Men's Soccer league to confirm their field use needs.

Dan stated that the Mendon Unitarian Church regarding possible conflicts with Summerfest. AJ said that he was not aware of any plans for a 2014 Summerfest. The board briefly discussed another "Beach Blast" opening day event.

Dan updated the board on the tennis and basketball court resurfacing projects. He stated that the Basketball project would be on the Annual Town Meeting Warrant. Dan will invite Jim Arnold from Sport Court NE to the 3/31 CPC meeting to discuss the tennis court project.

Dan updated the board on the Re-Keying project. The estimate from Blackstone Valley Locks was \$2,500. The board gave their preliminary approval. Dan will meet with BV locks to get a final quote. As part of the ADA upgrades to the Parks the front door and bathroom of the Beach House will be taken care of.

AJ wanted to discuss possible names for the T-Ball field. Dan mentioned that there are several facilities without names. AJ will explore the option further.

Mark asked about the project to install signs pointing people towards the beach. Dan stated that Signs Plus in Milford can get 18x24 metal road signs for \$71/ea. He also got an estimate for a sign to enter Memorial Park off of Millville St. This sign would be similar to the "Entering Mendon" Signs. The cost is between \$500-\$1,000. Dan will look into locations for the signs and check with Alan.

The meeting was adjourned at 6:30pm.



**Deval L. Patrick**  
Governor

# The Commonwealth of Massachusetts

## Executive Office of Public Safety and Security

One Ashburton Place, Room 2133  
Boston, Massachusetts 02108

Tel: (617) 727-7775  
TTY Tel: (617) 727-6618  
Fax: (617) 727-4764  
[www.mass.gov/eops](http://www.mass.gov/eops)

**Andrea J. Cabral**  
Secretary

**3/20/14 Exhibit A Pg1**

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) GRANT EPS FY14 AED**

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FY14 GAA - Chapter 38 of the Acts of 2013

1599-7105

For a reserve for 1-time grants for the purchase of automated external defibrillators; provided, that applicants may include municipalities and school districts, including regional school districts, for use in schools, senior centers and senior housing complexes; provided further, that grants shall be made available in the form of 50 per cent matching grants to be administered by the executive office of public safety and security; provided further, that grants may include matching funds for training in the use of the equipment and cardiopulmonary resuscitations; provided further, that local matching funds may be provided through the municipality or school district by local appropriation or through donations from nonprofit organizations or individual, corporate or foundation gifts; and provided further, that nothing in this item shall limit the ability of the executive office of public safety and security to obtain the equipment through a bulk purchase arrangement to maximize the number of grants that may be made with these funds ... \$250,000

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Eligible Applicants:

- Municipalities
- School Districts (including regional school districts)
- Senior Centers
- Senior Housing Complexes

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Grant Summary:

- One-time reimbursable grant
  - Eligible applicant shall be reimbursed for 50% of the cost of AEDs (up to \$10,000)
  - As funding is limited, reimbursement under the AED grant program is available on a first-come, first served basis
  - Each applicant is eligible to receive up to \$10,000 in reimbursements
-

AED Grant Application Process:

- A cover letter from the organization's purchasing agent stating:
    - Intent to apply
    - Number of AEDs to be purchased
    - Estimated amount of reimbursement (reimbursement is 50% of the cost of the device)
  - EOPSS will confirm funding availability for the applicant and send contract to be signed by the authorizing signatory
  - Applicant will have 30 days from EOPSS dated letter to purchase AED, sign/return contract and submit copy of receipt of purchase
  - All applicants must submit the following documents in order to receive reimbursement:
    - Cover letter
    - Signed contract within 30 days of EOPSS letter
    - Copy of receipt of purchase within 30 days of EOPSS letter
- 

Deadlines:

- Letters of intent are now being accepted. Since this is a first come, first serve grant process, applicants are encouraged to apply as soon as possible
  - Deadline for letters of intent is 4pm (EST) May 2<sup>nd</sup>, 2014
  - Deadline to return all required documentation to EOPSS for reimbursement June 6<sup>th</sup>, 2014
- 

Address for Letters of Intent:

**Executive Office of Public Safety and Security  
ATTN: Michelle Small, CFO  
One Ashburton Place, Suite 2133  
Boston, MA 02108**

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TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, March 27th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

## **PARKS 3/27/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Meet with Alan Teatrault to discuss shared maintenance supervisor position
4. Interview Summer Employees
5. Items not reasonably anticipated 48 hours in advance of the meeting.
6. Adjourn





Mark Reil  
Chairman

Joe Flaherty  
AJ Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 3/27/14  
Meeting Location: B3 Planning Board Room, Town Hall  
Minutes Approved: 4/10/14

**Members Present:** Mark Reil, Joe Flaherty  
**Parks Clerk:** Daniel Byer

Called to order at 5pm

**The board interviewed candidates for the 2014 summer season.**

### **5pm – Carly Thibodeau - Lifeguard**

Joe explained the program. She said she was interested in the position because she likes working with kids and it sounded like a fun job. She stated that she was familiar with Mendon's Programs because she had attended lessons there. She has been involved with the Milford Stingray's swim team for 6 years. She has also helped teach a Stroke clinic through Milford's Community Use program. She asked several questions about the policies and procedures of the Mendon Beach. She asked about the ratio of staff to patrons, dock safety policies, and how the rec program was supervised in the water. She confirmed her summer availability including one vacation and her start and end dates. She stated that her practices for swim team wouldn't interfere with her work schedule.

### **5:15pm – Amelia Tober – Lifeguard**

Joe explained the program. Amelia stated that she was interested in being a lifeguard. She discussed her experience and previous jobs. She has some experience working at a camp. Dan asked if, based on her foodservice experience, she would be interested in working a few shifts in the snack shack and she said yes. She had a valid lifeguard certification. The board confirmed her summer availability and Amelia stated that she was not taking any vacations. She asked about any orientation stating that she was away for college and would return in May. The board suggested that if hired she might be able to help with the set-up activities at the beach.

### **5:30pm**

The board briefly discussed the hours for the lifeguard positions.

**5:45pm – Scott Hubener – Maintenance**

Scott attends school in western MA and was not able to be at the interview in person. This interview was held over Skype. Joe noted that this was the first “Skype interview” in the Parks Department history. The board asked Scott why he was interested in the position. He stated that he knew a few members of the crew and has some experience cutting lawns. He stated that it sounded like a fun job. Joe reminded him that the maintenance job is often dirty and hard work and Scott agreed. Scott said that he was available to start in May.

**6pm – Drew Salvaggio - Maintenance**

Joe asked Drew why he was interested in the job. Drew stated that he has some experience cutting lawns and liked working outside. He said he knows most of the current crew as well. He stated that Parks should hire him because he was in good shape, knows the crew, and enjoys landscaping jobs.

**6:15pm**

The board reviewed the applicants and stated that they would make a final decision at the 4/2/14 meeting after all the interviews. They will also set the pay rates at the 4/2 meeting.

Joe and Mark discussed Jim Ethier’s salary as Parks Maintenance Supervisor. Joe had met with Alan prior to the meeting. Alan stated that Jim now holds his hydraulics license in addition to his CDL. He says that Jim is one of his best guys. Mark expressed his concerns that the board had already decided to set Jim’s pay at \$15 until a review on 7/1. They agreed that if Erich Slagal is brought on as the new supervisor he will not need much training. Dan mentioned that Jim was going to be shared between the 2 departments. Dan stated that he had budgeted Jim to work 40 hours starting 4/1/14 through 6/30/14 and there was enough money to cover the salaries.

Joe motioned to set Jim’s pay as the Parks Maintenance Supervisor at \$17.64/hour starting 4/1/14 through 7/1/14 and Mark stepped down and seconded. All approved.

**Items not anticipated 48 hours prior to the meeting:**

Mark asked Dan to contact Dave Lewcon about promoting the swim lessons and rec. program.

Dan updated the board on the sign project. Mark stated that the island at Millville St/Rt. 16 was state land. Dan said that he would talk to Alan.

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Wednesday, April 2nd, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

## **PARKS 4/2/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Meet with Alan Teatrault to discuss shared maintenance supervisor position
4. Interview Summer Employees
5. Hire and set pay rates for Summer Employees
6. Mendon Senior Baseball Field Use
7. Mendon Junior Baseball Field Use
8. Items not reasonably anticipated 48 hours in advance of the meeting.
9. Adjourn



Mark Reil  
Chairman

Joe Flaherty  
AJ Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 4/2/14  
Meeting Location: B3 Planning Board Room, Town Hall  
Minutes Approved: 4/10/14

**Members Present: Mark Reil, Joe Flaherty**  
**Parks Clerk: Daniel Byer**

Called to order at 5:30 pm

### **Interview – Tyler Cameron - Maintenance**

The board interviewed Tyler Cameron for the position of Maintenance Crew. He stated that he previously worked for Bellingham MA DPW. He worked there for 2 years. He was looking for a change because they did not offer him enough hours. Joe went over the jobs and duties of the position. Tyler said it sounded very similar to his previous job. He said he was a “team leader” on certain areas. He also liked the idea of working for a smaller crew. He has no vacations planned and can start after 5/16/14.

### **Interview - Erich Slagal – Maintenance Supervisor**

The board interviewed Erich Slagal for the position of Maintenance Supervisor. He said he has been working for the parks dept for 7 years now. Joe and Mark explained the current situation with Jim leaving for highway and the need to replace him. Erich said he has the experience to run the maintenance crew. He has no vacations and can start part time on 5/4/14 and full time after 5/11/14.

The Board discussed the rates of pay for the new employees. **Joe made a motion to hire Tyler Cameron as a Maintenance Crew Member at \$9.50/hr, Carly Thibodeau and Amelia Tober as lifeguards at \$9.00/hr, and promote Erich Slagal to the position of Parks Maintenance Supervisor on July 1st at a rate of \$15/hr. Mark stepped down as chair and seconded, all approved.**

### **Returning Employees**

The board asked Dan to send out letters to all the new and returning staff. They agreed to set the returning members rates of pay at the next meeting. *Dan will send letters to all staff.* The board discussed possible raises for returning members. Joe reviewed Parks’ standard policy of giving \$0.50 raises every year to returning employees. Dan suggested that the Parks dept look into setting up “steps and grade” system to formalize their pay rates. Mark stated that this was something the town was also looking into but the current system starts much higher than parks rates. Dan said that there should be salary caps for all the positions and the board agreed.

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**Parks Maintenance Supervisor Position**

The board discussed the Parks Maintenance Supervisor Position. There is some concern that Jim is working for Highway while being paid by parks. Mark stated that that was the idea of the shared position. Joe and Dan discussed possible things that Jim can do for parks right now before the fields dry out. Mark and Joe agreed to limit Jim's hours to 32 a week until further notice. *Dan will inform Jim.*

**CPA Irrigation**

The board discussed a possible irrigation system at Veteran's Park. It was recently determined that CPA money can be used to fund irrigation. *Dan will contact Len Krygsman from WCS to discuss a possible collaboration.*

**Field Use**

Mark approved Mendon Upton Senior Baseball and Mendon Upton Junior Baseball's requests for field use.

**Parks/Beach Signs**

Dan said that the Parks Department was exempt from the town's sign by-law. Alan has suggested purchasing green street signs at Millville and Taft.

Joe made a motion to approve the minutes of the meetings on 3/27/14 and 4/2/14. Mark Stepped Down as chair and seconded, all approved.

The meeting was adjourned at 6:55pm.

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, April 10th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

### **PARKS 4/10/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Meet with Jim Ethier to discuss Parks Maintenance Supervisor Job
4. Approve returning summer staff and pay rates
5. Meet with Junior Baseball – Fertilization
6. Discuss field use priorities
7. Discuss AED Grant
8. Discuss softball water project
9. Items not reasonably anticipated 48 hours in advance of the meeting.
10. Adjourn



Mark Reil  
Chairman

Joe Flaherty  
AJ Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 4/10/14  
Meeting Location: B3 Planning Board Room, Town Hall  
Minutes Approved: 4/30/14

**Members Present:** Mark Reil, Joe Flaherty, AJ Byrne

**Parks Clerk:** Daniel Byer

**Others:** Phil Black – Junior Baseball

Called to order at 5:30 pm

### Junior Baseball

The board met with Phil Black from Junior Baseball. He stated that baseball was interested in working with the dept on the field fertilization. Dan stated that they were still looking into quotes. He also said that they were going to apply a grub control treatment to the Veteran's field. Baseball would like the dates of the fertilization treatments.

He stated that the fence on Grant field that was approved at the 10/2/13 meeting will be started on 4/11/14. Baseball will also fix the grass where they installed a drainage system.

Junior Baseball is also requesting a break on their field use fees in lieu of the capital improvements they have made to Grant field (Drainage and Fence).

Junior Baseball was also interested in Softball's proposed new T-Ball field. *Dan will inform Junior Baseball of the plans.*

### Parks Maintenance Supervisor

The board met with Jim to discuss parks maintenance. Joe explained what happened with the budget and that they needed to limit his hours to 32 a week instead of 40 for the first few weeks. Jim stated that Alan may have money to make up the difference. Jim mentioned they need a new leaf blower and a new mower canopy. *Dan will look into quotes.*

The board and Jim discussed the following maintenance projects:

- Fix Millville St dirt parking lot
- Pave the entrance to the Millville lot
- Install the new playground plaque
- Possible repairs at Locust Hill Cemetery

Dan updated the board on the following projects:

**Keys** – Meeting with BV Locks on Mon 4/14

**Signs** – Will call MA DOT to find out about fees for signs on Rt 16

**Parks Entrance Sign** – Possible Eagle Scout Project

**Founder's Park Eagle Scout Proposal** - Possible eagle scout project to redo platform at founder's park. Scout will make formal proposal to board at a future meeting

**AED Grant** - Dan is finding out if any of the sports groups are interested.

**2014 Summer Staff:**

The board discussed the pay rates on the summer staff.

**AJ made a motion to hire the 2014 summer staff and set their pay rates as follows:**

Position	Name	2014 Rate / Hour
Parks Maintenance Supervisor	Jim Ethier	\$17.64
Assistant Parks Maintenance Supervisor	Erich Slagal	\$13.00
Maintenance Crew Member	Scott Flaherty	\$10.50
Maintenance Crew Member	Andrew Calzone	\$11.00
Maintenance Crew Member	Tyler Cameron	\$9.50
Recreation Program Director	Alan DeAngelis	\$17.00
Recreation Program Counselor	Jackie Welch	\$11.50
Snack Shack Employee	David Byer	\$10.50
WSI Lifeguard	Nick Herd	\$11.00
WSI Lifeguard	Sam Morin	\$11.00
Lifeguard	Matt Bedard	\$9.50
Lifeguard	Jen Morin	\$9.25
Lifeguard	Amelia Tober	\$9.00
Lifeguard	Carly Thibodeau	\$9.00

**Mark stepped down as Chair and seconded. AJ and Mark approved. Per MA Ethics Conflict of Interest Laws Joe abstained from this vote.**

**Joe made a motion to approve the prior minutes from 4/2/14 and AJ seconded. All approved.**



## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Wednesday, April 30th, 2014

TIME OF MEETING: 6:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

### **PARKS 4/30/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Discuss Parks Maintenance Supervisor Position
4. Review Applicants for Rec. Program Position and Lifeguards
5. Discuss Mendon Junior Baseball Field Use Fee
6. Discuss Mendon Senior Baseball Field Use Fee
7. Consider field use request Mendon Senior Basketball
8. Consider approving contract with Diamond Athletic for fertilization
9. Discuss Advertising for summer programs
10. Set opening date for beach and beach blast
11. Discuss planned capital improvements as follows:
  - a. Directional signs for beach
  - b. New Ride-On Mower Canopy
  - c. Backpack Leaf Blower
  - d. Display cases for beach signs
  - e. Replace swings at beach
  - f. Repair guard rail/fence around basketball court
  - g. Memorial Park electrical repairs
  - h. Pavilion lighting
  - i. Pave entrance to Millville St. Lot
12. Discus Softball Water Project
13. Items not reasonably anticipated 48 hours in advance of the meeting.
14. Adjourn



Mark Reil  
Chairman

Joe Flaherty  
AJ Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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**Meeting Date: 4/30/14**  
**Meeting Location: B3 Planning Board Room, Town Hall**  
**Minutes Approved: 5/20/2014**

**Members Present:** Joe Flaherty, AJ Byrne  
**Parks Clerk:** Daniel Byer  
**Others:** Representatives from Junior and Senior Baseball

Called to order at 6:10 pm

Joe and AJ called the meeting to order without Mark and Joe agreed to ask at the temporary chair.

**AJ made a motion to approve Mendon Summer Basketball's field use request, Joe stepped down, and seconded, all approved.**

**AJ made a motion to approve the prior minutes from 4/10/14 and Joe stepped down and seconded. All approved.**

The board discussed the field fertilization contracts. Dan stated that he was unable to find additional quotes because of the size of the fields.

**AJ motioned to sign the contract with Diamond Athletic for the 2014 season, Joe stepped down and seconded, all approved.**

Dan discussed the options for advertising the summer programs. The board discussed doing 2 inserts in the Mendon Town Crier. One as soon as possible for the summer programs and another in June for the Beach Blast.

*Dan will print the flyers and get the ad in the 5/16 Town Crier.*

The board also discussed the dates for opening and the beach blast. Dan recommended opening the beach on 6/24 and holding the beach blast on 6/28.

Dan discussed the proposed signage for the Town Beach. It will cost \$1,184 to install 2 of the blue state signs on Rt 16. The board agreed to just install signage on Taft/Millville and Taft/16.

*Dan will order the signs next week.*

Dan presented some maintenance and improvements to the beach and park. The first was ordering new swings for the beach playground (\$100) and a new canopy for the ride-on mower

(\$534). The board approved these purchases. Dan would like to purchase “outdoor display cases” for the rules at the Town Beach. These will allow the summer staff to update things and keep costs down if the rules are changed. The total cost will be around \$500. The board agreed that this would be a good solution. The board discussed the proposed electrical repairs to the park and said that he had not heard from Jack Grenga yet.

*Dan will order the mower canopy, swings, and display cases.*

Dan discussed the re-key project. The total project will cost \$4,116. However, a portion of that (\$1,000) will be covered by the ADA improvements to the beach.

**AJ made a motion to approve the parks re-keying, Joe stepped down and seconded, all approved.**

Junior Baseball discussed the capital improvements they made to Grant and Pazella fields. They are requesting a break in their 2014 spring field use fees in lieu of the work they have performed.

Grant Field Outfield Fence - \$6,500

Grant Field Drainage - \$10,000

Additional improvements to Grant and Pazella infields.

Joe stated that the board does not usually waive field use fee. The field use fees are required to offset the deficit in the Parks Budget to cover the costs of maintaining the fields. He also stated that Mendon was very lucky that the various sports groups have always contributed to the improvements of the fields. He agreed that these improvements went above and beyond normal “maintenance”. AJ agreed that these improvements make the parks better.

**AJ motioned to waive the \$2,130 field use fee for Junior Baseball and Joe stepped down and seconded. All approved.**

Mendon Senior Baseball also requested a reduction or waiver of their field use fee. They have been working with Whitinsville Christian Schools to rebuild the infield at Teatrault field. They are also planning on installing a dry-well drainage system as soon as the fields dry up.

**AJ motioned to waive the Mendon Senior Baseball’s \$370 field use fee and Joe stepped down and seconded. All approved.**

Mark arrived at 7:10pm. The board updated him on what was discussed.

The board reviewed the maps of the proposed Paddock/D’Alessandro property. The discussed the recreation possibilities.

The meeting adjourned at 8pm.

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, May 20th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

### **PARKS 5/20/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Interviews for Lifeguard and Rec Program positions
4. Opening day and Beach Blast Dates
5. Consider request for field use on Grover Field
6. Items not reasonably anticipated 48 hours in advance of the meeting.
7. Adjourn



Joe Flaherty

AJ Byrne  
Dan Byer

## TOWN OF MENDON

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Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 5/20/14

Meeting Location: B3 Planning Board Room, Town Hall

Minutes Approved: 6/12/14

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

**Parks Clerk:** Daniel Byer

**Others:**

AJ and Dan called the meeting to order at 5:10pm.

The board interviewed Josh Stiles for the position of Lifeguard. He has experience working at pools, has no summer conflicts except a 1 week vacation and has experience working with children.

The board interviewed Abby Colombo for the position of counselor. She has babysitting experience, only summer conflict is a 1 week vacation.

The board interviewed Kurt Robakiewicz for the position of counselor. He attended the Kids'N'Us program several years ago, has experience working at a soccer camp. Only summer conflict is a 1 week vacation.

The board interviewed Julie Cavanaugh for the position of lifeguard. She has swim team experience. She is also getting a waterfront certification.

Dan and AJ discussed the candidates. AJ mentioned that they all had similar qualifications. He expressed a preference for offering jobs to Mendon Residents first. Dan agreed.

**AJ made a motion and Dan seconded to hire Abby Colombo as a counselor for the Rec. Program at \$8.00/hour and Julie Cavanaugh as a lifeguard at \$9.00/hour. Both approved.**

Dan and AJ discussed the planned opening of the beach on 6/17. Dan also gave an update on the status of the basketball courts, re-key project, and electrical repairs. They agreed to keep the basketball and tennis courts the same color.

AJ discussed a proposal to name the T-Ball field "Grady Field". The board discussed the process and AJ will talk to the family.

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AJ and Discussed the Parks Board representative to the Community Preservation Committee. AJ stated that it was difficult for him to attend their meetings. Dan said he would be interested in being the rep because he had attended their meetings for the basketball and tennis projects.

**AJ made a motion, Dan seconded, all approved to appoint Dan as the Parks Board Rep to the CPA.**

**The board approved the request from Dennis Walsh to use Grover field.**

The meeting was adjourned at 6:30pm.

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, June 12h, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall  
20 Main St. Mendon, MA

### **PARKS 6/12/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Discuss Beach Blast
4. Discuss Beach and Summer Recreation Program
5. Consider Evan McWilliams Eagle Scout Project at Founder's Park
6. Consider Nipmuc Youth Football's Field Use Request
7. Consider 508 Athletics Basketball and Tennis Ct. Field Use
8. Discuss Maintenance Crew Hours
9. Items not reasonably anticipated 48 hours in advance of the meeting.
10. Adjourn



Joe Flaherty  
Chairman

AJ Byrne  
Dan Byer

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 6/12/14

Meeting Location: B3 Planning Board Room, Town Hall

Minutes Approved: 7/30/14

**Members Present:** Joe Flaherty, AJ Byrne, Dan Byer

**Parks Clerk:** Daniel Byer

**Others:** Chris Berekis, Evan McWilliams, Sue Barnett

The meeting was called to order at 5pm.

The board discussed reorganizing.

**AJ made a motion to appoint Joe as chairman, Dan seconded, all approved.**

Chris Berekis requested to go first. Nipmuc Youth Football (NYF) is requesting the use of the Memorial Park outfields as a backup location for football. He stated that the damage and overuse that occurred last year was a mistake and would not happen again. They are requesting to use the fields 4-6 times over the season. Joe stated that what happened last year was unacceptable. Chris apologized on behalf of NYF and stated that there was a misunderstanding and one of the teams decided to use the field full time. The board discussed the possibilities of some new field options. Joe stated that they would like to dedicate more field space to the “newer” sports groups like lacrosse and football. Dan suggested that they need to avoid the right field area of Tetreault field as that area is wet and fragile. Joe requested that NYF contact the parks prior to using the fields to prevent damage.

After Chris left there was further discussion and the board decided to charge a \$100 fee per use. *Dan will contact Chris.*

**AJ made a motion to approved NYF’s field use request with a fee of \$100 per use, Dan seconded, all approved.**

Evan McWilliams presented his Eagle Scout proposal to the board. He is proposing to build a new platform for use at Founder’s Park. The current platform is old and falling apart. Evan stated that it is not functional.

**AJ made a motion to approve Evan McWilliams Eagle scout proposal and Dan seconded. All approved.**

Sue Barnet wanted to discuss the soccer schedule at Grover field. She says that on Sundays games are being held back to back and there is nowhere for anyone to park. The board discussed that



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this had been a past issue and the league was asked to space their games out. *Dan will contact MUYSA.*

Sue also asked about who was responsible for maintaining the eagle scout projects like the town signs. *Dan will contact the scouts and find out.*

The board reviewed 508 Athletics field use request. The use fee was discussed.  
**AJ made a motion to approve and charge \$100 per court, Dan seconded, All approved.**

The board reviewed Tim Greer's field use request. Joe stated that he needed to provide liability insurance. The form listed Nipmuc High School as the organization. Joe and AJ had concerns that the school could not sponsor an out of season practice for a MIAA sport.  
*Dan will contact Tim for more information.*

Dan reviewed that status off the basketball courts. They are repairing the surface and we are waiting on replacement hoops to be installed. Hopefully the work will be completed by next week.

The old swings in the park are broken. Dan has a price for replacements as well as replacing a swing at the beach. *Dan will order swings.*

The board discussed the summer beach blast. The proposed date (6/21) conflicts with the Upton fireworks. After some discussion the board decided to reschedule the event to July 19<sup>th</sup>.

Dan mentioned that he had several requests for children who were ageing out of the rec program to attend as Junior Counselors. The board discussed and agreed that there was no need to start a Junior Counselor program because the rec program was so small. There were 2 children that were right on the edge of the upper age limit. The board agreed to allow them to attend this summer. Dan also mentioned he has a request from someone looking for volunteer hours. One possibility would be to run arts and crafts in the mornings during lessons. *Dan will contact for more info.*

The board discussed offering a family discount for the rec program. Joe suggested offering a 10% discount to a family of 3 or more to be used for a future week.

Dan discussed a scheduling problem with the lifeguards. AJ suggested contacting Upton to see if they had any extra guards. *Dan will contact Upton.*

AJ, asked about the signs for the fields. They will go on the backstops to identify the fields.  
*Dan will talk to Signs Plus and get estimates.*

## ***SIGNS***

The meeting was adjourned at 6:30pm

















Minutes 6/12/14



TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Friday, July 25th, 2014 TIME

OF MEETING: 4:30 pm

LOCATION OF MEETING: Mendon Town Beach

45 Taft Ave. Mendon, MA

### **PARKS 7/25/14 AGENDA**

1. Call to order
2. Consider hiring one or more lifeguards on a temporary basis to cover open shifts at the Beach from 7/26/14 through 8/4/14
3. Items not reasonably anticipated 48 hours in advance of the meeting.
4. Adjourn



Joe Flaherty  
Chairman

AJ Byrne  
Dan Byer

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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**Meeting Date: 7/25/14**  
**Meeting Location: Mendon Town Beach**  
**Minutes Approved: 7/30/14**

**Members Present:** Joe Flaherty, AJ Byrne, Dan Byer  
**Parks Clerk:** Daniel Byer

The meeting was called to order at 4:40pm.

The board considered hiring Josh Stiles as a lifeguard to cover the open shifts for the weeeek of 7/27. Dan recommended that they offer him \$9.50 instead of the regular starting pay of \$9 since he was helping out last minute.

**Dan made a motion to hire Josh Stiles at a rate of \$9.50/hr. AJ seconded and all approved.**

Dan updated the board on the status of the summer programs.

The meeting was adjourned at 5pm.

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Wednesday, July 30th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Parks Building

45 Taft Ave. Mendon, MA

### **PARKS 7/30/14 AGENDA**

1. Call to order
2. Approve Prior Minutes
3. Consider Nipmuc Youth Football's Field Use Request Dates
4. Consider MUYSA Field Use Request
5. Consider amending the Mendon Upton Summer Basketball league's Field Use Request to include Sat. August 8<sup>th</sup> 9am-5pm for a Fundraiser tournament.
6. Discuss maintenance equipment
7. Update on Summer Programs
8. Discuss signs for Memorial Park Fields
9. Discuss Cable 8 Concerts
10. Consider discounted admissions for swim lesson attendees
11. Discuss 1/2 day price for Kids'N'Us Rec Program.
12. Discuss pavilion vandalism
13. Discuss specs for new tennis courts for bids
14. Items not reasonably anticipated 48 hours in advance of the meeting.
15. Adjourn





Joe Flaherty  
Chairman

AJ Byrne  
Dan Byer

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 7/30/14  
Meeting Location: Mendon Town Beach  
Minutes Approved: 8/27/14

**Members Present:** Joe Flaherty, Dan Byer  
**Parks Clerk:** Dan Byer

The meeting was called to order at 5:00pm.

**Joe stepped down and made a motion to approve the minutes of 6/12 and 7/25, Dan seconded and all approved.**

Dan and Joe discussed the pending field use requests. **Dan made a motion and Joe stepped down and seconded, all approved the following field use requests:**

- MUYSA
- Mendon Senior Baseball
- Mendon Summer Basketball Saturday 8/8 9am-5pm
- Inside Corner Baseball – Pending receipt of insurance
- Nipmuc Youth Football and Cheer 9/3 & 9/4

Dan and Joe discussed the maintenance equipment. One of the walk behind mowers is broken and beyond repair. Dan has discussed with Erich and believes that we do not need to replace it right away. Dan mentioned several options including purchasing a new ride-on to replace the 18 year old mower or possible working with Highway to purchase a shared tractor. Joe asked Dan to invite Erich to the next meeting to discuss.

Joe also asked Dan to post 2 open positions on the maintenance crew through Nov 1<sup>st</sup>. Currently we will need staff to work in the fall. Also Joe believes that some of the existing crew will not be returning.

*Dan will post 2 maintenance positions starting asap.*

Dan updated Joe on the financials of the summer programs. Currently the beach is breaking even and the revolving account is up by \$800. (Exhibit A)

Dan stated that some parents had asked about discounted admissions for lesson students. Joe said that in the past kids in lessons were free and parents paid.

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Dan also stated that someone had asked about a ½ day rate for the rec program, Joe agreed that it was worth offering. **Dan made a motion to set the ½ day rate at \$25, Joe stepped down and seconded and all approved.**

Dan discussed the plans for the Cable 8 Concerts. He will get supplies for a bonfire and order the alcohol next week.

Dan updated the board on the Pavilion vandalism. The police are investigating. Dan will talk to Custom Alarm about possible upgrading the cameras on the Pavilion.

Dan was contacted by someone looking to repair a gravestone in Pine Hill Cemetery. Joe has no issues. *Dan will let him know.*

AJ arrived at 5:45pm

Dan presented the proofs for the Memorial Park Signs (Exhibit B) The board reviewed the signs. They agreed that the Tetreault Field sign was too small. *Dan will get more options for that sign.*

**AJ made a motion to purchase the signs, Dan seconded and all approved.**

The meeting was adjourned at 6pm.

FY 2015

7/30/14 A.P.

1	2	3	4
Account #	Name	Budget	Current
029-0029-4379-0001	Revolving Account	\$0.00	(\$10,857.67)
001-0630-5100-0100	Maint. Wages	\$46,024.00	\$40,238.00
001-0630-5106-0100	Parks Direc. Wages	\$17,872.00	\$15,147.40
001-0630-5120-0100	Lifeguard Wages	\$10,976.00	\$6,617.62
001-0630-5400-0340	Postage	\$9.00	\$9.00
001-0630-5400-0342	Telephone	\$1,500.00	\$1,417.10
001-0630-5400-0398	Sanitary	\$1,950.00	\$1,375.00
001-0630-5400-0410	Lights	\$3,750.00	\$3,138.63
001-0630-5400-0411	Fuel	\$1,850.00	\$1,850.00
001-0630-5400-0422	Supplies	\$400.00	\$400.00
001-0630-5400-0430	Equipment Maint.	\$1,200.00	\$1,200.00
001-0630-5400-0434	Field Maint.	\$1,300.00	\$1,225.00
001-0630-5400-0435	Building Maint.	\$1,000.00	\$1,225.17
001-6030-5400-0710	Travel/ Training	\$300.00	\$265.00
001-0630-5400-0785	Recreation Acct.	\$400.00	\$400.00
001-0630-5425-0300	Site Improv.	\$200.00	\$200.00
0001-0630-6070-0300	New Playground Equipment	\$0.00	\$0.00
001-0630-7043-0300	Cameras	\$0.00	\$0.00
001-0630-7044-0300	Handicapped Walkways	\$10,000.00	\$10,000.00
001-0630-4320-4380	Family Passes	\$0.00	\$1,000.00
001-0630-4320-4381	Daily Admissions	\$0.00	\$1,836.00
001-0630-4320-4382	Swimming Lessons	\$0.00	\$1,945.00
001-0630-4320-4383	Field Use	\$0.00	\$0.00
000-0000-0000-0000	<b>TOTALS</b>	<b>\$98,731.00</b>	<b>\$73,850.25</b>
000-0000-0000-0000	Receipts	\$0.00	\$4,781.00
000-0000-0000-0000	Line Item Totals	\$13,859.00	\$12,704.90
000-0000-0000-0000	Wage Totals	\$74,872.00	\$62,003.02
		<b>\$88,731.00</b>	<b>\$74,707.92</b>

Line Item totals  
\$12,504.90

FY 2019 7/30/19 A pa

1	2	3	4
Account #	Name	Budget	Current
029-0029-4379-0001	Revolving Account	\$0.00	(\$8,462.62)
001-0630-5100-0100	Maint. Wages	\$46,024.00	\$2,534.27
001-0630-5106-0100	Parks Direc. Wages	\$17,872.24	\$151.43
001-0630-5120-0100	Lifeguard Wages	\$10,976.00	\$53.83
001-0630-5400-0340	Postage	\$9.00	\$9.00
001-0630-5400-0342	Telephone	\$1,500.00	\$383.72
001-0630-5400-0398	Sanitary	\$1,950.00	(\$91.38)
001-0630-5400-0410	Lights	\$3,750.00	\$1,064.62
001-0630-5400-0411	Fuel	\$1,850.00	(\$540.80)
001-0630-5400-0422	Supplies	\$400.00	(\$27.18)
001-0630-5400-0430	Equipment Maint.	\$1,200.00	(\$46.90)
001-0630-5400-0434	Field Maint.	\$1,300.00	\$0.00
001-0630-5400-0435	Building Maint.	\$1,000.00	(\$6.52)
001-0630-5400-0710	Travel/ Training	\$300.00	\$26.97
001-0630-5400-0785	Recreation Acct.	\$400.00	(\$273.64)
001-0630-5425-0300	Site Improv.	\$200.00	\$0.00
0001-0630-6070-0300	New Playground Equipment	\$137,500.00	\$0.00
001-0630-7043-0300	Cameras	\$20,000.00	\$0.00
001-0630-7044-0300	Handicapped Walkways	\$10,000.00	\$10,000.00
001-0630-4320-4380	Family Passes	\$0.00	\$1,500.00
001-0630-4320-4381	Daily Admissions	\$0.00	\$3,624.00
001-0630-4320-4382	Swimming Lessons	\$0.00	\$3,175.00
001-0630-4320-4383	Field Use	\$0.00	\$0.00
000-0000-0000-0000	<b>TOTALS</b>	<b>\$256,231.24</b>	<b>\$4,774.80</b>
000-0000-0000-0000	<b>Receipts</b>	<b>\$0.00</b>	<b>\$8,299.00</b>
000-0000-0000-0000	<b>Line Item Totals</b>	<b>\$13,859.00</b>	<b>\$497.89</b>
000-0000-0000-0000	<b>Wage Totals</b>	<b>\$74,872.24</b>	<b>\$2,739.53</b>
		<b>\$88,731.24</b>	<b>\$3,237.42</b>

Line item Totals  
\$497.89

## Revolving Account Totals

Week	Shack				Camp				GRAND TOTAL
	Income	Expense	Payroll	Profit	Income	Expense	Payroll	Profit	
0 6/15/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.16	\$ 366.50	\$ -375.66	\$ -375.66
1 6/22/14	\$ 86.50	\$ 930.81	\$ 252.00	\$ -1,096.31	\$ 1,830.00	\$ 277.08	\$ 1,300.00	\$ 252.92	\$ -843.39
2 6/29/14	\$ 530.67	\$ -	\$ 367.50	\$ 163.17	\$ 1,960.00	\$ 51.48	\$ 1,031.25	\$ 877.27	\$ 1,040.44
3 7/6/14	\$ 744.65	\$ 210.98	\$ 330.75	\$ 202.92	\$ 2,210.00	\$ 371.43	\$ 1,300.00	\$ 538.57	\$ 741.49
4 7/13/14	\$ 750.09	\$ 381.12	\$ 328.50	\$ 40.47	\$ 1,340.00	\$ 337.18	\$ 1,175.63	\$ -172.81	\$ -132.34
5 7/20/14	\$ 651.88	\$ 282.36	\$ 349.13	\$ 20.40	\$ 1,790.00	\$ 22.88	\$ 1,258.88	\$ 508.24	\$ 528.64
6 7/27/14	\$ 677.75	\$ 355.54	\$ 393.75	\$ -71.54	\$ 2,190.00	\$ 37.25	\$ -	\$ -	\$ -71.54
7 8/3/14	\$ 180.96	\$ 107.73	\$ -	\$ -	\$ 700.00	\$ 18.46	\$ -	\$ -	\$ -
8 8/10/14	\$ -	\$ -	\$ -	\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -
9 8/17/14	\$ -	\$ -	\$ -	\$ -	\$ 960.00	\$ -	\$ -	\$ -	\$ -
10 8/24/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 8/31/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AVG	\$ 301.88	\$ 189.05	\$ 168.47	\$ -61.74	\$ 1,350.00	\$ 102.27	\$ 584.75	\$ 135.71	\$ 73.97
TOTAL	\$ 3,622.50	\$ 2,268.54	\$ 2,021.63	\$ -740.90	\$ 14,850.00	\$ 1,124.92	\$ 6,432.26	\$ 1,628.53	\$ 887.64

**REVOLVING PROFIT**      **\$ 887.64**

Current as of:      **7/30/14 3:20 PM**

7/30/14 A p3

7/30/14 A py

## Beach Account Totals

Week	Beach Income			Expenses - Payroll		
	Admission	Passes	Lessons	Beach Direct.	Guards	TOTAL
1 6/15/14	\$ 46.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 547.63	\$ -451.63
2 6/22/14	\$ 438.00	\$ 906.00	\$ 0.00	\$ 0.00	\$ 996.75	\$ 347.25
3 6/29/14	\$ 507.75	\$ 308.00	\$ 0.00	\$ 0.00	\$ 838.31	\$ -22.56
4 7/6/14	\$ 507.00	\$ 165.00	\$ 670.00	\$ 0.00	\$ 1,269.19	\$ 72.81
5 7/13/14	\$ 248.00	\$ 250.00	\$ 670.00	\$ 0.00	\$ 1,216.44	\$ -48.44
6 7/20/14	\$ 421.00	\$ 23.00	\$ 1,047.50	\$ 0.00	\$ 1,266.38	\$ 225.13
7 7/27/14	\$ 48.00	\$ 50.00	\$ 1,047.50	\$ 0.00	\$ 996.75	\$ 148.75
8 8/3/14	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,243.19	
9 8/10/14	\$ -	\$ 0.00	\$ 530.00	\$ 0.00	\$ 1,264.63	
10 8/17/14	\$ -	\$ 0.00	\$ 530.00	\$ 0.00	\$ 1,044.00	
11 8/24/14	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	
AVG	\$ 201.43	\$ 159.27	\$ 408.64	\$ 0.00	\$ 971.20	\$ 38.76
TOTAL	\$ 2,215.75	\$ 1,752.00	\$ 4,495.00	\$ 0.00	\$ 10,683.25	\$ 271.31

Current as of:	7/30/14 3:21 PM
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**RECEIVED**

*By Mendon Town Clerk at 10:00 am, Aug 25, 2014*

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Wednesday, August 27th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Parks Building

45 Taft Ave. Mendon, MA

### **PARKS 8/27/14 AGENDA**

1. Call to order
2. Review 2014 Season
3. Discuss Online Payments
4. Discuss plans for 2015 and FY16 Budget
5. Discuss Snack Shack Repairs and Upgrades
6. Discuss Camera Repairs and Upgrades
7. Discuss Fall Parks Maintenance Staff, Hours, and Projects
8. Discuss Beach landscaping
9. Discuss Millville St. parking lot repairs
10. Discuss lake access ramp policies
11. Discuss Dog policies at the parks
12. Update on Tennis Courts
13. Update on Spectra Energy proposed work near Grover field
14. Update on Memorial/Veteran's Park Signs
15. Items not reasonably anticipated 48 hours in advance of the meeting.
16. Adjourn





Joe Flaherty  
Chairman

AJ Byrne  
Dan Byer

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600  
[parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

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Meeting Date: 8/27/14  
Meeting Location: Mendon Town Beach  
Minutes Approved: 10/20/2014

**Members Present:** Joe Flaherty, AJ Byrne, Dan Byer

**Parks Clerk:** Dan Byer

**Others:** Erich Slagal

The meeting was called to order at 5:06pm.

**Joe stepped down and made a motion to approve the minutes of 7/30, AJ seconded and all approved.**

The board met with Erich Slagal to discuss the fall maintenance scheduling and planning. Dan stated that there were 2 people interested in the position. The board discussed and decided to hire Caleb Barnet on a part time basis for the fall. The board discussed hours and projects. The crew will clean up the T-Ball infield and help install the new signs when they are in. Erich mentioned that someone at highway was interested in purchasing the broken mower. *Dan will research the correct procedures. Dan will look into options for repairing the grass at the beach.*

The board and Erich discussed plans for 2015. Dan will post openings in December and the plan will be to have a 5 man crew.

After Erich left the board discussed Caleb's pay.

**Joe stepped down and made a motion to hire Caleb Barnett at a rate of \$13/hr, AJ seconded and all approved.**

Dan discussed several plans for the fall. Dan will research options to repair the Millville St lot. Dan also mentioned issues with the access ramp to the lake. People have been chaining boats to the fence and blocking the pathways. *Dan will post signage.*

Dan reviewed some minor upgrades that were needed at the snack shack. A stainless steel table for the fryer and a new fridge as the current one is dead.

**Joe stepped down and made a motion to allow Dan to spend up to \$500 each on a new table and replacement refrigerator, AJ seconded and all approved.**

The board reviewed policies on dogs at the park. Dan stated that he had several requests regarding the current policies. Joe stated that the issue was getting people to clean up after their pets. Dan suggested holding a "bring your dog to the beach" day next summer and the board agreed. **The board decided to leave the current No Dogs policy in place for the beach and park.**

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Dan updated the board on the proposed work near Grover Soccer field by Spectra Energy. They are requesting permission from the selectman to install a cable along the side of the field to feed a corrosion prevention system.

Dan updated the board on the status of the Tennis Ct. project. No response from the state yet.

Dan discussed the options to upgrade the cameras on the Pavilion. The cost will be \$1200. There is a possible grant from the town's insurance company that may cover the work. Dan will work on getting quotes for the following projects:

1. Security Lighting on the Pavilion
2. Installing a floodlight over the playground
3. Upgrading the Pavilion Camera to a 5MP camera.

The meeting was adjourned at 6pm.

8/27/14 A

## 2014 Lesson Totals

date	7/6/14	7/20/14	8/3/14	
	Session 1	Session 2	Session 3	TOTAL
Resident	5	15	9	29 \$1,885.00
Uxbridge	11	8	4	23 \$1,495.00
Non	4	8	6	18 \$1,350.00
Income	\$1,340.00	\$2,095.00	\$1,295.00	\$4,730.00
	20	31	19	
Guard 1	24	24	24	
pay	\$11.00	\$11.00	\$11.00	
Guard 2	24	12	18	
pay	\$11.00	\$11.00	\$11.00	
Guard 3		12	6	
pay		\$9.50	\$9.50	
Pay	\$528.00	\$510.00	\$519.00	\$1,557.00
Profit	812.00	1,585.00	776.00	3,173.00

\$3,380.00  
70

Students				
L1	7	7	10	24
L2	6	10	4	20
L3	6	10	1	17
L4	0	3	1	4
L5	1	1	0	2
L6	0	0	1	1

Current as of:

8/27/2014 3:06 PM

8/27/14 (B)

## Beach Account Totals

Week	Beach Income			Expenses - Payroll			TOTAL
	Admission	Passes	Lessons	Beach Direct.	Guards		
1	6/15/14	\$ 46.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 547.63	\$ -451.63
2	6/22/14	\$ 438.00	\$ 906.00	\$ 0.00	\$ 0.00	\$ 996.75	\$ 347.25
3	6/29/14	\$ 321.00	\$ 206.00	\$ 0.00	\$ 0.00	\$ 838.32	\$ -311.32
4	7/6/14	\$ 507.00	\$ 165.00	\$ 670.00	\$ 0.00	\$ 1,269.19	\$ 72.81
5	7/13/14	\$ 248.00	\$ 250.00	\$ 670.00	\$ 0.00	\$ 1,221.07	\$ -53.07
6	7/20/14	\$ 421.00	\$ 23.00	\$ 1,047.50	\$ 0.00	\$ 837.26	\$ 654.24
7	7/27/14	\$ 85.00	\$ 50.00	\$ 1,047.50	\$ 0.00	\$ 996.75	\$ 185.75
8	8/3/14	\$ 228.00	\$ 0.00	\$ 647.50	\$ 0.00	\$ 1,193.07	\$ -317.57
9	8/10/14	\$ 133.00	\$ 0.00	\$ 647.50	\$ 0.00	\$ 1,045.31	\$ -264.81
10	8/17/14	\$ 152.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.19	\$ -668.19
	AVG	\$ 257.90	\$ 165.00	\$ 473.00	\$ 0.00	\$ 976.55	\$ -80.65
	TOTAL	\$ 2,579.00	\$ 1,650.00	\$ 4,730.00	\$ 0.00	\$ 9,765.54	\$ -806.54

Current as of:	8/27/14 3:13 PM
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45  
908/27/14  
C

8/27/2014 14:49	2014	2013	2012	2011	2010	2009	2008	2007	2006
Hours	12-7 Ux Res	12-7	12-7	12-5	12-5	12-6	12-5	12-7	12-8
R	\$2.00	\$2.00	\$2.00	\$0.00	\$ 2.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00
NR	\$3.00	\$3.00	\$3.00	\$0.00	\$ 5.00	\$ 5.00	\$ 2.00	\$ 2.00	\$ 2.00
R-P	\$50.00	\$50.00	\$90.00	\$0.00	\$ 90.00	\$ 90.00	\$ 45.00	\$ 45.00	\$ 45.00
NR-P	\$100.00	\$100.00	\$135.00	\$0.00	\$ 180.00	\$ 180.00	\$ 90.00	\$ 90.00	\$ 90.00
% Days Open after 4pm	88.68%	90.32%	78.79%	82.54%	69.01%	68.18%	75.00%	87.10%	57.14%
<b>ALL Patrons</b>									
<b>Total</b>	<b>1761</b>	<b>1857</b>	<b>1809</b>	<b>3678</b>	<b>1478</b>	<b>2067</b>	<b>2727</b>	<b>3894</b>	<b>2989</b>
Weekdays	1305	1253	1280	2770	1020	1538	2219	3114	2223
Weekends	456	604	529	908	437	529	508	780	766
<b>AVG per Day</b>	<b>27</b>	<b>29</b>	<b>27</b>	<b>57</b>	<b>21</b>	<b>31</b>	<b>44</b>	<b>63</b>	<b>56</b>
AVG Per Weekdays	28	28	27	62	20	32	49	69	72
AVG per Weekend	23	30	28	48	21	29	30	46	60
<b>Max/Day</b>	<b>90</b>	<b>105</b>	<b>102</b>	<b>150</b>	<b>64</b>	<b>112</b>	<b>137</b>	<b>183</b>	<b>161</b>
<b>Resident</b>									
<b>Total</b>	<b>571</b>	<b>838</b>	<b>923</b>	<b>1928</b>	<b>985</b>	<b>1356</b>	<b>1364</b>	<b>1841</b>	<b>1287</b>
Weekdays	445	555	691	1532	684	973	1082	1426	929
Weekends	126	283	232	396	288	383	282	415	358
<b>AVG per Day</b>	<b>9</b>	<b>13</b>	<b>14</b>	<b>30</b>	<b>14</b>	<b>21</b>	<b>22</b>	<b>30</b>	<b>30</b>
AVG Per Weekdays	10	13	14	34	14	20	24	32	30
AVG per Weekend	6	14	12	21	14	21	17	24	28
<b>Max/Day</b>	<b>40</b>	<b>54</b>	<b>47</b>	<b>76</b>	<b>53</b>	<b>79</b>	<b>81</b>	<b>97</b>	<b>67</b>
<b>Non-Resident</b>									
<b>Total</b>	<b>479</b>	<b>526</b>	<b>774</b>	<b>1732</b>	<b>295</b>	<b>439</b>	<b>767</b>	<b>1003</b>	<b>1185</b>
Weekdays	316	347	504	1224	195	333	638	807	866
Weekends	163	179	270	508	98	106	129	196	319
<b>AVG per Day</b>	<b>7</b>	<b>8</b>	<b>12</b>	<b>27</b>	<b>4</b>	<b>7</b>	<b>12</b>	<b>16</b>	<b>28</b>
AVG Per Weekdays	7	8	11	27	4	7	14	18	28
AVG per Weekend	8	9	14	27	5	6	8	12	25
<b>Max/Day</b>	<b>38</b>	<b>35</b>	<b>57</b>	<b>75</b>	<b>21</b>	<b>28</b>	<b>79</b>	<b>64</b>	<b>68</b>
<b>Passes</b>									
<b>Total</b>	<b>711</b>	<b>493</b>	<b>112</b>	<b>18</b>	<b>198</b>	<b>272</b>	<b>596</b>	<b>1050</b>	<b>517</b>
Weekdays	544	351	85	14	141	232	499	881	428
Weekends	167	142	27	4	51	40	97	169	89
<b>AVG per Day</b>	<b>11</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>10</b>	<b>20</b>	<b>8</b>
AVG Per Weekdays	12	8	2	0	3	5	11	25	14
AVG per Weekend	8	7	1	0	3	2	6	12	7
<b>Max/Day</b>	<b>35</b>	<b>36</b>	<b>14</b>	<b>3</b>	<b>11</b>	<b>17</b>	<b>34</b>	<b>79</b>	<b>42</b>
<b>Passes Sold</b>									
R	17	14	1	0	4	6	16	33	29
NR	8	3	0	0	1	1	6	7	2

2/27/14 D

**Beach Receipts**

FY	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
<b>TOTAL RECEIPTS</b>	<b>\$5,331.00</b>	<b>\$8,299.00</b>	<b>\$6,148.00</b>	<b>\$0.00</b>	<b>\$6,725.00</b>	<b>\$9,086.00</b>	<b>\$8,795.00</b>	<b>\$14,485.00</b>	<b>\$11,713.00</b>	<b>\$10,748.00</b>
Admissions	\$2,386.00	\$3,624.00	\$2,923.00	\$0.00	\$3,615.00	\$4,991.00	\$2,935.00	\$4,065.00		
Passes	\$1,000.00	\$1,500.00	\$0.00	\$0.00	\$360.00	\$630.00	\$405.00	\$1,970.00		
Lessons	\$1,945.00	\$3,175.00	\$3,225.00	\$0.00	\$2,750.00	\$3,465.00	\$5,455.00	\$8,450.00		
<b>% days open (after 4pm)</b>	<b>88.68%</b>	<b>90.90%</b>	<b>81.25%</b>	<b>79.71%</b>	<b>73.43%</b>	<b>73.91%</b>	<b>60.31%</b>	<b>87.50%</b>	<b>93.33%</b>	
Total Admission #	1761	1857	1809	3678	1478	2067	2727	3894	2989	
Passes Sold #	25	17	1	0	5	7	22	40	31	
Lesson Students	69	29	37	0	83	102	90	168		

<b>Budget</b>	\$10,976.00	\$10,976.00	\$10,976.00							
<b>TOTAL RECEIPTS</b>	\$5,331.00	\$8,299.00	\$6,148.00	\$0.00	\$6,725.00	\$9,086.00	\$8,795.00	\$14,485.00	\$11,713.00	\$10,748.00
<b>Difference</b>	(\$5,645.00)	(\$2,677.00)	(\$4,828.00)	\$0.00	\$6,725.00	\$9,086.00	\$8,795.00	\$14,485.00	\$11,713.00	\$10,748.00
Rec/Shack Receipts	\$4,241.91	\$5,102.51	\$4,070.94	-\$301.96	\$5,305.38	\$2,631.77	\$1,635.00			
New Difference	-\$1,403.09	\$2,425.51	-\$757.06	-\$301.96	\$12,030.38	\$11,717.77	\$10,430.00	\$14,485.00	\$11,713.00	\$10,748.00

maint 2534.37  
 guards 53.88  
 park 151.43  
**\$62.68**

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks & Recreation Department

DATE OF MEETING: Monday, October 20th, 2014

TIME OF MEETING: 5:30 pm

LOCATION OF MEETING: Mendon Town Hall

Planning Board Room (B3)

20 Main St. Mendon, MA

### **PARKS 10/20/14 AGENDA**

1. Call to order
2. Review and Consider approving prior minutes
3. Consider offering Mendon Resident Price to employees of MURSD and BVT.
4. Update on Nipmuc Youth Softball's repairs to Lowell Field and proposed T-Ball and Water projects.
5. Update on MIIA Insurance Grants
6. Update on Tennis Courts and PARC grant.
7. Discuss winter activities (Ice Skating?)
8. Discuss FY16 Budget
9. Items not reasonably anticipated 48 hours in advance of the meeting.
10. Adjourn



## 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)

[www.mendonma.gov/parks](http://www.mendonma.gov/parks)

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**Meeting Date: 10/20/2014**

**Meeting Location: Mendon Town Hall (B3)**

**Minutes Approved: 12/17/14**

**Members Present:** Joe Flaherty, AJ Byrne, Dan Byer

**Parks Clerk:** Dan Byer

**Others:** Bill Casey (Nipmuc Youth Softball)

The meeting was called to order at 5:32pm.

The Board reviewed the minutes from the 8/27 meeting.

**AJ made a motion to accept the minutes from the 8/27 meeting, Joe seconded and all approved.**

The Board met with Bill Casey from Nipmuc Youth Softball (NYS). He went over the details of their project to redo the infield of Lowell field. They will remove the current infield, re-grade, and bring in new infield clay. They will also remove the grass back to the backstop fence behind home plate to help prevent future erosion issues. They would like to use the removed infield clay to build a 2<sup>nd</sup> t-ball field. This field will be located in the corner past the Lowell right field area. (See attached picture in CPA app, **Exhibit A**) The total work will be around \$16,000.

Dan also reviewed the CPA application to request funding for a water line to Lowell field. Parks and NYS will jointly request CPA funding of \$2,800 to install a water line from the existing beach line to the Lowell shack. This will allow for a hose to be used to wet down the infield. (see **Exhibit A**)

**AJ made a motion to approve Nipmuc Youth Softball's project and the CPA application.  
Dan seconded and all approved.**

Dan requested that the Board consider offering the "Mendon Resident" rate for Zumba to employees of the Town of Mendon, the Mendon-Upton Regional School District and Blackstone Valley Tech School. This will generate some publicity for the Zumba program and hopefully attract more customers. Joe and AJ asked about offering the resident price to those groups for all their programs and Dan agreed.

**AJ made a motion to allow employees of the Town of Mendon, the Mendon-Upton Regional School District, and Blackstone Valley Tech Vocational High School to be eligible for the "Mendon Resident price" for Mendon Parks Dept. programming. Joe seconded and all approved.**



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Dan reviewed the FY 2016 budget. He said that Fincom has requested departments to submit a "Level Service" budget for FY 2016. Dan reviewed this with the board (see attached **Exhibit B**) Dan also stated that he was working on a list of capital expenditures for the Parks Dept. The big issue that is going to affect the Dept is the minimum wage increases. Dan will discuss this with Fincom at their budget review.

Dan stated that he was contacted by a resident, John Trainor, who is interested in landscaping the King Phillip Memorial. The Board discussed and has no issue with this as long as there is no posting of any signage.

*Dan will contact John.*

Dan mentioned that he had received a donation of \$230 from the Men's Over 40 Soccer League.

The meeting was adjourned at 6:30pm.

## Parks FY 2016 Budget Request

	FY2016 Budget	
<b>TOTAL</b>	<b>\$88,731.00</b>	same
<b>Wages</b>	<b>\$74,872.00</b>	same
<b>Expenses</b>	<b>\$13,659.00</b>	same
<b>Site Improv.</b>	<b>\$200.00</b>	same
<b>Maint Wages</b>	\$46,024.00	same
<b>Parks Dir Wages</b>	\$17,872.00	Increase pending STM vote?
<b>Guard Wages</b>	\$10,976.00	same
<b>Postage</b>	\$9.00	same
<b>Telephone</b>	\$1,000.00	- \$500 to Fuel
<b>Sanitary</b>	\$1,950.00	same
<b>Lights</b>	\$3,350.00	-\$200 to Rec. Acct. , -\$200 to Supplies
<b>Fuel</b>	\$2,350.00	+\$500 from Telephone
<b>Supplies</b>	\$600.00	+\$200 from Lights
<b>Equip. Maint</b>	\$1,200.00	same
<b>Field Maint.</b>	\$1,300.00	same
<b>Build Maint.</b>	\$1,000.00	same
<b>Travel Training</b>	\$300.00	same
<b>Rec. Acct</b>	\$600.00	+\$200 from Lights
<b>Site Imp.</b>	\$200.00	same

Budget is same as FY 2015 (Level Funded).

Some changes to individual line items to “right-size” accounts.

Move \$500 from Telephone to Fuel

Savings from replacing \$60/month cell phone with free Google Voice for Parks Clerk

Move \$400 (\$200 each) from Lights to Supplies and Recreation Account.

Savings from newer appliances in Snack Shack (AC's, Fridges) and more energy efficiency  
Will allow us to advertise summer programming more to increase revenues and cover  
some added supplies and improvements.



Exhibit A - 10/20/14

Google

**RECEIVED**

*By Mendon Town Clerk at 10:19 am, Nov 06, 2014*

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks & Recreation Department

DATE OF MEETING: Tuesday, November 11th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Mendon Town Hall

Planning Board Room (B3)

20 Main St. Mendon, MA

## **PARKS 11/11/14 AGENDA**

1. Call to order
2. Review and Consider approving prior minutes
3. Discuss Memorial Field Vandalism
4. General discussion and updates
  - a. Insurance Grants
  - b. Pavilion Lighting
  - c. Tennis Courts
  - d. End of fall season
5. Items not reasonably anticipated 48 hours in advance of the meeting.
6. Adjourn



## TOWN OF MENDON

Parks & Recreation Department

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Mendon, Massachusetts 01756

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Email: [parkcomm@mendonma.gov](mailto:parkcomm@mendonma.gov)

[www.mendonma.gov/parks](http://www.mendonma.gov/parks)

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**Meeting Date: 11/11/2014**

**Meeting Location: Mendon Town Hall (B3)**

**Minutes Approved: 12/17/14**

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

**Parks Clerk:** Dan Byer

**Others:** Mendon Police Officer Matt Hoar, Andrew Chagnon and his father.

The meeting was called to order at 5:06pm.

The board met with Andrew Chagnon and Officer Hoar to discuss the incident that occurred on Sunday 11/2/2014 at Memorial Field. Andrew drove his vehicle onto the outfield and damaged the grass. **(See Exhibit A)** Officer Hoar explained that this was a serious offence and could have resulted in a felony conviction. AJ stated that he was lucky no one was injured and discussed the importance of making good decisions. Andrew stated that he would like to formally apologize to the board for his actions. He is willing to repair the damages. Dan stated that the tire ruts need to be filled in and the whole area re-seeded. Andrew and his father stated that they would complete the work and were willing to do more repairs in the spring if needed. The board agrees not to press charges if the damage is repaired to the board's satisfaction.

Dan updated AJ on the status of the insurance grants and tennis courts.

The meeting was adjourned at 5:20pm.



**RECEIVED**

*By Mendon Town Clerk at 8:07 am, Dec 04, 2014*

TOWN CLERK STAMP:

## **NOTICE OF MEETING**

BOARD/COMMITTEE NAME: Parks & Recreation Department

DATE OF MEETING: Wednesday, December 17th, 2014

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Mendon Town Hall

Planning Board Room (B3)

20 Main St. Mendon, MA

### **PARKS 12/17/14 AGENDA**

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
  - a. Review and Consider signing PARC Grant Acceptance Contract
  - b. Review and Consider updating Parks Field Use Fees and Policies
  - c. Meet with Mendon Senior Baseball to discuss Veteran's Field
  - d. Consider approving Nipmuc Youth Softball's 2015 Field Use request.
  - e. Review and Consider posting Summer 2015 Jobs
4. **Old Business**
  - a. Update on Insurance Grants (Pavilion Lighting and Cameras)
  - b. Review Parks Dept. capital projects list.
5. Items not reasonably anticipated 48 hours in advance of the meeting.
6. Adjourn



## TOWN OF MENDON

Parks & Recreation Department  
20 Main Street  
Mendon, Massachusetts 01756  
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**Meeting Date: 12/17/2014**  
**Meeting Location: Mendon Town Hall (B3)**  
**Minutes Approved: 3/19/15**

**Members Present:** Joe Flaherty, Dan Byer

**Parks Clerk:** Dan Byer

**Others:** Dave Altavilla, Chris Burke (Mendon Senior Baseball)

The meeting was called to order at 5:02pm.

The board met with Dave Altavilla and Chris Burke (Mendon Senior Baseball) to discuss Veteran's Park and Tetreault field. Dave stated that there are some serious drainage issues. They have tried some temporary fixes but need a more permanent solution. They have talked to Eric Peterson and gotten some rough quotes to install a drainage system similar to the work done on Grant field. The cost is around \$8,000-\$10,000. This is beyond the budget of Senior Baseball.

Chris stated that he knows finances are tough and they town doesn't have the money but this would be a perfect candidate for CPA funding. Dan and Joe agreed and discussed the previous CPA projects (softball). After further discussion everyone agreed that it makes more sense to put together one project to upgrade the entire Tetreault field. This would include drainage, the infield, and a home run fence. They also discussed the possibility of involving Whitinsville Christian Schools.

*Dan will send Dave and Chris info on the CPA process. Dave will work on pulling together quotes.*

The board, along with Mendon Upton Senior Baseball reviewed the list of Capital Projects for the Parks Department. **(Exhibit A)** This was requested by the Town Administrator. *Dan will add the Tetreault field projects to the list. Everyone agreed on list. Dan will send the CapEx list to Kim.*

The board reviewed the PARC project Agreement. **(Exhibit A)**

**Dan made a motion to sign the PARC Program Project Agreement, Joe stepped down and seconded. All approved.**

**Dan made a motion to approve Nipmuc Youth Softball's Field Use request and waive the use fee. Joe stepped down and seconded. All approved.** *(Facility Use form on file in parks office)*

**Dan made a motion to approve the minutes of 10/20/14 and 11/11/14, Joe stepped down and seconded and all approved.**

The board discussed the 2015 summer job postings. *Dan will post the lifeguard and maintenance jobs with a deadline of March 1<sup>st</sup>.* Joe asked about the rec program. Dan said that he was still looking into

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options for increasing enrollment. Joe suggested sending out a job posting for an assistant director to the local schools. The listing would state that we are looking for someone to increase our enrollment.

*Dan will write an ad and post.*

The board agreed to pass over the discussion on field use fees until another meeting that AJ could attend. Joe and Dan discussed the liability insurance requirements. Dan would like to clarify when it is and is not required. Joe would like to handle requests for waivers on a case-by-case basis. He also agreed that we do not need liability insurance for non-profit, private events (birthday party, pick-up game, etc)

Dan reviewed the insurance grants. Both the camera upgrades and pavilion lights were approved. Dan will coordinate these projects.

The meeting was adjourned at 6:15pm.