



**TOWN OF MENDON**  
**PARKS & RECREATION DEPARTMENT**

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**Meeting Date: 3/18/2018**  
**Meeting Location: Mendon Town Hall, Parks Office, 20 Main St. Mendon, MA**  
**Minutes Approved: 9/5/2018**

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

**Members Absent:**

**Parks Director:** Dan Byer

**Others:**

*The meeting was called to order at 9:07am.*

The commissioners discussed the plan for interviews. They will ask the same 4 questions as last year.

1. *What is your previous work experience?*
2. *What is your availability?*
3. *How many hours are you interested in working?*
4. *Why should we hire you?*
5. *What are your thoughts on teamwork, how have you used teamwork in a previous position?*
6. *How do you take direction?*
7. *Do you have any questions for us?*

**9:07am – Rory Crisfield – Rec Program**

The commission interviewed Rory Crisfield for the Rec program. Dan asked about experience, she has helped out at The Taft Library with the summer reading program as well as a program in Milford doing crafts. AJ asked about her availability and hours, she says she has a family vacation for a week, and is available the rest of the summer; she is available for whatever we need. Tom asked why we should hire her. She has experience working with kids and talking with parents in previous volunteer positions. Dan asked about team work, Rory said she is part of debate club in school and band and that requires a lot of teamwork. AJ asked about taking direction, Rory says she has no problem doing what she is told to do.

**9:13 – Lima Crisfield – Rec Program**

The commission interviewed Liam Crisfield for the Rec Program. Dan asked about previous work experience. Liam said he worked with the Milford Humanitarian Aid Coalition, running activities and crafts. AJ asked about his availability. Liam said he can work as much as he needs to, has no vacations planned. Tom asked about hours, Liam said whatever we want he will be there. Tom asked why we should hire him. Liam said he has a lot of experience working with younger kids, in Boy Scouts he is a leader and worked with the newer scouts. Dan asked about teamwork, Liam says he worked a lot in a team in scouts and on camp outs, they have to work together to get things done. AJ asked about direction, Liam says he tried to do the best he can. If the request was unreasonable he would communicate that.

**9:20 – Jaclyn Bianchi – Rec Program**

The commission interviewed Jacklyn Bianchi for the Rec Program. Dan asked about her previous experience. Jaclyn said she did vacation bible school at St. Gabriel's and CCD. AJ asked about her availability. She says she can work whenever we need, she says they have no vacations planned. AJ asked about hours, she says she will do whatever. Tom asked why we should hire her. Jaclyn says she is in college and a bit older. She has some experience with kids and is responsible. Dan asked about teamwork, she says it is important in group projects in school and they also used worked in a group for vacation bible school. AJ asked about taking direction, she says she takes direction pretty well, experience in drama club and dance. AJ asked what if she doesn't agree. She says we would discuss with them. Jaclyn asked about the program attendance, Dan explained how many kids we had. She also asked about the uniforms and Dan explained.

**9:26 – Cory McGreal – Maintenance**

The commission interviewed Cory McGreal for the Maintenance Crew. Dan asked about his previous experience. Cory said he mows his own lawn and worked at Shaw's. He also worked for AJ scoring basketball games. AJ asked about his availability, he said he can work whenever we will schedule him. He wants 25-30 hours a week. Tom asked why should we hire him. Cory said he has a lot of experience doing yard work on his own lawn and is strong. Dan asked about team work. Cory said school requires teamwork in a project to collaborate. AJ asked about taking direction. Cory said he will do what he is told, not a problem. Cory asked about how many positions are open, Tom said at least 2 once we interview everyone.

**9:36 – John Schiloski – Maintenance**

The commission interviewed John Schiloski for the Maintenance Crew. Dan asked about his previous work experience. John said he worked with his stepdad and at a pizza place. He also worked with his father in masonry. AJ asked about his availability. John said he can work all summer, and is interested in whatever hours we can offer up to full time. Tom asked why we should hire him. John said he has previous work experience, is a hard worker and always had to work hard. Dan asked about teamwork. John said Anzio's Pizza required a lot of teamwork, and also in sports everything is about working as a team. AJ asked about taking direction. John said he is really afraid of getting in trouble so he would do what he is told.

The Commission discussed the Maintenance Crew. They really like John for a leadership role. AJ said in his experience he is very driven and level headed. He would be good for leadership role. Dan explained he heard from Tyler and he is interested in returning but will be looking for a full time job. He may be able to work until July. Dan thinks we could have Tyler work to train the new managers for a month or so. AJ asked how many maintenance positions. Dan said 4 applicants for 2 positions. They discussed hours, AJ says maybe we can bump the others up from 20 to 40. Could maybe hire more for less hours. Dan also discussed Peter working as the crew manager. He thinks Peter has the technical skills but may not have the management skills. Tom suggests maybe John may have the management skills and bring a quiet leadership role to the position.

**9:50 – Jack Lynch – Rec Program**

The commission interviewed Jack Lynch for the Rec program. Dan asked about his experience. Jack said he has worked with little league baseball assistant coaching and also had an internship and worked at Pinz. He said he has a lot of customer service experience too. AJ asked about his availability, Jack said he has 1 vacation planned and he may have a leadership event for school. He is looking for full time if possible, 30-35 hours. Dan asked how late he is here; Jack said he is here until September. Tom asked why we should hire him. Jack said he is very responsible and would be able to work with the kids because he is older and has more experience. Has a lot of experience with kids through baseball as well as his younger brothers. Tom asked where he sees himself in 3-5 years. Jack said hopefully an engineering position and maybe moving towards sales. Dan asked about teamwork, Jack said teamwork and communications are very important. With his internship it was very important to communicate with his team members. AJ asked about direction. Jack says he appreciates constructive criticism. Is looking to better himself. Jack asked about the daily schedule, Dan explained the structure of the program. Jack asked about his duties. Dan said they started moving towards groups as the program has grown.

**10:02 – Rachel Dunlavy – Rec Program**

The commission interviewed Rachel Dunlavy for the rec program. Dan asked about her experience. Rachel said she has not worked previously, but volunteered at vacation bible school at St. Gabriel's. She also helped her mother who is a 2<sup>nd</sup> grade teacher. AJ asked about her availability and hours. Rachel said she can work once school ends and work through the summer. She has a 1 week vacation planned; she needs mornings off to work the vacation bible school. She wants as many hours as we can offer but part time is fine too. Tom asked why we should hire her. She says she has been to the beach since she was an infant, always seen the camp and wanted to be a part of it. Also did the local sports and is involved in Mendon. She has worked with younger kids and has a younger sister. She did a leadership project working with younger kids for national honor society. Dan asked about teamwork, she said everyone has to work together to get the job done. She has used teamwork through sports and NHS. AJ asked about direction. Rachel says she will do what she is told; if she disagrees she would follow what she is told. Rachel asked about the structure of the program. Dan explained the schedule.

**10:12 – Rochelle Akerman – Rec Program**

The commission interviewed Rochelle Akerman for the Rec Program. Dan asked about her experience. Rochelle said she has no work experience, but has volunteered a lot, especially in hospitals. One of the older of all of her cousins so she has a lot of experience babysitting. AJ asked about her availability and hours. She said she has no vacations planned and is available all summer. She is interested any hours up to full time. Tom asked why we should hire her. Rochelle said she has a lot of medical experience and experience treating injuries. Also has a lot of experience babysitting little kids. Dan asked about her thoughts on teamwork. She said it's very important, she has been playing sports for a long time and teamwork is very important. AJ asked about taking direction. Rochelle said she would ask other more experienced staff for advice and will do what she's told. Rochelle asked about the size of the program, Dan said 50's-60's. She also asked about the hours and Dan answered.

**10:21 – Sean Belland – Maintenance Crew**

*Tom recused himself from the meeting to avoid a conflict with the Ethics Laws.*

The commission interviewed Sean Belland for the Maintenance Crew. AJ asked about previous work experience. Sean said he has been at the fields helping baseball. He also has experience landscaping at home. Dan asked about his availability and hours. Sean said he has once vacation planned for July and is looking for 20-30 hours. AJ asked why we should hire him. Sean said he has a lot of landscaping experience and also works well with others. Dan asked about teamwork. Sean said he does track and soccer and teamwork is very important and they all have to get along. AJ asked about direction, Sean said he will do what he is told. Dan asked about Sean's experience working with Sean Clifton's landscape business. Sean said he did general work for him with yard cleanups. He has experience with leaf blowers, weed wackers, and mowers.

*Tom returned to the meeting.*

**10:28 – Aaron Akerman – Lifeguard**

The commission interviewed Aaron Akerman for the lifeguard position. Dan asked about his past experience. Aaron is certified as a lifeguard. He doesn't have official experience but has helped out at some pools. He has always been around the water his whole life. AJ asked about his availability. Aaron said he is around all summer, home from school in May. He can work whatever hours we want. Tom asked why we should hire him, what would set him apart. Aaron said he has been a swimmer since he was 5, was on swim teams his whole life. He was also on school swim teams too. AJ asked about how swimming will relate to the position. Aaron says he knows how people look in the water and can identify if they are in distress. He knows how to work with people. Dan asked about teamwork, Aaron said it is very important for lifeguarding, staff needs to communicate. He was a captain on a swim team and that involved a lot of leadership and communication. AJ asked about taking direction. He says he will do whatever he is asked. AJ asked if he would have issue taking direction from someone younger, Aaron says that's no problem. Aaron asked about the hours, Dan explained the staffing.

The commission discussed the lifeguard staffing. The discussed the possibility of having someone splitting between the shack and guards. Dan would like to explore a scheduling app.

**10:44 – Abigale Adams – Rec Program**

The commission interviewed Abigail Adams for the rec program. Dan asked about her experience. Abigale said she used to help out her parents at their office. She also worked at the Memoria Park Snack Shack. She also volunteered at the Taft Library. AJ asked about her availability. She said she is available all summer with one vacation. She can work whatever hours we need. Tom asked why we should hire her. Abigale said she has always been hard working and puts her all into her work. She has been babysitting a lot since she was young. She loves working with kids. She said she has a really strong work ethic. Dan asked about her thoughts on teamwork. She said it is very important. She had to use teamwork for putting on a play with a friend as well as lacrosse. AJ asked about direction. She says she takes direction well. Tom asked if she would be interested in working in the snack shack since she has some experience. She says absolutely.

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**10:50 – Joey Schiloski – Rec Program**

The commission interviewed Joey Schiloski for the Rec Program. Dan asked about his previous experience. Joey said he worked for his dad's masonry business as well as babysitting for his sister. AJ asked about his availability. Joey said he is around all summer and wants whatever we can give him. Tom asked why we should hire him. Joey said he was part of the Upton Camp and is familiar with how they work. He knows how important the counselors are and wants to emulate that. Dan asked about teamwork. Joey said since he has been involved in sports, teamwork is very important. AJ asked about taking direction. He said he knows that is usually the best way to get things done. Has no issue taking directions from authority.

The commission discussed Nipmuc Youth Baseball's field use. Dan explained he got an email from Tracy Alcock asking about the field use. He explained it was already approved in January. AJ said they board has changed over so they were probably checking in.

The commission discussed the applicants they interviewed. They discussed the applicants for the rec program. They discussed the management of the program. Dan explained Steph is coming back but Alan would like a 2<sup>nd</sup> assistant director. Right now it's Alan and Steph. Dan would like to promote Matt Benoit to a management roll. Tom asked about who is coming back, Dan reviewed. They discussed a head counselor position.

They discussed hours and scheduling for the lifeguard. Dan reviewed who is returning. There is one applicant for a lifeguard and 2 more that were interested but not yet certified. There is also another applicant who was getting certified but says she wants to work for the camp. Tom asked how many do we need to hire; Dan says there are 4 returning, 2 more as a fill-in, and the 1 applicant. Last year we hired 11. He recommends 8 total. They also discussed possibly increasing the pay to attract better applicants. The commission discussed Shannon Dowd; she could split between the shack and guards. Dan thinks that could solve some scheduling issues.

AJ asked about evaluations, he would like to see those formalized. Dan will discuss with Alan and work on something for this year.

Dan discussed the proposed contract with Diamond Athletic for field fertilization (**Exhibit A**). Dan explained the services are the same as last year. He also got a 2<sup>nd</sup> quote from another company, Turf Pro's (**Exhibit B**). Turf Pro's is slightly cheaper, by \$100. Dan says he has no issue with Diamond. The commissioners feel that Diamond is familiar with our fields and facilities and there have been no issues.

**AJ made a motion to authorize Dan to sign the 2018 contract with Diamond Athletic, Dan seconded, and all approved.**

The commission discussed the Maintenance Crew management. They would like to have Tyler come in and work with Peter to get him trained up to take over. Dan said there is some money left in the budget to overstaff in the spring and have Tyler in. Tom asked about a maximum Tyler would work, Dan says he's not sure if Tyler will find another job. Dan is concerned that Peter may not have the management experience to lead the kids. AJ asked about John Schiloski as a leader. Tom says it might be good to have 2 managers. His things he would be very stable and will lead by example. Dan says we need to limit the crew to 5 on duty but could maybe hire more for less hours.

*The meeting was adjourned at 11:49am.*