

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks & Recreation Department

DATE OF MEETING: Thursday, January 29th, 2015

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING:

Mendon Town Hall

Planning Board Room (B3)

20 Main St. Mendon, MA

PARKS 1/29/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
 - a. Review proposed study for improvements to downtown area and uses of Paddock Property.
 - b. Consider approving request from Mendon Upton Senior Baseball to install a homerun fence on Tetreault Field.
 - c. Consider approving request from Mark Reil to host the Lake Nipmuc Association's annual fishing derby at the town beach.
 - d. Meet with Carly Thibodeau and Julie Cavanaugh to discuss reimbursements for WSI lifeguard training.
 - e. Review and consider approving the following 2015 summer programming.
 - i. Swim Lessons
 - ii. Kids 'N' Us Summer Recreation Program
 - iii. Beach Pricing and Hours
 - f. Review 2015 field use fees and policies
 - g. Discuss Parks Administrative Clerk and Town Compensation Study Survey
4. **Old Business**
 - a. Review plans for hiring summer staff
 - b. Review plans for summer program advertising
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
Phone: 508-473-0600 Fax: 508-478-8241
Email: parkcomm@mendonma.gov

www.mendonma.gov/parks

Meeting Date: 1/29/2015
Meeting Location: Mendon Town Hall (B3)
Minutes Approved: 3/19/15

Members Present: Joe Flaherty, AJ Byrne, Dan Byer
Parks Clerk: Dan Byer
Others: Mark Reil

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

Dan reviewed several projects planned that relate to the Parks Dept. They are: a study on the uses of the Paddock Property (possible recreation potential), a study of the downtown Mendon area focusing on the roads and possible landscaping.

The board discussed the request from Mendon/Upton Senior Baseball to install a home run fence on Tetreault field. They are looking for the board's approval before soliciting funding to help pay for the work. **(Exhibit A)**

AJ made a motion to allow Mendon Upton Senior Baseball to install a home run fence on Tetreault field, Dan seconded, all approved.

The board reviewed the request from Mark Reil and the Lake Nipmuc Association to hold their annual fishing derby on 2/7/15 with an alternate date of 2/28/15.

AJ made a motion to approve the Lake Nipmuc Association's use request, Dan seconded and all approved. (Use Form on File in Parks Office)

Dan reviewed the status of the summer hiring. Two of the lifeguards from last year (Carly and Julie) have requested reimbursement for WSI (Water Safety Instructor) training. The board agreed that they are willing to reimburse for the training. Dan said that that will bring the total of WSI guards up to 3. The board will revisit and issue a formal approval in March when they hire staff.

The board reviewed the summer programming:

Swim Lessons

- Keep pricing the same (Residents \$65, Non-\$75)
- Continue agreement with Uxbridge to offer them resident pricing in exchange for them promoting our lesson program.
- Change times for levels from 3, 45 min slots to 4, 40 min slots.
- Change lesson days from M-Th with Fri make-ups to M-F with no make ups.
- Look at adding a 4th session of lessons.

Beach

- Keep hours and pricing from last year
 - 12-7, Residents \$2, Non \$3, 2 and under/65+ FREE
- Keep Resident season pass at \$50, change non-resident pass to \$125

Rec Program

- Keep prices from last year
 - Week-\$150, Day \$40, ½ day-\$25, Lunch \$5/day
 - Family Discount 10% next week for 3 or more kids
- Will start day after school closes and continue until week before school starts in Aug
- Age will be K-8th grade.
- Swimming Policy
 - Dan reviewed Christian's Law. We are still waiting on final rules from the state before setting the formal policy. (**Exhibit B**)

The board also discussed advertising options. Dan reviewed the options including town crier columns and flyers. The board will consider some options in March.
Dan will put together flyers and post the programs online.

The board reviewed the field use policies (**Exhibit A**). Dan suggested changing the pricing for Groups 2-4. Currently 1 and 2 are \$5/player/field. 3 and 4 (commercial use) are 15% of gross revenue. This doesn't make sense as there is no way to verify the amount. Dan recommended listing pricing on the use form as groups tend to shop around. They reviewed the pricing on the tennis court and agreed to leave it at \$100 for the whole court. The board discussed the increase in the electrical rates and will keep an eye on the bill for the Basketball and Tennis lights.

The board agreed to set the rates as follows:

Group 1: \$5/player/field

Group 2: \$10/player/field

Group 3: \$15/player/field

Group 4: \$20/player/field

The board reviewed the questionnaire for the Town Compensation Study.

Per MA Ethics Laws, Dan stepped down as a Parks Commissioner for this discussion and presented this topic as the Administrative Clerk for the dept.

Joe and AJ read through the responses on the survey and discussed a few of the duties of the position. Dan stated his opinion that over the years the responsibilities of the position have grown as they have added more programs. In addition, although being classified the same as several other "Clerk" positions, this position requires the supervision of staff.

Joe signed the survey and Dan will return it to the Town Administrator.

The meeting was adjourned at 6:45pm.

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.

Please ensure that you or an authorized person is able to pick up your child promptly by 4pm. If, for any reason, your child is not picked up by 4pm you will be charged a late fee of **\$1/minute**.

1st Offense: 4:00pm-4:14pm – Written Warning, After 4:15 \$1/min.
Subsequent Offenses: \$1/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.

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

The Mendon Town Beach DOES NOT allow other flotation devices (water wings, noodles, etc.) other than Coast Guard approved devices

We will be using colored wrist bands to assist our lifeguards in enforcing these restrictions.
Please mark the column that applies to your child.

_____	_____	_____
RED "Non-Swimmer"	YELLOW	GREEN
My Child MUST wear a PFD at all times while in the water.	My child is NOT required to wear a PFD	My child is NOT required to wear a PFD
My Child must stay close to shore (Water less than 4 feet deep)	My Child must stay close to shore (Water less than 5 feet deep)	My Child has my permission to swim to the far dock. (Water is 8-14ft deep)
*Regardless of your choice, our lifeguards will verify your child's abilities by performing a basic swim test on your child's first day		

Initial: _____

1/29/15 A p1

Joe Flaherty
Chair



AJ Byrne
Dan Byer

TOWN OF MENDON

Parks & Recreation

20 Main Street

Mendon, Massachusetts 01756

Phone: 508-473-0600 Fax: 508-478-8241

Emergency Contact: 774-481-1321

parkcomm@mendonma.gov

www.mendonma.gov/parks

Mendon Parks - Facility Use Policies, Agreement, and Fees

The recreational facilities of the Town of Mendon are open to the public for general use.

Any person, event, group, organization, team, or league looking to reserve a field or facility must apply for a permit from the Mendon Parks & Recreation Department.

DO I NEED A FACILITY USE PERMIT??

General Use: Friends or Family use of playground, courts, fields batting cages, picnics, etc.	NO
Birthday Party at Pavilion or Park (No Fee, Permit recommended to reserve location)	YES
Any Use for more than 6 hours	YES
Any Organized Team, League or Event (including Non-Profits)	YES
Any Scheduled and/or Advertised Event	YES
ALL Commercial/For-Profit Use (ex: Camps, Lessons, Programs, etc)	YES
ALL USE of the following facilities: Mendon Town Beach, Founders Park, Concession Stands, Utilities	YES

All Facility Use Permits must be approved by the Parks Commission and will take a minimum of 2 weeks to issue.
Please plan accordingly

Priority use will be given according to the Groups listed below.

Group 1 – Non-Profit Groups with Mendon Resident Affiliation.

- Non-Profit groups comprised of at least 75% Mendon/Upton residents.
- Mendon Upton Regional School District Use
- Town of Mendon Municipal Use

Group 2 – Non-Profit groups with no Mendon Resident affiliation.

- Any other Non-Profit groups or organizations with 501 (c) (3) designations.
- Blackstone Valley Tech Use

Group 3 – For-Profit groups with Mendon Resident affiliation.

- For-Profit groups comprised of at least 75% Mendon/Upton Residents.
- This group includes all businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit.

Group 4 – For-Profit groups without Mendon Resident affiliation.

- This group includes all other businesses, camps, clinics, enrichment programs, and all others utilizing the field for personal or commercial benefit.

Field Use Fees

The Field Use Fee is for use and support of Parks Facilities including bathrooms, playgrounds, etc.
All Fees are NON-REFUNDABLE

Baseball & Soccer Fields:			
(Pezzella, Lowell, Grady, T-Ball, Grant, Tetreault, Grover, Clough)			
Group 1	\$10 Group 2	\$10 Group 3	\$20 Group 4
\$5 per player per field (ex. 40 players = \$200)	\$5 per player per field (ex. 40 players = \$200)	15% of Gross Revenue due before field use	15% of Gross Revenue due before field use
-----Minimum Fee = \$100-----			
Basketball Court:			
\$100			
Tennis Courts:			
(price for 1 net, to reserve whole court double the fee)			
\$50 100 \$100			
Pavilion:			
Birthday Party or other 1-time gathering		Other Uses	
FREE – Permit application recommended to reserve facility		To be determined by Parks Dept.	
Other Uses			
Fee to be determined by the Parks Dept.			
Fees for individual usage of less than 72 hours combined - \$100 minimum per week			

***Use fees may be adjusted at the discretion of the Parks Dept.**
You will receive a confirmation letter with your assessed fee when your application is approved.
All Field Use fees are due at least 2 weeks prior to your first reserved date.

Liability Insurance

Liability insurance is required for all For-Profit and Non-Profit groups, organized teams, leagues, events, and any use for more than 72 total hours combined.
 The Parks Commission will make the final determination as to insurance requirements.

Any application for use requiring insurance must be accompanied by an insurance certificate.

*Town of Mendon, Parks and Recreation, 20 Main St., Mendon MA 01756
 must be listed as a certificate holder.*

Facility Use Policies:

- This permit allows an individual(s), league, team and their families and spectators to use these facilities.
- The User will only use the field for intended purposes and only during the agreed dates and times.
- Users are responsible for damage to fields and/or facilities inflicted by the individuals, leagues, families, and/or spectators.
- For league, team use or commercial use, a representative may be requested to attend a Parks Department meeting prior to approval.
- The Parks Department reserves the right to alter this agreement due to weather or scheduling issues.
- **The Parks Department reserves the right to revoke the privileges of any users not adhering to the agreement in this letter.**

Wet Field Policy:

If any fields are to be closed, the Parks Department will post a "Field Closed" sign on that field. A good faith effort will be made to contact the person/group using the field by email. It will be the User/Group Field Coordinator's responsibility to check the fields for posting and notify the appropriate people in a timely manner. Any person's found using a posted field will be held responsible to pay for the damages.

In the event that the Field Closed sign has not yet been put up or in the event of inclement weather user groups/coaches are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf for ALL users.

In general, if you see standing water or hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow play without damage to the field.

Any person(s) found using a wet field resulting in damages will be held responsible to pay for those damages.

Vehicles – No vehicle is to be driven onto any field without written permission. All vehicles must remain in marked parking areas.

Field Marking/Stakes/Etc. :

Groups must receive permission before applying any type of marker(s)/paint to the fields. This includes anything that will not wash away in the rain. One-time events should use temporary chalk lines. Groups must check with the Parks Department before inserting any stakes into the ground. There are several buried water and electrical lines.

Food Sales & Concession Stands:

Any group wishing to use the concession stands or sell food products is responsible for obtaining the necessary permits from the Board of Health. The group is responsible for complying with all Federal, State, and Local regulations regarding the operation of a food establishment.

No one may possess, consume, or sell any alcoholic beverage without the authorization of the Parks Dept. and a liquor license from the Board of Selectmen.

Open Fires, Grills, etc:

Fires are **NOT** permitted on Parks property without written permission from the Parks Dept. and Fire Dept. This includes "bonfires", cooking fires, or any type of enclosed fire pit. Grills, BBQ's, or other cooking devices may be allowed with prior approval from the Parks Dept.

Utilities:

Electricity, Water and or Lights may be available upon request. Additional fees may apply.

Bathrooms & Trash Facilities

Bathroom facilities are available at Memorial Park and are open from 8am-10pm.

All Trash must be bagged and removed after the conclusion of the event. (Dumpster keys are available on request)

Access Policies (Keys and Combos)

Please list required access to any buildings or storage facilities on the Use Form. Codes will be provided in your confirmation letter. Anyone requesting keys must complete a key control form.

Please remember that there are several groups sharing the same spaces. Be considerate of other's equipment and storage. Codes and Keys are NOT to be given out to unauthorized users.

All locks and keys remain the property of the Mendon Parks Department.

No lock is to be changed, re-keyed, or key copied without the written consent of the Parks Dept.

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Agreement:

Practice & Game Schedules along with the Fee must be submitted 2 weeks prior to the start of the season.

I, the undersigned, as a representative of, _____, an organization requesting the use of the fields and facilities under the jurisdiction of the Mendon Parks Department, identified on page 5 of this document, do hereby understand and consent to the rules and regulations set forth.

I agree to forever release the Town of Mendon and all their agents, board members, volunteers and any and all individuals and organizations assisting or participating in voluntary use of Parks and Recreation facilities and fields of the Town of Mendon ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to members of my organization, spectators and/or family members participation.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to members of my organization, spectators and/or family members or property damage resulting from my organizations, spectators and/or family members participation in the voluntary use of the Parks and Recreation facilities and fields in the Town of Mendon.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my organization's participation in these programs is voluntary and that my organization and I are free to choose not to use said facilities and fields. By signing this Form, I affirm that I have decided to allow my organization to use fields and facilities under the jurisdiction of the Mendon Parks Department with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage to any members of my organization, spectators and/or family members may suffer in voluntary use of the fields and/or facilities.

The Town of Mendon and The Mendon Parks Department are NOT responsible for any lost, stolen, missing, or damaged property that is stored in our facilities.

- 1. Organization Name: _____
- 2. Group Representative Name: _____
- 3. Address: _____
- 4. Email Address: _____ Phone Number: _____
- 5. Emergency Contact Info: Name: _____ Phone Number (Cell): _____
- 6. Group type (check) 1 2 3 4 (if different from above) (see definitions above)
- 7. Tax exempt number (If applicable): _____
- 8. Liability Insurance Carrier (If Applicable): _____

**Please attach insurance paperwork to this packet.
Town of Mendon, Parks & Recreation, 20 Main St., Mendon, MA 01756
must be listed as a certificate holder.**

9. Requested Facilities (list start date, end date, days of week, times requested):

1/29/15.A p6

Facility Requested	Dates and Times
MEMORIAL PARK (45 Taft Ave.)	
Pavilion	
Basketball Court (with Lights)	
Tennis Courts (with Lights)	(Please Specify 1 or both courts)
Grady T-Ball Field	
Pezzella Little League Field	
Lowell Softball Field	
T-Ball Field (Softball)	
VETERANS PARK (25 & 29 Millville St.)	
Tetreault Babe Ruth Field	
Grant Little League Field	
OTHER LOCATIONS	
Grover Field <u>Full Size Soccer Field</u> 8 Colonial Dr.	
Clough Field* <u>U10 Size Soccer Field</u> 10 North Ave. <small>*not available weekdays between 8:30am - 3:30pm 8/25-6/30</small>	
Founder's Park <u>Historic Town Common</u> 1 Main St. (Intersection of Rt-16 & North Ave.)	
SPECIAL REQUESTS (Please Specify)	
Storage/Concessions	
Utilities (Water, Electricity, Lights)	
Permission to Mark Fields	
Other	

Group Representative Signature: _____ **Date:** _____

BELOW FOR MENDON PARKS DEPARTMENT USE ONLY

Approved / Denied Date: _____ Parks Dept. Signature: _____

Amount Due: \$ _____ Paid: _____ Date: _____

RECEIVED

By Mendon Town Clerk at 4:13 pm, Mar 09, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks & Recreation Department

DATE OF MEETING: Wednesday, March 11th, 2015

TIME OF MEETING: 4:30 pm

LOCATION OF MEETING:

Mendon Town Hall

Parks Dept Office

20 Main St. Mendon, MA

PARKS 3/11/15 AGENDA

1. Call to order
2. Interview applicants for 2015 seasonal employment.
3. Items not reasonably anticipated 48 hours in advance of the meeting.
4. Adjourn

MEETING CANCELLED

RECEIVED

By Mendon Town Clerk at 4:15 pm, Mar 09, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks & Recreation Department

DATE OF MEETING: Friday, March 13th, 2015

TIME OF MEETING: 4:30 pm

LOCATION OF MEETING:

Mendon Town Hall

Parks Dept Office

20 Main St. Mendon, MA

PARKS 3/13/15 AGENDA

1. Call to order
2. Interview applicants for 2015 seasonal employment.
3. Items not reasonably anticipated 48 hours in advance of the meeting.
4. Adjourn



TOWN OF MENDON

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Email: parkcomm@mendonma.gov

www.mendonma.gov/parks

Meeting Date: 3/13/2015
Meeting Location: Mendon Town Hall – Planning Board Room
Minutes Approved: 3/19/15

Members Present: AJ Byrne, Dan Byer
Parks Clerk: Dan Byer
Others: Michael Aiello

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

AJ and Dan interviewed Michael Aiello for the position of Maintenance Crew Member. (Application on file in parks office) They discussed his previous work experience and skills. Michael stated that he had experience working in maintenance/landscaping. Dan and AJ reviewed the responsibilities of the position and general schedule.

Dan will contact Michael after the second round of interviews is finished on 3/19/15.

Dan updated AJ on the general status of the Parks Dept. The rest of the interviews will be held on Thurs 3/19/15.

The meeting was adjourned at 5:30pm.

RECEIVED

By Mendon Town Clerk at 4:30 pm, Mar 16, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks & Recreation Department

DATE OF MEETING: Thursday, March 19th, 2015

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING:

Mendon Town Hall

Planning Board Room (B3)

20 Main St. Mendon, MA

PARKS 3/19/15 AGENDA

(Updated: 3/17/15)

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
 - a. Interview applicants for 2015 Seasonal Employment
 - b. Review returning applicants from last season.
 - c. Consider hiring 2015 seasonal staff.
 - d. Review rates for Parks programming.
 - e. Review age for “free senior admission” to beach.
 - f. Consider approving Spring Facility Use Request from Mendon Upton Senior Baseball
 - g. Review Whitinsville Christian Schools Spring Facility Use for Tetreault Field.
 - h. Consider signing contract with Diamond Athletic for 2015 fertilization
 - i. Discuss 2015 Beach Blast
 - j. Review Proposal for Yoga Program
 - k. Review proposed Trails Use By-Law**
 - l. Discuss parks facility use by Town of Mendon for meeting space**
4. **Old Business**
 - a. Review plans for summer program advertising
5. Items not reasonably anticipated 48 hours in advance of the meeting.
6. Adjourn