TOWN CLERK STAMP:

RECEIVED
By Mendon Town Clerk at 8:22 am, Jan 26, 2015

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

Joe Flaherty
Chairman

AJ Byrne
Dan Byer

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 topis 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.

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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:____

1/20/15 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.

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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**	**Group 3** $15	$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~~ $60			
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.**

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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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1/29/15 A p5

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):_____
   (if different from above)
6. Group type (check) 1 ☐ 2 ☐ 3 ☐ 4 ☐ (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):**

Continued on next page…

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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 Full Size Soccer Field 8 Colonial Dr.	
Clough Field* U10 Size Soccer Field 10 North Ave. *not available weekdays between 8:30am – 3:30pm 8/25-6/30	
Founder's Park Historic Town Common 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

Joe Flaherty
Chairman

AJ Byrne
Dan Byer

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: 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 programing.
   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

Joe Flaherty
Chairman

AJ Byrne
Dan Byer

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: 3/19/15
Meeting Location: Mendon Town Hall – Planning Board Room
Minutes Approved: 5/6/15

Members Present: Joe Flaherty, AJ Byrne, Dan Byer
Parks Clerk: Dan Byer
Others: James Perro (Remote), Katherine Machione, Noah Puchovski, Jake Osgood, Stephanie Morrison, Tai Louie.

The meeting was called to order at 5:00pm in the Parks Office.

5:00pm

The board interviewed James Perro for the position of Maintenance Worker. He was unable to attend the meeting so the interview was held using Skype. The board discussed James' prior work experience. He stated that he had experience with landscaping and organization. They also discussed the responsibilities of the position. Dan reviewed his availability for the season.

The meeting was then moved to the Planning Board room across the hall.

5:10pm

Dan made a motion to approve the minutes of 12/27/14, 1/29/15, and 3/13/15, AJ seconded and all approved.

5:15pm

The board reviewed the open positions and discussed the 2 maintenance applicants (James Perro and Michael Aiello.

Dan presented the proposed "Trails Use By-Law" from the Land Use Committee. He explained that a prior version was passed over at the 2014 ATM due to concerns regarding the wording. He has worked with Anne Mazar and Land Use to suggest some edits. The main issue was the previous draft would have applied to parks properties including the beach and limited activities such as concerts and the beach blast. The proposed edits exempt the parks properties from this by-law. The board agreed with the proposed draft. (**Exhibit A)**

The board discussed the possibility of using the Parks facilities for town meeting space. Due to the proposed renovations, there will only be 1 meeting room at town hall. The town clerk has asked about using the beach or classroom. The board has no issues with this proposal.

The board reviewed the proposed 2015 contract with Diamond Athletics for fertilization of Memorial Park and Veteran's Park. Dan stated that the prices have gone up approximately $280 for each.

Dan made a motion for Joe to sign the 2015 contracts with Diamond Athletic, AJ seconded and all approved. (Exhibit B)

5:30pm

The board interviewed Katherine Machione for the position of Rec. Program Counselor. She discussed her experience working with children ages 5-14. The board reviewed the details of the position and asked her about her familiarity with our programs. Katherine also has a Red Cross Babysitter Certification. Dan reviewed her availability for the season; she stated she has no planned vacations.

5:40pm

The board interviewed Noah Puchovski for the position of lifeguard. He stated that he recently received his lifeguard certifications. He has minimal work experience as a score keeper for basketball. AJ stated that he supervised Noah as a scorekeeper and he was very reliable. Dan reviewed his availability and Noah stated that he participated in basketball that meets weeknights, 1-2 times per week. He also has 2 vacations planned. The board reviewed the duties of the position.

5:50pm

The board interviewed Jake Osgood for the position of lifeguard. He stated that he recently received his guard certifications. He is familiar with our programs and has some minimal experience as an umpire. Dan reviewed his availability and verified the dates of his vacations. The board reviewed the duties of the position.

6:00pm

The board interviewed Stephanie Morrison for the positions of Rec. Program Counselor and Snack Shack employee. She stated that she recently moved to Mendon and was looking to get more involved in the local community. She is currently enrolled in a elementary education program in college and has extensive experience with children. Dan reviewed her availability and she has one vacation planned. The board reviewed the duties of both positions. Dan stated that the shack job would have 5 more hours a week and that person was the "shift manager" for the beach. Stephanie stated that she would like either job.

6:10pm

The board discussed the applicants for the Rec. Program position. They stated that both applicants were well qualified. They also considered the Snack Shack Position. Dan stated that the snack position should have someone with more maturity and experience since the position involved handling money. They discussed the rates of pay for the positions. Dan reminded them of the coming minimum wage increases. The board agreed that the Rec. job was a minimum wage job

Dan made a motion to offer Katherine Machione the position of Rec. Program Counselor at $9.00 per hour, and Stephanie Morrison the position of Snack Shack employee at $10 per hour pending successful background checks. AJ seconded and all approved.

6:20pm

The board discussed the applicants for the lifeguard position. After much discussion they agreed to hire Noah. Dan stated that they only needed 1 lifeguard. The board also discussed the rates of pay for the lifeguards and returning employees. The board agreed to offer the 2 new WSI lifeguards a $1 raise and $0.50 cent raises for the other employees.

Dan made a motion to hire the following lifeguards at the rates of pay specified below pending receipt of certifications and positive background checks:

Sam Morin - $11.50
Carly Thibodeau - $10.00 (pending WSI certification)
Julie Cavanaugh - $10.00 (pending WSI certification)
Matt Bedard - $10.00
Jen Morin - $9.25 (as a fill in)
Josh Stiles - $9.50
Noah Puchovski - $9.00

AJ seconded and all approved.

6:30pm

The board discussed the applicants for the maintenance position. They also reviewed the rates of pay for the positions. Both applicants were very similar and the final decision was made to hire the applicant from Mendon.

Dan made a motion to hire the following maintenance employees at the rates of pay specified below pending successful background checks:

Erich Slagal (Maintenance Supervisor) – $15.50
Andrew Calzone – $11.50
Scott Flaherty - $11.00
Tyler Cameron - $10.00
James Perro - $9.50

AJ seconded and Dan and AJ approved. Joe abstained from this vote per MA Ethics laws.

The board discussed the returning snack shack and recreation program employees. They discussed rates of pay and agreed on $0.50 for the shack and recreation staff.

AJ made a motion to hire the following employees at the specified rates pending successful background checks.

Alan DeAngelis - $17.50
Jackie Welch - $12.00
David Byer - $11.00

Joe stepped down and seconded. AJ and Joe approved. Dan abstained from this vote per MA Ethics laws.

6:45pm

The board met with Tai Louie to discuss a possible Yoga program. She reviewed her qualifications and the benefits of Yoga. Tai stated that due to the distance she would like to see a 10 person minimum. Additionally classes should be priced around $10 per class and $70 per 9 class session. The board discussed offering an open house class to kick off the session and will pay Tai $65 for this class.

Dan will work with Tai and finalize the pricing and schedule. He will also complete the required paperwork to set up payments.

The board reviewed the age for the senior free admission to the beach. Dan stated that the Mendon Senior Center uses 60 as their "senior age" while the beach has been using 65. The board agreed to change the age to 60 to match the senior center.

Dan stated that he would like to offer the "Mendon Resident Price" to employees of the Town of Mendon and MURSD for beach admission, swim lessons, and yoga. We currently offer this benefit for Zumba classes. The board agreed and Dan stated that it should help with publicity.

The board discussed plans for advertising. Dan would like to place a column in a few editions of the town crier. They also discussed inserts in the crier.

The board discussed the beach blast event. Dan stated that the Mendon Lions would like to help out with a summer event that features a stone skipping contest. Right now the planned date for the beach blast and opening day is 6/27. AJ would also like to look into some sort of bonfire on the 4th of July.

Dan will meet with them to discuss and report back to the board in April.

The board discussed the future of the commission. Joe stated that he has decided not to seek reelection. He has served on the board for over 15 years. AJ stated that he would like to do something to recognize Joe.

The meeting was adjourned at 8pm.

DIAMOND ATHLETIC TURF, INC.
P.O. Box 624 • Stow, Massachusetts 01775-624
Phone/Fax: 978-298-5743 • www.DiamondAthleticTurf.com

The Mendon Department of Recreation
20 Main Street
Mendon, Ma. 01756

Mr. Dan Byer
Memorial & Grant Fields
2 acres

PROPOSAL / CONTRACT: 2015 TURFGRASS FERTILIZATION PROGRAM

TREATMENT DATE	MATERIALS / APPLICATION	COST
1. March/April	Balanced Organic Fertilizer Inspection for Root-Zone Grub Activity Broadleaf Weed Assessment	$ 285.00
	Aeration	$ 725.00
2. May/June	Balanced Organic Fertilizer Herbicide Application to all turf areas Inspection for Grub and Surface Insect Activity	$ 285.00
Fiscal Separation		
3. July / August	Balanced Organic Fertilizer Inspection for Turf Fungus & Surface Insect Activity	$ 285.00
4. Sept./October	Balanced Organic Fertilizer Over-seeding of Weak Turf Area Assessment Inspection for White Grub Activity	$ 285.00
5. Oct./November	Heavy Rate of Pelletized Limestone Application	$ 380.00

Additional Infield & Turf-Grass Services

For Full Services List Go To : www.diamondathleticturf.com

Baseball & Softball Infield Renovations
Aerations / Over-seeding / Dethatching
Top-Dressing w/Custom Soil Blends
Field Mowing / Field Line Painting
Irrigation Start-ups, Repairs, & Fall Blow-Outs
Synthetic Turf Cleaning, Infill Grading
Complete Turf Renovations
Laser Grading / Hydro-Seeding
Turf Rolling / Sod Installations
Licensed Pesticide Applications
Soil Erosion Control Solutions
Integrated Pest Management(IPM) Plans

Proposal Submitted By: _____ Date: 2-7-15

Contract Approved By: _____ Date: 3/19/15

COPY

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P.O. Box 624 · Stow, Massachusetts 01775-624
Phone/Fax: 978-298-5743 · www.DiamondAthleticTurf.com

The Mendon Department of Recreation
20 Main Street
Mendon, Ma. 01756

Mr. Dan Buer
Tetreault Baseball Field
2.5 acres

PROPOSAL / CONTRACT: 2015 TURFGRASS FERTILIZATION PROGRAM

TREATMENT DATE	MATERIALS / APPLICATION	COST
1. March/April	Balanced Organic Fertilizer	$ 355.00
	Inspection for Root-Zone Grub Activity	
	Broadleaf Weed Assessment	
	Aeration	$ 725.00
2. May/June	Balanced Organic Fertilizer	$ 355.00
	Merit Systemic Grub Control	$ 800.00
	Herbicide Application to all turf areas	
Fiscal Separation		
3. July / August	Balanced Organic Fertilizer	$ 355.00
	Inspection for Turf Fungus & Surface Insect Activity	
4. Sept./October	Balanced Organic Fertilizer	$ 355.00
	Over-seeding of Weak Turf Area Assessment	
	Inspection for White Grub Activity	
5. Oct./November	Heavy Rate of Pelletized Limestone Application	$ 440.00

Additional Infield & Turf-Grass Services For Full Services List Go To : www.diamondathleticturf.com

Baseball & Softball Infield Renovations
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Licensed Pesticide Applications
Soil Erosion Control Solutions
Integrated Pest Management(IPM) Plans

Proposal Submitted By: _____ Date: 2-7-15

Contract Approved By: _____ Date: 3/19/15

COPY

RECEIVED
By Mendon Town Clerk at 9:25 am, May 04, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks & Recreation Department
DATE OF MEETING: Wednesday, May 6th, 2015
TIME OF MEETING: 4:00 pm

LOCATION OF MEETING:
Greenhouse Wood Fired Pub
3 Cape Rd.
Mendon, MA

PARKS 5/6/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
   a. Discuss and review staff uniforms and reimbursements.
   b. Consider approving reimbursement for WSI courses totaling $660
   c. Reading of proclamation to name Grady Field to be recorded in the minutes.
   d. Discuss CPA acknowledgement signs.
   e. Consider signage for Grover Field.
   f. Consider applicants for the open lifeguard position.
   g. Thank you to Joe Flaherty for 15 years of service to the Parks Dept.
4. **Old Business**
   a. Update on Veteran's Field
   b. Review and Approve RFP for tennis court project.
   c. Discuss 2015 summer programs and events
   d. Review plans for summer program advertising
   e. Updates on insurance grant projects.
      i. Consider funding $864 from the revolving account to reimburse Dan Byer for Certified Playground Safety Inspector training with the understanding that the previously awarded MIIA insurance grant will reimburse the Parks Dept. the full amount upon completion of the course.
   f. Maintenance Crew Update: Review priorities and equipment status.

5. **Facility Use Requests**
   a. Consider field use request for Mendon Upton Youth Soccer Assoc.
   b. Consider field use request for Mendon Junior Baseball
   c. Consider field use request for the Summer Basketball League
   d. Review dates for Whitinsville Christian Schools field use.
   e. Consider field use request for Mendon/Upton Over 40 Men's Soccer League
   f. Consider facility use request for the Pavilion to host a summer concert by the Blackstone Valley Community Concert Band
   g. Additional Facility Use Requests received less than 48 hours prior to the meeting.

6. Items not reasonably anticipated 48 hours in advance of the meeting.

7. Adjourn

Joe Flaherty
Chairman

AJ Byrne
Dan Byer

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: 5/6/15
Meeting Location: Greenhouse Pub, 3 Cape Rd. Mendon, MA Minutes Approved: 5/22/15

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

The meeting was called to order at 4:20pm.

Dan made a motion to accept the minutes of 3/19/15, AJ seconded, and all approved.

The board discussed reimbursements for WSI classes for 2 lifeguards totaling $660. Joe suggested that in the future if the price keeps increasing we should consider only reimbursing a portion of the courses.

Dan made a motion to approve $330 each in reimbursements for WSI classes for Julie Cavanaugh and Carly Thibodeau. AJ seconded, and all spproved

The board reviewed opening day. Dan read the proclamation naming Grady Field so it could be recorded in the minutes.

Proclamation to name Grady Field:

WHEREAS, *the Grady family has been involved in Mendon's Baseball and Softball programs since 1963.*
WHEREAS, *members of the Grady family have contributed over 60 years of coaching to Mendon's youth.*
WHEREAS, *the Grady family has contributed greatly to the success of Mendon's Baseball and Softball programs.*

NOW, THEREFORE, WE *the* ***Board of Parks Commissioners*** *of the* ***Town of Mendon, Massachusetts****, do hereby declare the T-Ball Field located at Memorial Park shall now be known as* ***Grady Field*** *from this date onwards,* ***April 25th, 2015****,*

AJ made a motion to accept the proclamation and name the Memorial Park T-Ball Field "Grady Field". Dan seconded and all approved.

Dan reviewed a proposal to install CPA acknowledgment signs at the park. One each at the playground, basketball, and Veteran's park to identify uses or CPA funds. Dan stated that there would be

no costs as the CPA would pay for them. Joe asked to change the wording on the Veteran's sign to reflect additional sources of funds in addition to CPA.

Dan asked the board to consider purchasing another large sign for Grover field similar to the ones on the baseball fields. The cost is $135.

Dan made a motion to purchase a $135 sign for Grover Field, AJ seconded, all approved.

Dan reviewed the status of the summer hiring. One applicant, was unable to accept the position of lifeguard due to his acceptance into West Point. Unfortunately, the other applicant for the lifeguard position who was not hired had several conflicts with vacations. Dan stated that Chenoa TracyStone had reached out to him asking if there were any openings. She had previously worked as a guard in 2012 and 2013. Additionally Dan had received another late application for the lifeguard position. The board reviewed the applications. After reviewing their qualifications it was decided to hire Chenoa based on her past employment history and experience.

Dan made a motion to hire Chenoa TracyStone at a rate of $10 per hour. AJ seconded, and all approved.

Dan updated the board on the Veteran's park projects. Tom Belland sent over the drawings for the drainage system estimated at $18,000. Dan will work on the CPA applications for the project. Unfortunately there will not be enough funding in the CPA accounts until after the November STM.

Dan presented the drafts off the RFP's for the Tennis Court Project. (**Exhibit A)** The board reviewed them and suggested some changes. The fence surrounding the court should be the same height all around. They will keep the backboard from Mendon.

The plan is to hopefully award the contract by the end of June and start construction as close to July 1st as possible.

Dan reviewed the summer plans. He stated that they were going to offer free babysitting at the Mendon and Upton town meetings to try and get some PR for the programs.

Dan updated the board on the status of the insurance grants. He reviewed the playground inspector process. Dan stated that the courses had to be paid with a credit card so he would have to be reimbursed.

AJ made a motion to reimburse Dan Byer $864 from Revolving for the costs to become a Certified Playground Inspector, with the understanding that the total amount will then be reimbursed back to the town from the insurance company pending the completion of the course. Joe seconded and AJ and Joe approved. Per Ethics Laws Dan abstained.

The board reviewed the pending field use requests.

Dan made a motion to approve the following requests (all on file in parks office):

- **Mendon Upton Youth Soccer Assoc**
- **Mendon Junior Baseball pending receipt of paperwork**
- **Mendon Summer Basketball League**
- **Mendon/Upton Over 40 Men's Soccer League**
- **BVCCB Pavilion Concert on 7/7**

AJ seconded and all approved.

Dan reviewed 2 possible Eagle Scout projects. Connor Sweet is looking to build an outdoor Volleyball Court. The board discussed locations and agreed that the area on the 3rd base sided of Lowell and past the parking lot would be best.

Another scout may be interested in some sort of dock at the Beach. *Dan will look into the issues and determine if it is a viable project.*

The board discussed possibly taking over the Nipmuc Youth Basketball program. AJ stated that he thought the league would be open to the idea. They bring in a significant amount of revenue that could benefit the parks. Dan agreed that it would broaden the activities off the dept. They discussed possible ways tings could be organized. Additionally they discussed the mechanics of the organization. AJ stated that the program was K-12 and around 500 kids running Oct-March.

Dan will research the logistics of taking over the program. AJ will discuss the idea with the Basketball board.

The board would like to formally thank Joe Flaherty for his 15 years of service to the Parks Dept. They discussed the future of the department and organization of the board.

Dan made a motion to appoint AJ Byrne as the new chair of the parks commission. Joe seconded and all approved.

The meeting was adjourned at 6pm.