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

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 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
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

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.

RECEIVED
By Mendon Town Clerk at 10:16 am, Jun 10, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: **Parks Commission** DATE OF MEETING: **June 16th, 2015**
TIME OF MEETING: **4:30 pm**

LOCATION OF MEETING:
Parks Building "Classroom"
Memorial Park
45 Taft Ave.
Mendon, MA

PARKS 6/16/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
   a. Discuss needs for future sports fields
   b. Consider purchasing dog clean up stations
   c. Consider candidates for possible open lifeguard position
   d. Discuss Basketball Court guardrail Eagle project
   e. Review ball field safety and discuss foul ball fencing
   f. Discuss new Barre Fitness classes and review summer sessions for Zumba and Yoga
4. **Old Business**
   a. Review volleyball court and beach dock eagle projects
   b. Update on summer programming and Beach
   c. Review plans for summer program advertising
   d. Maintenance Update: Discuss mower repairs
5. **Facility Use Requests**
   a. Consider field use request from 508 Athletics for the Basketball Ct.
   b. Consider update to Nipmuc Youth Football's field use request
   c. 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

AJ Byrne
Chairman

Dan Byer
Thomas Belland

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: 5/22/15
Meeting Location: Mendon Town Hall, 20 Main St. Mendon, MA
Minutes Approved: 6/16/15

Members Present: AJ Byrne, Dan Byer, Tom Belland
Parks Clerk: Dan Byer
Others:

The meeting was called to order at 4:30pm.

Dan made a motion to accept the minutes of 5/6/15, Tom seconded, and all approved.

AJ welcomed Tom Belland to the Parks Commission. The board discussed organization.
Dan made a motion to appoint AJ Byrne as the chair of the Parks Commission, Tom seconded, all approved.

Dan asked if the board was willing to fund a $75 membership fee for the Mass Parks Association.
Dan made a motion to reimburse $75 for a membership to the Mass Recreation and Parks Association, Tom seconded, and all approved.

The board discussed the status of current projects. He has been contacted by several eagle scout candidates looking for projects. AJ suggested that the park entrance signs might be good ones. Dan reviewed the status of the volleyball court project. The board agreed that, near Lowell field was the best location. Dan also mentioned that Republic Services was interested in donating towards a parks program. *Dan will send Republic a list of ideas.*
They discussed Cole Peterson's proposed project off building a dock along the side of the beach. Dan stated that this could provide better access for the public as well as the beach rentals. Tom asked about the possibility of renting Kayaks. Dan agreed that several people had asked. *Dan will research Kayak prices for the next meeting.*

Dan also discussed the status of the field signs. He discussed the use of BVT's lift with Tom. *Dan will contact Jim Brochu at BVT to discuss.*

Dan reviewed the status of the staff uniforms. He asked AJ and Tom if they want shirts. *Dan will add 2 Commissioner shirts for Tom and AJ to the order.*

Dan explained that the key to the Veteran's Gates has gone missing. The estimate to re-key the 2 locks is around $65 vs ordering a new key at $10. The board agreed to just replace the key for now. *Dan will order a new key for the Veteran Field Gates*

The board reviewed the admission rates for the beach for the 2015 season. Dan stated that he thinks the rates should stay the same with the exception of the Non-Resident pass being raised to $125 from $100.

Dan made a motion to set the Town Beach admission rates for the 2015 season as follows:

Mendon and Uxbridge Residents - $2 per person
Non-Residents - $3 per person
2+under/60+ - FREE
Resident Season Passes (Mendon & Uxbridge) - $50
Non-Resident Season Passes - $125

Tom seconded and all approved.

The board discussed the Cable 8 concerts. Dan stated that he would like to apply for a 1 day liquor permit again. Last year the events generated $60 in profit. He feels that offering the sale of Beer and Wine at these events helps to bring in a bigger crowd. Tom expressed concerns regarding swimming while drinking. Dan stated that the only ones swimming at these events are the children. *Dan will work with the lifeguards to make sure that no one drinking is allowed to swim. Dan will apply for the 1 day permits with the Board of Selectman.*

The board reviewed the Maintenance Program. Dan stated that they recently had to purchase new tires for the parks truck. AJ agreed that they probably haven't' been replaced since we bought it. Dan also discussed the status of the lawnmower. The crew are finding that they need the 2nd mower to complete their work. *Dan will do some research and bring the board some price options*.

The board discussed the possibility of setting a regular meeting date. They settled on the 3rd Tuesday of each month. *Dan will post a meeting for 6/16.*

AJ reviewed the possibility of taking over the Nipmuc Youth Basketball program. He has met a few times with their board. They have concerns about losing control of the program. Tom also expressed concerns that we (parks) do not want to get tied up managing a complicated program. AJ mentioned as previously discussed we would seek to keep the existing e-board for the program. There are many benefits for both Parks and Basketball. They would save money on insurance costs, and be able to take advantage of the Town's non-profit status. In addition the Parks Dept would gain additional revenue and be able to offer expanded programs to the community.

Dan will look into the options to appoint a sub-committee and any rules and regulations for the program. AJ will send Dan the insurance info to get a quote.

The board discussed the status of the Veteran's Field Project and remaining bond money. Tom stated that the priority was to repair the drainage. *Dan will get a quote from Diamond Athletic to top-dress and re-seed the Tetreault Outfield.* Dan stated that they needed to look into options for the Millville St. parking lot. He recommended using the remaining bond money to complete this project. *Dan will get some quotes for this project.*

The meeting was adjourned at 5:40pm.

RECEIVED
By Mendon Town Clerk at 10:16 am, Jun 10, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: **Parks Commission** DATE OF MEETING: **June 16th, 2015**
TIME OF MEETING: **4:30 pm**

LOCATION OF MEETING:
Parks Building "Classroom"
Memorial Park
45 Taft Ave.
Mendon, MA

PARKS 6/16/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
   a. Discuss needs for future sports fields
   b. Consider purchasing dog clean up stations
   c. Consider candidates for possible open lifeguard position
   d. Discuss Basketball Court guardrail Eagle project
   e. Review ball field safety and discuss foul ball fencing
   f. Discuss new Barre Fitness classes and review summer sessions for Zumba and Yoga
4. **Old Business**
   a. Review volleyball court and beach dock eagle projects
   b. Update on summer programming and Beach
   c. Review plans for summer program advertising
   d. Maintenance Update: Discuss mower repairs
5. **Facility Use Requests**
   a. Consider field use request from 508 Athletics for the Basketball Ct.
   b. Consider update to Nipmuc Youth Football's field use request
   c. 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

AJ Byrne
Chairman

Dan Byer
Thomas Belland

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: 6/16/15
Meeting Location: Parks Building "Classroom", 45 Taft Ave., Mendon, MA
Minutes Approved: 9/10/15

Members Present: AJ Byrne, Dan Byer, Tom Belland
Parks Clerk: Dan Byer
Others:

The meeting was called to order at 4:45pm.

AJ and Tom read the minutes from 5/22/15.
AJ made a motion to accept the minutes of 5/22/15, Tom seconded, and all approved.

Dan reviewed the field use request from 508 Athletics and the board approved. Tom asked about the use fees. Dan and AJ explained the current set up. Tom discussed about other options. *Tom will contact Upton to see how they manage their facility use.* Tom asked to place the following topic on the next meeting agenda. "Discuss and review Facility Use Policies and Fees."

Dan reviewed the change to Nipmuc Youth Football's request. They are asking to use Clough Field July 27th-July 31st 5pm-8pm. They had originally asked for Memorial Field but it is booked for softball. The board agreed that Clough field was the best alternate location. The fee will be $20/day or $100.

Dan reviewed the proposed eagle projects. Connor Sweet (Outdoor Volleyball Ct) and Cole Peterson (Beach Dock) both went before the Conservation Commission to review their projects and they were approved. Both will come back to the Parks Board with final plans. Tom offered to provide assistance to Connor with the court as he has experience with them. Dan stated that once Cole has worked with the Parks board to come up with a final design they will have to bring it to the Conservation Commission for final approval.

Dan also stated that another scout was interested in repairing the guardrail around the basketball court for his eagle project.

Dan reviewed the summer sessions for Zumba, Yoga, and a new class, Barre Fit. They also reviewed the draft of the 6/19 Town Crier ad. (**Exhibit A**) Tom suggested adding the phone number.

Dan reviewed the plans to open the beach on June 20th. He also discussed the lifeguard situation. One of the guards hired has not responded to several phone calls, emails, and texts so we need a replacement. Dan has another application but is waiting on a confirmation from that person as they need to find a re-certification class. Tom stated that he may know some people. *Dan will send Tom the dates we*

need coverage. The board also discussed the reimbursement policies. AJ stated that they should think about this especially with the possible budget issues and increases in minimum wage.

Dan reviewed the price for the dog waste clean-up stations. They are $72 each. Tom expressed concerns about vandalism. He suggested that they should only get 1 or 2 to start. AJ and Dan agreed. Dan stated that the refill bags were $125 and suggested trying regular trash bags first to see if they can find a cheaper refill option. The board discussed locations. The most popular area seems to be the Veteran's Park waking trails. *Dan will order 1unit and install along the trail.*

The board discussed the need to future sports fields. Dan explained that there were some options that may come before the town in the next few years for new facilities. He would like to look into the needs of the town sports groups. Tom stated that he thinks soccer is in need of 1-2 more fields. Dan also stated that he knows Lacrosse and Football are looking too. Tom provided Dan with the contact for Nipmuc Youth Football to get more info.

The board discussed the issues regarding foul ball safety on the ball fields. This is in response to a resident's concerns after the recent event at Fenway. AJ and Tom both stated they have witnessed events where people were hit or almost hit by foul balls at games. One suggestion was to install fencing along the foul lines. Dan stated that that would likely be very expensive as the 4 foot home run fences are around $7,000. He stated that he was recently in Dedham and noticed that their bleachers were set way back from the foul line. The commissioners agreed that the bleachers may be in a bad location. *The commissioners left the Parks Building to inspect the fields.*

At Pezzella field they observed that the 1st base bleachers were almost over the out of play line and only 20 feet from the foul line. They agreed that these are too close. The board inspected the 3rd base side as well. These seats are facing home plate and too close as well. Tom stated that we would need to get a quote to level an area to relocate these bleachers as they are on a hill. *Dan will get a quote and have maintenance move the 1st base bleachers.*

The Board agreed that the Tetreault and Grant fields had a safer layout as the bleachers are further from home plate and the foul lines. Dan spoke with Softball and they have not seen any issues at Lowell field with regards to injuries from foul balls. They do intend to install safety fencing and a backstop on the new t-ball field over the summer.

Dan stated that as part of the Tennis Court project they will have the old fence materials left over. He asked if the board is willing to allow Softball to use them for their t-ball field. He also suggested that they may be able to save Senior Baseball some money on their proposed fence.

The meeting was adjourned at 5:15pm.

6/16/15
Exhibit A

Town Crier Publications, Inc.

The Milford Town Crier
The Upton & Mendon Town Crier
48 Mechanic Street, Upton, MA 01568
Phone: 508-529-7791 Fax: 508-529-NEWS (6397)
EMAIL: thetowncrier@charter.net

June 16, 2015

TO; Daniel Byer
Mendon Parks Dept.

EMAIL:
parkcomm@mendonma.gov

FROM: Marilyn Holman

ACCOUNT REP:
LORI TATE
508-529-0301
loritatetowncrier@charter.net

Hi Daniel

Here is a proof of your 1/8 page color ad for the 6/19/15 Town Crier

with corrections

Please let me know ASAP if this is approved for publication -

Thank you

Marilyn Holman
Manager/Owner

Mendon Parks and Recreation Programs

Mendon Town Beach
45 Taft Ave • Open Daily 12pm - 7pm

Summer Beach Events
July 7 • 7pm
FREE CONCERT IN THE PARK
Rain Date July 14
Blackstone Valley Community Concert Band

August 5 & 12 • 6:30pm
FREE CABLE 8 Concerts at the Beach
Beer and Wine will be sold

August 13
TAFT PUBLIC LIBRARY'S ANNUAL CARDBOARD BOAT RACE
Rain Date August 14

Summer Programs:

Kids 'N' Us Summer Rec Program
Open to all! Drop-in's Welcome!

Swimming Lessons
2-week sessions starting June 29

Fitness Programs
YOGA
mendonma.gov/yoga
ZUMBA
mendonma.gov/zumba
BARRE FIT CLASSES
mendonma.gov/barre

For more info, online payments and registrations visit www.mendonma.gov/parks

add #

RECEIVED
By Mendon Town Clerk at 9:14 am, Jun 30, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: **Parks Commission**
DATE OF MEETING: **Thursday, July 2nd , 2015**
TIME OF MEETING: **4:30 pm**

LOCATION OF MEETING:
Parks Building "Classroom"
Memorial Park
45 Taft Ave.
Mendon, MA

PARKS 7/2/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
   a. Discuss vacancy in lifeguard positions
   b. Consider hiring applicants for open lifeguard position.
   c. Discuss Recreation Program Tuition
4. **Old Business**
   a. Update on future sports fields
   b. Review eagle projects status
   c. Update on summer programs and beach
   d. Maintenance update
5. **Facility Use Requests**
   a. 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

AJ Byrne
Chairman

Dan Byer
Thomas Belland

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: 7/2/15
Meeting Location: Parks Building "Classroom", 45 Taft Ave., Mendon, MA
Minutes Approved: 9/10/15

Members Present: Dan Byer, Tom Belland
Parks Clerk: Dan Byer
Others:

The meeting was called to order at 4:30pm

Dan reviewed the lifeguard staffing issues. Josh Stiles, a previously hired employee, never responded at the beginning of the season. In addition Chenoa TracyStone decided to put in her 2 weeks' notice to take another job offer. This leaves us with a serious shortage of guards.

Dan has found 4 applicants interested in working for the beach.

Dan made a motion to hire the following staff as follows:

Zach Tamangi - $9/hr
Joseph Roberto - $9/hr
Garrett Roy - $9/hr
Olivia Scott - $9/hr

Tom seconded and all approved.

Dan reviewed a request from a family interested in attending the Kids 'N' Us Rec Program and looking for a tuition discount due to their financial situation. Tom and Dan discussed and agreed to offer the family a discounted rate of $100/week. Tom and Dan discussed establishing a policy for tuition waivers based on financial need. *Dan will talk to Jay Byer for information on how the school handles these issues.*

The meeting was adjourned at 5:30pm.

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: **Parks Commission**
DATE OF MEETING: **Tuesday, Aug. 4th, 2015**
TIME OF MEETING: **4:30 pm**

LOCATION OF MEETING:
Parks Building "Classroom"
Memorial Park
45 Taft Ave.
Mendon, MA

RECEIVED
By Mendon Town Clerk at 8:14 am, Jul 29, 2015

PARKS 8/4/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
   a. Maintenance Issues
      i. Discuss purchase of string trimmer(s)
      ii. Discuss maintenance of Taft/Lamothe Cemetery on Millville Rd.
   b. Review Field Use Policies and Fees
   c. Discuss Article 97 protection for Parks Properties
4. **Old Business**
   a. Tennis Court Project Update
      i. Set meeting date for bid opening
   b. Eagle Project Updates
      i. Volleyball Ct.
      ii. Guardrail
      iii. Dock
   c. Update on summer programs and beach
      i. Financial Report
      ii. Review Concerts and Boat Race
5. **Facility Use Requests**
   a. Tetreault Field - Senior Baseball Fall Use
   b. Veteran's Field – Taft Public Library "Cow Chip Bingo" event
   c. Memorial Park – MUYSA "Soccerfest" event.
   d. 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

AJ Byrne
Chairman

Dan Byer
Thomas Belland

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: 8/4/15
Meeting Location: Parks Building "Classroom", 45 Taft Ave., Mendon, MA
Minutes Approved: 9/10/15

Members Present: Tom Belland, Dan Byer, AJ Byrne
Parks Clerk: Dan Byer
Others: Gabrielle Porcella (Friends of the Taft Library), Dave Kirby (M/U Youth Soccer)

The meeting was called to order at 4:36pm

The board met with Gabriella Porcella about a proposed fundraising event by the Friends of the Taft Public Library. They are requesting the use of Veteran's Park for a "Cow Chip Bingo" event. They presented a proposal detailing the event **(Exhibit A)**. They are requesting 11/7 or 8. Dan discussed the concerns regarding the availability of bathroom facilities as the water is usually turned off at that time. Parks will do their best to keep the water on as late as possible but if there is a sudden cold snap they will have to winterize the system. Dan explained that the Friends may have to get porta-potties at their own expense if the bathrooms have to be closed. The committee discussed permitting, food trucks, and available utilities and space. Dan suggested meeting a few weeks prior to review the facilities and plan for the spaces to be utilized.

Dan made a motion to approve the request with no fee, pending receipt of insurance, and the understanding that any additional costs would be passed on to the Friends, Tom seconded and all approved. ***(Use Request form on file in Parks Office)***

The board met with Dave Kirby (Mendon Upton Youth Soccer) to discuss their proposed "Soccerfest" event. They would like to hold a 21+ beer tasting/Oktoberfest type event in the park on Oct. 3rd. They have applied for and received a 1-day liquor license from the Board of Selectmen. They discussed the plan for the event and facilities needed. *Dan will meet with someone from soccer to review the plans.* They discussed the availability of parking and AJ mentioned the importance of having people to direct parking and keep things organized. Dave stated that they would talk with Public Safety for advice. He stated that they are also interested in having a small camp fire. AJ reviewed what was done at Summerfest and some of the issues in managing the fire. The committee would like Soccer to talk with the Fire Dept. to get any needed permits and confirm the location with Parks. Parks would like to meet with Soccer again around Sept 1st to review the proposal and make sure all requested items are covered.

Dan made a motion to approve the event, with no fee, contingent upon the following being received by 9/1:

Receipt of insurance
Review of a safety plan by Parks and Public Safety
Any additional permits needed (alcohol/fire?)

Tom seconded and all approved. ***(Use Request form on file in Parks Office)***

Dan discussed an issue with the string trimmers for the maintenance crew. We currently have 3 units and 2 of them have failed. In addition the 4th unit Tom donated needs extensive repairs. They would like to purchase 2 new trimmers at a cost of $285 each.

Dan made a motion to approve the purchase, Tom seconded, all approved.

Dan asked about the next meeting date. The bids for the Tennis Court project are due on Aug 13th. He would like to post a meeting the following week to open them. The board agreed on 8/19/15 for the next meeting at 4:30pm at the park.

The board considered Mendon Senior Baseball's use request for Tetreault field and Mendon Upton Youth Soccer Assoc.'s request for Grover, Clough, and Lowell. They also considered Inside Corner Baseball's request for Tetreault field.

Dan made a motion to approve the requests, Tom seconded, and all approved.

The board reviewed the field use fees. Dan suggested an alternative fee schedule for the use of the fields. The board discussed billing based on hours of use vs players on a team. They reviewed some past use requests.

Dan made a motion to set the Facility Use Rates as follows:

Group 1 – $1/hour ($25 min)
Group 2 – $2/hour ($50 min)
Group 3 – $3/hour ($75 min)
Group 4 - $4/hour ($100 min)

Tom seconded and all approved.

The meeting was adjourned at 7pm.

Aug Financial Report

FY2005 Final Numbers

FY	2015	2014	2013
TOTAL RECEIPTS	**$9,208.75**	**$8,299.00**	**$6,148.00**
Admissions	$2,651.00	$3,624.00	$2,923.00
Passes	$1,000.00	$1,500.00	$0.00
Lessons	$5,557.75	$3,175.00	$3,225.00
Field Use			
% days open (after 4pm)	88.68%	90.90%	81.25%
Total Admission #	1761	1857	1809
Passes Sold #	25	17	1
Lesson Students	69	29	37
Budget	$10,976.00	$10,976.00	$10,976.00
Spent	$8,323.72	$10,722.17	
TOTAL RECEIPTS	$9,208.75	$8,299.00	$6,148.00
Difference	($1,767.25)	($2,677.00)	($4,828.00)
Rec/Shack Receipts	$4,241.91	$5,102.51	$4,070.94
New Difference	$2,474.66	$2,425.51	-$757.06

FY	2016	2015	2014	2013	2012	2011	2010	2009	2008
Difference		($1,767.25)	($2,677.00)	($4,828.00)	$0.00	$6,725.00	$9,316.00	$8,795.00	$14,485.00

Beach Account Totals

Week		Beach Income			Expenses - Payroll	TOTAL
		Admission	Passes	Lessons	Guards	
1	6/14/15	$ 20.00	$ 0.00	$ 0.00	$ 276.19	$ -256.19
2	6/21/15	$ 175.00	$ 400.00	$ 0.00	$ 661.75	$ -86.75
3	6/28/15	$ 279.75	$ 170.00	$ 263.25	$ 690.88	$ 22.13
4	7/5/15	$ 373.00	$ 400.00	$ 523.25	$ 1,105.69	$ 190.56
5	7/12/15	$ 369.00	$ 300.00	$ 393.25	$ 1,299.88	$ -237.63
6	7/19/15	$ 437.00	$ 0.00	$ 1,200.00	$ 1,278.75	$ 358.25
7	7/26/15	$ 431.00	$ 0.00	$ 1,200.00	$ 1,021.63	$ 609.38
8	8/2/15	$ 126.00	$ 0.00	$ 0.00	$ 994.13	$ -868.13
9	8/9/15	$ -	$ 0.00	$ 0.00	$ 1,006.06	
10	8/16/15	$ -	$ 0.00	$ 0.00	$ 1,006.19	
11	8/23/15	$ -	$ 0.00	$ 0.00	$ -	
	AVG	$ 200.98	$ 115.45	$ 325.43	$ 849.19	$ -33.55
	TOTAL	$ 2,210.75	$ 1,270.00	$ 3,579.75	$ 9,341.13	$ -268.38

Current as of: 8/3/15 1:11 PM

Cvfg`gr@ne 3md1

Revolving Account Totals

Week		Shack Income	Shack Expense	Shack Payroll	Shack Profit	Camp Income	Camp Expense	Camp Payroll	Camp Profit	GRAND TOTAL
1	6/14/15	$ 4.50	$ 484.69	$ 139.00	$ -619.19	$ -	$ 17.72	$ 167.25	$ -184.97	$ -804.16
2	6/21/15	$ 247.75	$ 44.02	$ 431.00	$ -227.27	$ 3,245.00	$ 130.71	$ 1,384.75	$ 1,729.54	$ 1,502.27
3	6/28/15	$ 279.75	$ 34.66	$ 383.50	$ -138.41	$ 4,375.00	$ 47.02	$ 1,409.51	$ 2,918.47	$ 2,780.06
4	7/5/15	$ 507.00	$ 439.92	$ 521.00	$ -453.92	$ 4,840.00	$ 69.41	$ 1,444.00	$ 3,326.59	$ 2,872.67
5	7/12/15	$ 443.50	$ 213.58	$ 535.50	$ -305.58	$ 4,612.50	$ 82.26	$ 1,347.25	$ 3,182.99	$ 2,877.41
6	7/19/15	$ 522.50	$ 220.97	$ 565.00	$ -263.47	$ 4,370.00	$ 120.97	$ 1,403.38	$ 2,845.65	$ 2,582.18
7	7/26/15	$ 397.00	$ 167.31	$ 561.00	$ -331.31	$ 4,565.00	$ 63.51	$ 1,519.00	$ 2,982.49	$ 2,651.18
8	8/2/15	$ 65.25	$ -	$ 711.50	$ -646.25	$ 3,270.00	$ 55.95	$ -	$ -	$ -646.25
9	8/9/15	$ -	$ -	$ 755.50	$ -	$ 3,480.00	$ -	$ -	$ -	$ -
10	8/16/15	$ -	$ -	$ 346.50	$ -	$ 3,210.00	$ -	$ -	$ -	$ -
11	8/23/15	$ -	$ -	$ -	$ -	$ 3,080.00	$ -	$ -	$ -	$ -
12	8/30/15	$ -	$1,605.15	$5,527.00	$ -				$ -	$ -
	AVG	$ 224.30	$ 145.92	$ 449.95	$ -248.78	$ 3,549.77	$ 53.41	$ 788.65	$ 1,400.06	$ 1,151.28
	TOTAL	$2,467.25	$1,605.15	$4,949.50	$-2,985.40	$39,047.50	$ 587.55	$ 8,675.14	$ 16,800.76	$ 13,815.36

REVOLVING PROFIT	$ 13,815.36

Current as of:	8/3/15 1:33 PM

Camp average 19/wk from 11.

Cow Chip Bingo
Friends of the Taft Public Library
Proposal

Prepared for the Town of Mendon, Selectman Review Committee

July 9, 2015

-Table of Contents-

Goals and Project Summaries:
Project 1: Cow Chip Bingo (CCB)
CCB Outline:

Goals and Project Summaries:

This document delineates this large fundraising events wherein the Friends of the Taft Public Library (FOTPL) seeks approval from the Town of Mendon (Mendon Board of Selectmen). The purpose of this event will be to raise funding for the Taft Public Library Relocation Project. Money raised will be directed towards the following action items: major structural issues, waterproofing and site drainage, building insulation, bringing the well to code, repairing the septic system, and perform required hazardous abatement.

At the time of writing this proposal the FOTPL have raised a total of $65,000 over an eight month period. While encouraging, a total of $100,000 has been estimated as required to address all the action items identified above, none of which includes other items of importance such as shelving, seating and tables, along with auxiliary items such as bike racks, decorations, and the like. Construction for the library relocation project began at the end of June and completion is estimated to be in the Spring of 2016. In light of this information the current FOTPL board have a rather daunting task before them in order to ensure timely acquisition of the necessary funding. As a result our organization has elected to focus on large funding efforts as a means to shore the gap between existing funds and those required to meet the relocation objectives.

<u>The item proposed will be a raffle style event (Cow Chip Bingo).</u> In the planning of this event the FOTPL have maintained a commitment to ensuring town-friendly and inviting social interactions designed to bring residents of Mendon and abroad together. We have also taken efforts to ensure that all members of the community (i.e. businesses and residents alike) will benefit from these events, in fact - **it is our intent to promote increased sales for Mendon's local businesses and gain widespread local recognition with the hope that this event along with others of its kind, will facilitate future engagements of equal merit.**

A detailed process required to govern the conduct and execution of this event is provided herein, however it is stated that this type of event requires a community-wide effort. In governing ourselves in such a manner the FOTPL ensure the spirit of the local library as an open community service. We believe this mindset represents the greatest likelihood for the successful completion of the relocation aforementioned objectives.

Project 1: Cow Chip Bingo (CCB)

CCB Outline:

ACTUAL DATE OF EVENT:
September 19, 2015
Deeds (mock deed depicted) are sold to the event and each deed contains coupons promoting local businesses. Local businesses will support the initial funding for this event.

The actual deeds will be sold directly through the board members. Deeds correspond to a gridded numbering system which will be replicated on a grass field of sufficient size.

Event Location and Details: The board is currently in talks with the Mendon Parks Department for the use of the field over at Veteran's Park. The time and materials for the painting of the grid lines will be donated by an employee of Bee-Line Pavement Markings, Jeff Martin, a Mendon Resident. A cow, supplied by The Hawkes Family of Mendon, will be brought to the space and kept within the boundaries of the grid. The cow defecates, "cow chips", within the gridded spaces corresponding to the individual and unique deed identified (in the mock example No. 314).

FOTPL will be responsible for clean-up, following the event.

Awards:
A total of three deed holders will be awarded prizes, and are assigned based on the location within the gridded area the cow happens to defecate on; hence the name cow chip bingo. We are requesting permission to offer cash prizes at this event. The FOTPL have already received a permit from the town/state to hold such raffles. We have elected to provide three cash prizes in the following monetary amounts, $1,000 - $500, and $250. It is our intention to award deed holders with a monetary distribution, however we will also hold various raffles during the event. In addition we plan to assign a number of "FREE SQUARES" to the grid. These will be owned by local businesses (Event Sponsors). We believe that this arrangement will provide a strong draw to the event and inspire much participation and sales of the deeds. We want this to be a large and important event for the community.

Event Sponsors:
The Event Sponsors may choose to donate some item or service to the raffle winner (Free Squares), and will be selected from the list of deed holders. In this manner there are both cash and prize winners during the CCB event.

In addition to the prizes, the deeds will have space for four coupons. The Taft Friends plan to solicit four businesses in town for $300 sponsorship each. As such these sponsors will receive space for a deed "coupon". As such the event serves to generate additional revenue for local businesses by increasing foot traffic through the use of the coupon. A coupon may be any number of possible options such as, "present this coupon and receive a free *whatever* with a purchase of $20 or more" etc.

We intend to print 1,000 deeds, therefore depending on the average sale for a local business we can potentially raise, for each participating business, anywhere from a modest $20,000 for an average $20 dollar sale, to much more for services such as an oil change or tune-up. The actual terms and conditions for the coupon will be determined by the business sponsor.

Activities during the CCB Event:

The board intends to include a number of activities during the event. Firstly food will be provided by local restaurants and/or mobile food trucks. We have yet to identify participants. We are also looking into having an ice cream truck present.

Food aside, other activities will include a “cow pie” throwing event, where people can purchase pies to throw at CCB volunteers (such as Friends Board Members, Gaye Porciello and Sue Allen, Library Staff, or maybe even a town official or two). A facepainting event for children, a potential petting zoo, a dunk-tank, and miniature train ride. Additional activities are currently in planning.

Event Control Resources and Liability:

The Friends will have individuals directing traffic in the parking areas to prevent any jam ups during the event, likely provided by the local boy scout troupe. The friends are in the process of getting quotes for liability insurance for this event as well. Any, and all necessary permits will be acquired.

No liquor or alcoholic beverages will be permitted at the event.

Thank you for your time and consideration.

Board of Directors, Friends of Taft Public Library
Gabrielle Porciello, President
Sue Allen, Vice President
Leesa Michael, Treasurer
Anthony Ball, Clerk

TOWN CLERK STAMP:

RECEIVED
By Mendon Town Clerk at 8:26 am, Aug 13, 2015

NOTICE OF MEETING

BOARD/COMMITTEE NAME: **Parks Commission**
DATE OF MEETING: **Wednesday, Aug. 19th, 2015**
TIME OF MEETING: **4:30 pm**

LOCATION OF MEETING:
Parks Building "Classroom"
Memorial Park
45 Taft Ave.
Mendon, MA

PARKS 8/19/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
3. **New Business**
   a. Public bid opening for Memorial Park Tennis Court and Fence projects
   b. Consider awarding contracts for Memorial Park Tennis Court and Fence projects
   c. Discuss Article 97 protection for Parks Properties
   d. Review Parks Clerk job description from Town compensation study
4. **Old Business**
   a. Continue discussion on possible new fields
   b. Eagle Project Updates
      i. Volleyball Ct.
   c. Update on summer programs and beach
      i. Concert and Boat Race report
   d. Review facility use fees and policies
5. **Parks Maintenance**
   a. Discuss maintenance of Taft/Lamothe Cemetery on Millville Rd.
   b. Discuss maintenance of Inman Hill Conservation Area Trailhead
6. **Facility Use Requests**
   a. Update on MUYSA "Soccerfest"
   b. Additional Facility Use Requests received less than 48 hours prior to the meeting.
7. Items not reasonably anticipated 48 hours in advance of the meeting.
8. Adjourn

AJ Byrne
Chairman

Dan Byer
Thomas Belland

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: 8/19/15
Meeting Location: Parks Building "Classroom", 45 Taft Ave., Mendon, MA
Minutes Approved: 9/10/15

Members Present: Tom Belland, Dan Byer, AJ Byrne
Parks Clerk: Dan Byer
Others: Connor Sweet, Robert Sweet

The meeting was called to order at 4:37pm

The board met with Connor Sweet to review his Eagle Scout Project. Connor reviewed the project. AJ, Tom, and Dan all stated that they were very pleased with the final project. AJ discussed the details of a possible ref stand that could fall under another project for the future. They also discussed the need for a scoreboard.

The meeting was moved outside to the new volleyball ct.

The committee, Connor and Robert took several pictures for publicity. *Dan will post online and share with the press.*

The meeting returned to the Classroom.

Dan made a motion to accept Connor Sweet's completed Eagle Scout project, Tom seconded, and all approved.

The board discussed the other Eagle Projects. Dan has not heard from Matt O'Brien on the plans for his project to fix up the guard rail. They discussed AJ's idea to open up the Pavilion area. Dan suggested that location might be ideal for a dog park, which would make a great eagle project as well.

The board reviewed the minutes of 8/4/15. Tom and AJ asked that more info regarding Soccer's request for a fire be included, and Tom wanted clarification on the discussion on a safety walk through. *Dan will edit and send out for review.*

Dan made a motion to accept the minutes as amended, Tom seconded, all approved

Dan updated the board on the summer concerts and Cardboard Boat Race. Both events went well. We sold $75 worth of beer at the 2nd concert which was much better than the first. As the keg cost $51 we did not lose money. At the boat race, The Kids 'N' Us Rec. Program boat one first place in their 3 person division and the theme award.

Dan reviewed 2 maintenance issues that have come up. Parks has been asked to maintain the trailhead entrance. There is a large grass field that is used for parking. It needs to be mowed a few times a year to keep the brush down. There are also some ruts that need to be filled in. Dan will look in to options for that.

The 2nd issue is the Taft/Lamothe Cemetery location near 160 Millville Rd. The cemetery is private and a resident has been maintaining it for many years. He has approached Parks to ask if they can take it over. Dan did some research and believes that the cemetery is owned by the Taft family. It was never included on any of the deeds to adjacent properties. There is one Lamothe burial at the location almost 100 years after the last Taft burial. There is a law on the books that would allow the Town to take over the maintenance of the cemetery (M.G.L. Ch.114 §18). Tom suggested that we talk to the Selectmen and Town Council to get more information on how to proceed. *Dan will talk with Kim and get more info.*

AJ suggested we contact Erich Slagal and get an "end of year" report at our next meeting. He also would like to hear from Alan regarding the Rec Prog. *Dan will confirm.*

The board discussed the next meeting date. It was decided to meet on Wed. Sept. 2, at 4:30pm at the Classroom.

Dan updated the board on "Soccerfest". He met with Camille Harvey and they looked some locations. They are thinking of using the basketball/tennis court areas. They are going to be meeting with Lt. Kurczy to get some more info on the safety issues.

Dan discussed Article 97 protection of the parks properties. Article 97 is an amendment to the MA constitution that provides a limited protection, similar to a conservation restriction, to parkland. It would require a majority vote of the general legislature to change the use of the land or dispose of it. After some research he has determined that Veteran's Park, Grover, and the Beach do not fall under this protection. He would like to get a Town Meeting vote in November that dedicated these properties as 'Parkland". Tom and AJ agreed we should look into this. *Dan will research further and bring back warrant articles.*

Dan updated the board on the Parks Clerk job description. He reviewed the Payroll and Compensation study with Tom as that had been started last spring. Parks will be receiving a draft job description from the study for their review.

Tom asked about the planned use of BVT's lift. Dan will come up with a list of projects and coordinate with BVT.

At 5:15 pm the board opened the bids for the Memorial Park Tennis Court and Fence projects. Both were due on 8/13 @ 1pm local time. ***All bid packets on file in Parks Office***

There were 3 bids received for the fence repair project

Delucca Fence - $33,280.00 *(Received 8/13 @ 10:07am)*
Court Builders of America - $36,000 *(Received 8/12 @ 12:21pm)*
Premier Fence - $37,077.00 *(Received 8/12 @ 3:37pm)*

There was 1 bid received on the Tennis Court Surface restoration project.

Court Builders of America - $75,000 *(received 8/12 @ 12:12pm)*

The board discussed the bids and the budget for the project. There is $88,350 budgeted. The court plus the low bid for the fence is almost $20K higher than budgeted. Dan reviewed some of the past quotes that were used to create the budget and determined that the tennis court portion came in way higher than planned. The board feels that the best use of our funds is to invest in the court surface rather than the fence. Dan suggested they redesign the fence project and repair rather than completely replace the fence.

The board discussed the tennis court surface project. Dan will finalize the contract and they will invite them to the next meeting to finalize and sign.

Dan made a motion to:

Reject all 3 bids for the fence project as being too high.
Accept the low bid for the Tennis Court Surface from Court Builders of America.

Tom seconded, and all approved.

Dan will work on specs to repair the fence rather than replace. This will come in under the $35K limit so they will just need 3 quotes. Dan will write up the specs and send them out to the 3 companies as well as some other local ones. Tom suggested they go review the fence now.

The meeting moved to the Tennis Courts.

The board discussed the repairs needed. They will replace a few posts and the mesh. Also install a bottom rain and fix the existing hardware. AJ suggested a double gate at the same location as the original for maintenance access. Tom also suggested repainting the posts with galvanizing compound. *Dan will write up specs.*

The meeting was adjourned at 6pm.

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: **Parks Commission**
DATE OF MEETING: **Wednesday, Sept. 2nd, 2015**
TIME OF MEETING: **4:30 pm**

LOCATION OF MEETING:
Parks Building "Classroom"
Memorial Park
45 Taft Ave.
Mendon, MA

PARKS 9/2/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
   a. 6/16/15, 7/2/15, 8/4/15, 8/19/15
3. **New Business**
   a. Meet with Sport Court NE, and consider awarding contracts for Memorial Park Tennis Court and Fence projects
   b. Review Parks Clerk job description from Town compensation study
   c. Dan - Beach, Rec Program and end of season Finances report.
4. **Old Business**
   a. Consider warrant articles for November STM for parks Article 97 protection.
   b. Continue discussion on possible new fields
   c. Eagle Project Updates
      i. Basketball Guardrail
5. **Parks Maintenance**
   a. Erich Slagal – End of Season Report
   b. Update on maintenance of Taft/Lamothe Cemetery on Millville Rd.
6. **Facility Use Requests**
   a. Update on MUYSA "Soccerfest"
   b. Cub Scouts 2015-16 Facility Use Requests.
   c. Additional Facility Use Requests received less than 48 hours prior to the meeting.
7. Items not reasonably anticipated 48 hours in advance of the meeting.
8. Adjourn

AJ Byrne
Chairman

Dan Byer
Thomas Belland

TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

20 Main Street
Mendon, Massachusetts 01756
Phone: (508) 473-0600 Fax: (508) 478-8241
Email: parkcomm@mendonma.gov
mendonma.gov/parks

Meeting Date: 9/2/15
Meeting Location: Parks Building "Classroom", 45 Taft Ave., Mendon, MA
Minutes Approved: 9/10/15

Members Present: Tom Belland, Dan Byer, AJ Byrne
Parks Clerk: Dan Byer
Others: Jim Arnold (Sport Court), Erich Slagal (Parks Maint. Supervisor), Matt O'Brien, Cammile Harvey (MUYSA)

The meeting was called to order at 4:30pm

The board met with Camille Harvey regarding the plans for the proposed "Soktoberfest" on Oct 3rd. She stated that they had met with Mendon Public Safety and they would assist in traffic at the end of the night. They are still waiting on insurance information but will forward that as soon as it arrives. Dan explained that the Tennis Courts would be offline for construction. Camille stated that the plan was to utilize the basketball court area and surrounding fields. They discussed parking and it was suggested to leave a few spaces at the lower field for residents. Tom asked about a written security plan. He would like to see something in writing outlining the details of the event and a diagram of where things will be located. *Camille will email to Dan to forward.*

The board met with Jim Arnold from Sport Court. They discussed the timing of the tennis court project and contract. *Jim will send Dan a copy of their standard contract for review*. Dan asked about the timing of the fence. Jim stated that they would be able to do the surface with the new fence and that would be preferable to protect it. They discussed the work to be completed and the timeline. Dan stated that the work has to be complete by 7/1/16. Jim would like to start this fall with all the surface prep. The goal would be to complete all the prep and the fence in the fall. Then do the surface in the spring. Jim would like a partial payment at the completion of the work in the fall and the rest in the spring.

Dan made a motion to award the contract for the Memorial Park Tennis Court Renovation Project to Court Builders of America dba "Sport Court New England", Tom seconded and all approved.

The board met with Life Scout Matt O'Brien to review his completed Eagle Scout project. He rebuilt guard rail surrounding the basketball courts and replaced the broken and rotten posts. AJ stated that the project was a huge improvement. The board all expressed their thanks.

Dan made a motion to accept Matt O'Brien's completed Eagle Project, Tom Seconded, all approved.

The meeting moved outside to the basketball court

The commission took a photo with Matt with the completed project.

The meeting moved back to the Classroom.

The board met with Erich Slagal (Parks Maintenance Supervisor) to review the season. There were several mechanical issues this year that set them back at the beginning. We had to repair a ride on mower and purchase 2 new weedwackers. Dan asked about the crew size. Erich stated that 5 was a good number as it allows them to complete their work even if someone goes away on vacation. Dan asked about equipment. Erich stated they are having issues with the TracVac. Paul (Highway Dept. Maint) is going to take a look at it. Dan asked about getting the small tractor behind the bathrooms repaired. Erich said they would try and bring it to 146 sometime in the next week or so. Tom recommended Dan contact "Mowers N' More" as they will come to the site to look at it. *Dan will contact them.*

Dan suggested a possible staffing idea for next year. A part time, 10 hour maintenance employee who would be responsible for Memorial/Veterans Park and the Beach. They would be responsible for cleaning trash in the park and cleaning the bathrooms. Erich stated that in years past that's what Carol did and it worked great. It would free up the main crew to focus on the large projects. Dan recommend this as an entry level position possible for someone 16-18, and Erich agreed that they could be trained to cover vacations on the main crew as well.

Dan also suggested that they transition the maintenance schedule next year to set aside Thursdays and Fridays for the sports fields. That would ensure they are maintained for game days and help keep things on track. Erich discussed the issues with the infield maintenance and knowing when baseball's maintenance stops. *Tom will coordinate with Senior Baseball to make sure Parks knows when they are finished in July.* Erich asked about Parks building their own nail drag to help maintain the infields. *Dan will look into this.*

Dan reported on the summer season. The town beach saw 1,709 patrons bringing in aprox $4,500. There were some issues with E-Coli and lake closing this summer. *Dan will work with the Board of Health to work towards solutions* The Lesson program was around the same as last year with 5 less students. The program brought in around $3,500. Next year Parks will consider some swim lesson options for younger ages (3-5?) The total cost to the town to run the beach for the 2015 season [not fiscal year] was -$1,963.00. Dan also stated that the total cost to the town for fiscal year 2015 was around -$500. Despite some initial issues with staffing we were able to find enough lifeguards. We should have some more applicants next year as several people have now expressed interest.

The Snack Shack saw its first profitable year in 8 years of data with a profit of $370.51. This is mostly due to the massive increases in Rec Program attendance and lunch purchases. Most days the rec program lunches paid for the snack shack to stay open until 3pm. Dan would like to look into some other options for slush and ice cream next summer. He will also check out pricing at Restaurant Depot as an alternative to Walmart for food.

Dan reviewed the Rec Program. Unfortunately the Rec Director, Alan DeAngelis was unable to attend due to his fall job starting. This year saw the highest attendance numbers since 2005. There were around 25-30 each day. Dan met with Alan and the rest of the rec program staff the previous week to review the summer and plan for the future. The biggest issue this year was limited staffing due to the massive, unplanned enrollments. There were also some issues with behavior. Dan stated that they would like to have 3 on duty staff plus a director next year meaning we will have around 6 job openings. Dan also discussed ideas for a possible junior counselor program. AJ agreed stating that parents are willing to pay for counselor in training programs.

Dan stated that the overall goal should be to work on program planning this fall with the intent on finalizing programs by Nov/Dec. The board agrees and will also plan on posting open jobs in Dec and holding interviews around March.

Dan suggested the Board come up with a capital needs list for project to complete over the off season. He suggested the following:

- AED – (½ donation, ½ parks) - $2,000
- Camera and Light insurance upgrades – paid through grant
- Repairs to the wiring for the Tennis and Basketball court lights - $4,500
- Equipment for the rec program - $500
- Playground mulch

Dan asked about purchasing mulch for the playground this fall, and the board agreed. The price is around $2,700.

The committee discussed the next meeting date. The committee has been invited to attend a Board of Health meeting on Sept 30th to accept a donation from the trash company. The board decided to post a meeting at 5:30 then attend the BOH meeting at 7.

The meeting was adjourned at 6:15pm.

RECEIVED
By Mendon Town Clerk at 3:26 pm, Sep 08, 2015

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: **Parks Commission**
DATE OF MEETING: **Thursday, Sept. 10th, 2015**
TIME OF MEETING: **4:30 pm**

LOCATION OF MEETING:
Parks Building "Classroom"
Memorial Park
45 Taft Ave.
Mendon, MA

PARKS 9/10/15 AGENDA

1. Call to order
2. Review and Consider approving prior minutes
   a. 6/16/15, 7/2/15, 8/4/15, 8/19/15, 9/2/15
3. **New Business**
   a. Discuss Parks Clerk job description from Town compensation study
   b. Discuss security camera system
4. **Old Business**
   a. Review and sign contract with Sport Court NE for Tennis Court Project
   b. Review and sign contract for Tennis Court Fence Repairs
   c. Consider warrant articles for November STM for parks Article 97 protection.
   d. Eagle Projects: review any ideas for possible projects
5. **Parks Maintenance**
   a. General Update
   b. Review plans for maintenance and off-season capital projects
6. **Facility Use Requests**
   a. Update on MUYSA "Soktoberfest"
   b. Additional Facility Use Requests received less than 48 hours prior to the meeting.
7. Items not reasonably anticipated 48 hours in advance of the meeting.
8. Adjourn