



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

20 Main Street  
Mendon, Massachusetts 01756  
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Meeting Date: 5/13/2020  
Meeting Location: Remote Zoom Meeting  
Minutes Approved: \_\_\_1/13/2021\_\_\_

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

**Members Absent:**

**Parks Director:** Dan Byer

**Others:**

*The meeting was called to order at 6:01 with Dan and AJ in attendance. The meeting was held by Zoom conference due to the COVID-19 State of Emergency and pursuant to the revisions to the Open Meeting Laws. All votes will be taken by roll call.*

*The meeting was called to order at 5:06pm with Chris Hadfield in attendance.*

The commission discussed with Chris some plans for work at Clough. Soccer would like to do something with the money from Soccerfest. They are also interested in a 20'x65' backstop at Grover to keep balls out of the neighbor's yard. Tom asked about the property setbacks. Tom also asked who would do the work. He recommends they work with a contractor who is licensed and insured since this would be a big project and due to the height. *Chris will work on a proposal and Dan will contact the neighbor at 6 Colonial.*

The commission also discussed the need to replace the shed eventually, ideally with a more permanent structure with a slab.

The commission discussed parking under the power lines behind Grover. Tom spoke with someone and got some info. We would need to go through National Grid since they own the land. They would not want access off Providence Rd so we would need to figure out an entrance along the side of the field. It would be a large project.

*AJ joined the meeting at 5:29pm.*

The commission discussed the plans for Clough. Chris is interested in multi-purpose soccer/basketball goals for the court at Clough. He is trying to find a price. Chris asked about re-lining the court. Dan will ask the schools. Chris said the new goals would increase use of the space. Dan will ask Sean Barry of Ave Tennis courts if he knows of anywhere to buy them. Tom and AJ are in favor.

The commission discussed COVID-19. Dan presented the draft plan for Maintenance (**Exhibit A**). All discuss and agree on this for maintenance. AJ discussed what he is hearing for daycares. They discussed the program restrictions so far. Dan thinks field trips are out. AJ says he is hearing they will require temp checks in daycares. They discussed capacity and group sizing; Chris said it's under 30 in CT. Masks will likely be required for all. Tom asked about the process. Dan said we file our plan with the local Board of Health. Dan said if we have a COVID case we could be forced to close for 2 weeks. The commissioners discussed the refund policy. All agree we will offer refunds if we cancel due to COVID or participants pull out as long as they give notice. AJ said some programs are cancelling already. All agree childcare is important if we can do it. They discussed the plan for rain, Dan thinks we can use Clough but will have to go there more frequently.

Chris is looking to hold a small program. All concerned how camps can work with limited activities. He is thinking short programs in the evenings. He is concerned about the plans for facility use.

*Chris left the meeting at 6:06pm.*

The commission discussed the process for spring field use. All agree to require plans from groups showing how they will address the COVID guidelines. We need to discuss further with the Board of Health too

The commission reviewed the mosquito treatment discussed at the last meeting. All agree to table this for now due to COVID. Tom asked if it works, not sure if it's worth it. Dan said there are mixed reviews. AJ says nothing is open so there's no point now.

The commission discussed the Rec Program. Dan thinks we can wait until as late as June 15<sup>th</sup> to make the final call. All discussed the issues with planning. We don't want to be the first to open back up but if it can be done safely we should. AJ said EEC is discussing childcare regs. Danielle has been on several calls.

The commission discussed lifeguards. Dan explained that due to COVID-19, Katelyn Lashley is now available to work as a fill in.

**Dan made a motion to hire Katelyn Lashley as a lifeguard at a rate of \$14.75 pending a clear background check, AL seconded and all approved.**

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



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### Mendon Parks COVID-19 Operations Procedure 5/19/20

## Maintenance

### General Guidelines:

- No handshaking
- Wash hands often with soap for at least 20 seconds or use hand sanitizer
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- All individual work crew meetings/tailgate talks should be held outside and follow social distancing
- Please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
- To avoid external contamination, we recommend everyone bring food from home
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

### Garage/Base

Crew will operate out of Morrison Dr. Shell (instead of Highway Barn) to keep separate from Highway staff. A portable toilet with built in sink will be located here.

Only the supervisor or his designee (1 person) will pick up the truck at Morrison Dr. All staff will meet at the Memorial Park Bathroom facility. Staff will have access to running water/handwashing facilities here.

### Truck/Transport between locations

Waiting on BOH for more info. Likely restricted to 1 per vehicle. What happens if employee doesn't have a license?

Employees will not drive their own vehicles on the clock. Town could have liability and would have to reimburse for miles.



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### **PPE**

Masks - Per state order, all staff will wear masks unless they can maintain 6ft of separation. Masks not required while out working unless 6' cannot be maintained. Masks should be worn when handling/emptying trash and/or cleaning bathrooms.

Gloves - Staff should wear work gloves when out running equipment and especially when handling trash.

Hearing protection/eye protection – earmuffs to be assigned to individual staff for the summer. Each employee should keep their own pair to avoid cross contamination. Alcohol wipes to be supplied in truck for cleaning needs

### **Sanitizing equipment**

Staff shall wipe down all contact points on equipment at least once per day and before using a piece of equipment used by another employee. Cleaning supplies will be available in the truck.

### **Personal Health**

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

If an employee leaves the work-site they shall wash their hands before returning.

If an employee develops any symptoms while on shift they shall immediately self-isolate and notify their supervisor and Parks Director. The Parks Director will respond on site to ensure any equipment used by the employee is properly disinfected before it can be loaded and returned to storage. The Board of Health shall be notified and will work with the Parks Commission to address the situation.