



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: 1/13/2021
Meeting Location: Remote Zoom Meeting
Minutes Approved: 2/25/2021

Members Present: Tom Belland, Dan Byer, AJ Byrne

Members Absent:

Parks Director: Dan Byer

Others:

The meeting was called to order at 7:06pm with Dan, Tom, 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.

AJ made a motion to approve the minutes of 12/18/19, 2/13/20, 3/9/20, 3/16/20, 3/18/20, 4/9/20, 5/13/20, 6/4/20, 6/12/20, 6/19/20, 7/30/20, and 10/8/20, Tom seconded and all approved.

The commission reviewed the proposed FY22 budget. (**Exhibit A**). Dan explained the proposed increases to the budget. Minimum wage is now \$13.50 and will continue to rise until it hits \$15 in 2023. We also need additional funds in the lights line item as we have been running over in this account for a few years now. The commission discussed field fertilization. We have added in grub control treatments to the field at a cost of \$2,245. The intent was to have the field maintenance line be ½ the costs of the fertilizer but now with this new treatment we do not have enough. Dan recommends we request another \$1,000 to cover ½ of these costs. Whitinsville Christian has been paying ½ of the fertilizer bills for Tetreault field but they did not use our fields in the last year so that may be gone now. All agree.

Dan also discussed tree work issues. In the last 2 fiscal years Parks has paid \$3,500 each year towards tree work at the park. This has also been matched by another \$7k from Highway. There seems to be an increase in dying trees that need to be removed. Dan spoke with Alan Tetreault and he is going to request additional funds in his tree warden budget to help cover these costs. The commissioners agree with the proposed budget. Dan will submit it.

The commissioners discussed the maintenance crew and plans. Dan shared a proposed RFP via email (**Exhibit B**) to get pricing to outsource some or all of our landscaping work. The commission discussed several variations and agreed to break up the work into groups (Park, Grover, Islands, Cemeteries, Buildings). They agreed to hold off on posting the open maintenance positions until we get the responses back on this RFP. All agree this is a financial decision at this point, there are no issues with the current staff. But we need to do our due diligence to see what our options are and what is the cheapest option for the town.

The commission discussed some longer term projects. The dog park is still on the back burner. Dan is going to get pricing on the snack shack floor. We are waiting to hear back from the engineers on the town beach project. The Commission discussed the maintenance building. Dan asked about a steel building. Tom says they may be cheaper and do have a decent lifespan. They discussed locations.

The commission discussed the 2020 annual report. Dan will work on a draft and send it out before the next meeting.

The commission reviewed the 2021 summer plans. Dan updated the COVID plans from last year. There are no new guidelines from the state yet. They discussed vaccination. We will wait to see what the state says if they will be required.

The commission reviewed the plans for the 2021 Rec Program.

- Capacity of 60 (3 groups of 20). Max if restrictions are lifted is 90.
- No field trips
- Eliminate office assistant position (reconsider in 2022 when we are back in full capacity)
- Total staffing 23, most likely 5 openings?
- Increase prices as follows
 - \$225 per week, \$50 per day (up from 200/45)
 - Would like to eliminate the weekly discount.
 - Sibling discount 5% (down from 10%), this is in line with other programs in the area
- Revise financial assistance to 1 tier (25%) instead of 2. Most were falling under the tier 2 anyways.
- Same refund policy, if we are forced to cancel, we will issue refunds.
- Keep the 50% deposit. It was a pain to do all the refunds, but we didn't have any issues with no shows like we have in the past.

Dan presented his updates. They discussed the weekly discount option. Tom suggested a gift card option instead of a discount. The commission approved the 2021 pricing. Dan discussed some general updates from last summer including the new behavior policy and groups. Dan does not think we will be able to do field trips. We finally got the CARES act reimbursements so in the end we broke even for the 2020 summer. Overall there were some positives from COVID, we reevaluated many of our policies and things like drive-by drop off and pick up worked really well. We are in a good position for 2021.

Dan thinks we will not be able to offer lessons this summer. He is going to look into options to contract out the program or do something. They also discussed summer events. It seems like outdoor events will be more popular this summer. Dan will check with Cable 8.

The commission discussed the hiring process. Dan will post jobs and we can plan for interviews in March. Same as last year, the commission will interview Maintenance and a sub-committee (Dan, Alan and Jenn) will interview the Rec, Shack, and Guards. All agree.

AJ discussed the Tennis Courts. He is proposing we name the tennis courts as a memorial for the Brothers of the Brush, specifically those who have passed away. Most recently including Dick Joiner, a long time Parks employee and Brother. Dan and Tom both agree. The plan would be to name the courts the "Mendham Brothers of the Brush Memorial Courts". We will do some research and work on an official proclamation and plaque. AJ suggests a dedication ceremony for the summer when events can resume.

AJ made a motion to name the Memorial Park Tennis Courts the "Mendham Brothers of the Brush Memorial Tennis Courts", Tom seconded and all approved.

The meeting was adjourned at 9:15pm.

Parks FY2022 Budget Proposal

		FY2022 Budget	% Change		FY2021 Budget	FY2020 Budget	FY2019 Budget
	TOTAL	\$101,572.00	+\$4,125.00		\$97,447.00	\$99,862.00	\$95,793.00
	%	4.23%			9.12%	4.25%	0.00%
	Wages	\$81,792.00	2.99%		\$79,417.00	\$82,432.00	\$78,863.00
	Expenses	\$18,780.00	10.28%		\$17,030.00	\$16,430.00	\$15,930.00
	Site Improv.	\$1,000.00	0.00%		\$1,000.00	\$1,000.00	\$1,000.00
630-A1	Maint Wages	\$30,500.00	1.67%	+\$500 Minimum Wage Increases	\$30,000.00	\$29,000.00	\$27,824.00
630-A2	Parks Dir Wages	\$35,792.00	4.00%	+increases pending contract negotiations	\$34,417.00	\$39,432.00	\$38,539.00
630-B	Guard Wages	\$15,500.00	3.33%	+\$500 Minimum Wage Increases	\$15,000.00	\$14,000.00	\$12,500.00
630-B1	Postage	\$30.00	0.00%		\$30.00	\$30.00	\$30.00
630-B2	Telephone	\$1,900.00	0.00%		\$1,900.00	\$1,900.00	\$1,900.00
X	Improvements	\$0.00	0.00%	n/a	\$0.00	\$0.00	\$0.00
630-B3	Sanitary	\$1,950.00	0.00%		\$1,950.00	\$1,950.00	\$1,950.00
630-B4	Lights	\$5,600.00	15.46%	+\$750 due to increased costs	\$4,850.00	\$4,850.00	\$4,350.00
630-B5	Fuel	\$2,400.00	0.00%		\$2,400.00	\$1,800.00	\$1,800.00
630-B6	Supplies	\$600.00	0.00%		\$600.00	\$600.00	\$600.00
630-B7	Equip. Maint	\$1,700.00	0.00%		\$1,700.00	\$1,700.00	\$1,700.00
630-B8	Field Maint.	\$2,700.00	58.82%	+\$1,000 for increase in expenses (grub control)	\$1,700.00	\$1,700.00	\$1,700.00
630-B9	Build Maint.	\$1,000.00	0.00%		\$1,000.00	\$1,000.00	\$1,000.00
630-B10	Travel Training	\$300.00	0.00%		\$300.00	\$300.00	\$300.00
630-B11	Rec. Acct	\$600.00	0.00%		\$600.00	\$600.00	\$600.00
630-C	Site Imp.	\$1,000.00	0.00%		\$1,000.00	\$1,000.00	\$1,000.00

Revised 1/3/2021

FY2018 Budget	FY2008 Budget		Budget	TOTAL	%
\$94,833.00	\$107,672.00		FY2022		-100.00%
0.00%	n/a		FY2021	\$108,965.64	+9.12%
\$78,203.00	\$89,605.00		FY2020	\$99,862.00	+4.25%
\$15,630.00	\$16,067.00		FY2019	\$95,793.00	+7.87%
\$1,000.00	\$2,000.00		FY2018	\$88,801.00	+3.20%
			FY2017	\$86,051.00	-3.68%
\$27,824.00	\$74,367.00		FY2016	\$89,337.00	+0.68%
\$37,879.00	\$15,238.00		FY2015	\$88,731.00	+0.95%
\$12,500.00	0		FY2013	\$87,897.00	+14.27%
\$30.00	\$117.00		FY2012	\$76,921.00	-13.15%
\$1,600.00	\$1,700.00		FY2011	\$88,567.00	-16.38%
\$0.00	\$0.00		FY2010	\$105,914.00	-1.03%
\$1,950.00	\$2,000.00		FY2009	\$107,014.00	-0.61%
\$4,350.00	\$4,000.00		FY2008	\$107,672.00	+5.16%
\$1,800.00	\$1,500.00		FY2007	\$102,392.00	+9.81%
\$600.00	\$500.00		FY2006	\$93,241.00	+8.66%
\$1,700.00	\$1,700.00		FY2005	\$85,808.00	
\$1,700.00	\$2,000.00				
\$1,000.00	\$1,450.00				
\$300.00	\$400.00				
\$600.00	\$700.00				
\$1,000.00	\$2,000.00				



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The Mendon Parks & Recreation Department is soliciting quotes for mowing and general landscaping of some or all of the properties under our control.

If interested please submit the following information on or before the due date of
February 8th, 2021 *(date extended 1 week)*

1. A written quote (emailed or mailed) listing an itemized quote for each group of properties property you are interested in.
 - a. You may bid on any individual group, a combination of these 5, or all of them.
 - i. Parks Complex**
 - ii. Grover Field**
 - iii. Buildings and Memorials**
 - iv. Cemeteries**
 - v. Islands**
 - b. *Please itemize your quote if you are bidding on more than 1 of these.*
2. A certificate of liability insurance showing a minimum of 1 million in liability coverage
 - a. If not provided with your bid, upon the award of a contract we will require a certificate listing *Mendon Parks & Recreation, 20 Main St., Mendon, MA 01756* as a certificate holder
3. A completed Worker's Compensation Insurance Affidavit (Attached as Appendix B)
4. A prevailing wage schedule is also attached to the end of this packet.

If you have questions or would like to arrange a site visit, please feel free to contact Dan Byer at parkcomm@mendonma.gov or 774-481-1321

Please submit responses to
parkcomm@mendonma.gov
OR
Mendon Parks Department
20 Main St.
Mendon, MA 01756

Please review the following general terms and conditions as they shall apply to every property/contract.

1. The terms of all agreements shall be April 1st through Dec. 1st.
2. Either party may terminate the contract at any time upon a minimum of 30 day's notice
3. All contracts are subject to appropriation in accordance with MGL.
 - a. Funding through 6/30 is confirmed at the time of contract award, funds for the following fiscal year starting 7/1 will be approved at the May Annual Town Meeting. If for some reason funding is not approved all affected parties would be notified no later than June 1st.
4. Payments shall be made via paper check within 30 days of a submitted invoice
 - a. Contractor must furnish the town with a W-9 Form when contract is awarded
 - b. The Town will only pay for services rendered, no deposits or advances can be paid.
 - c. Each invoice shall clearly state the dates and locations of each service.
 - d. All invoices for work performed prior to June 30th must be submitted no later than July 5th. Failure to comply may delay payment until the November Town Meeting
5. Any change orders or one-time projects must be agreed to in writing before approval.
6. Contractors may not sub out work without prior written authorization from the Town.
7. No smoking is permitted on Town property.
8. Contractors are responsible for ensuring compliance with applicable state and federal labor and safety regulations
9. No equipment, fuel, tools, or other shall be stored on any town property or left between jobs without written permission from the Parks Dept.
10. Contractors are responsible for removal and off-site disposal of leaves, clippings, and brush.
 - a. If included any fall clean-up at end of season, contractor is responsible for removal and disposal of leaves off-site.

Parks Complex

	Name	Address	Size	Frequency/Height	Scheduling	Special Conditions/Notes
	Memorial Park Complex	29 Millville Rd	4ac	April-Oct – Weekly	April-June: can mow any day before 2pm Jun-Aug: mow before 2pm, must schedule set day of the week in advance, ideally Wednesdays. Sept-Nov: can mow any day before 2pm Cannot mow on weekends	Includes trimming around all buildings, fences, stone walls, courts, etc Doesn't include maintaining flower beds at Classroom and Pavilion Bag clippings on ball field infields Clippings may be disposed on site
	Veteran's Field Complex	25 Millville Rd	4ac	April-Oct – Weekly (Parts of field may be too wet to mow in April)	April-June: can mow any day before 2pm Jun-Aug: mow before 2pm, must schedule set day of the week in advance, ideally Wednesdays. Sept-Nov: can mow any day before 2pm Cannot mow on weekends	Includes trimming around all buildings, fences, stone walls, etc Bag clippings on ball field infields Clippings may be disposed on site
	Town Beach	45 Taft Ave	9,000sf	May-Aug - every other week Sept-Oct – once per month (3x total)	June-Aug can only mow before 9am	Includes trimming around all buildings, fences, stone walls, etc Doesn't include maintaining flower beds

Grover Field

	Name	Address	Size	Frequency/Height	Scheduling	Special Conditions/Notes
	Grover Field	8 Colonial Dr	2.86ac	April-Oct – weekly	Must mow before 2pm May be required to schedule a specific day depending on facility use.	Includes trimming around all buildings, fences, stone walls, etc Includes monthly trimming along curb in front of field on Colonial Dr.

Buildings

	Name	Address	Size	Frequency/Height	Scheduling	Special Conditions/Notes
	Town Hall Campus	20 Main St	4,500sf (est)	May-Oct - weekly	Must mow before Memorial Day FYI Fridays recommended as Town Hall is closed, may be easier to mow.	Limited space for large trailers on site, parking on street not permitted. Includes trimming along curb/sidewalk in front of old library building
	Taft Library	18 North Ave	15,000sf	May-Oct – weekly	FYI Closed on Mondays, may be easier to mow	Includes around Rectory bldg. and leaching area in back. Doesn't include flower beds
	Records Room	13 Main St	1,000sf	May-Oct – every other week	n/a	
	Fire Station	8 Morrison Dr.	10,000sf	May-Oct – every other week	n/a	Includes median strip on Morrison Dr. as needed
	Senior Center	62 Providence St	18,000sf	May-Oct – weekly	Property is closed on the first Monday of the Month.	Includes trimming along wall in front
	Highway Barn	66 Providence Rd.	40,000sf	May-Jul – weekly Aug-Oct – every other week	FYI Fridays are best during summer because the staff have Fri off.	Includes trimming around front rocks, and leaching field fence in back Leaching area in back can be mowed every other week
	Cobbler's Shop	54 Hartford Ave E <i>corner of Warfield and HAE</i>	6,000sf	May-Oct – every other week	n/a	Includes trimming around all buildings, fences, stone walls, etc
	Memorial Square	Across from 20 Main St	900sf	May-Oct – weekly	Must mow before Memorial Day	Includes trimming along curb as needed
	Civil War	23 Maple <i>Intersection of 16 and Maple</i>	1,400sf	May-Oct – every other week	Must mow before Memorial Day	Includes trimming along curb as needed
	King Phillip	In front of 75 Providence Rd <i>Intersection of Providence and Hartford Ave E</i>	3,000sf	May-Oct – every other week	Must mow before Memorial Day	
	Founder's Park	1 Main St	25,000sf	May-Jul – weekly Aug-Oct – every other week	Must mow before Memorial Day	Includes trimming along curb/sidewalk Includes removal of sticks and brush that falls from trees No dumping on site.

Cemeteries

	Name	Address	Size	Frequency/Height	Scheduling	Special Conditions/Notes
	Old Town	1 Providence Rd	63,500sf	May-Oct – every other week	Must mow before Memorial Day	Many stones in poor condition and fragile, several marked to stay away Includes trimming around walls
	George St.	8 George St	13,000sf	May-Oct – every other week	Must mow before Memorial Day	Includes trimming around walls
	Bicknell	113 Hartford Ave E	35,000sf	May-Oct – every other week	n/a	Includes removal of fallen branches Includes trimming around walls
	Locust Hill	Between 88 and 90 North Ave	8,000sf est	May-Oct – every other week	n/a	Includes trimming around fence
	Park St.	Near 73 Park St.	1,200sf	May-Oct – every other week	n/a	Includes trimming around walls
	Pine Hill	218 Providence Rd	50,000sf	May-Oct – every other week	n/a	Includes removal of fallen branches Includes trimming around walls
	Taft/Lamothe	Near 160 Millville Rd (along road)	500sf	May-Oct – every other week	n/a	Includes trimming around walls

Islands

	Name	Address	Size	Frequency/Height	Scheduling	Special Conditions/Notes
	Davenport Dr.	Circle at end of Davenport Dr (off of Miscoe Rd)	4,600sf	May-Oct – every other week	n/a	
	Metcalf Rd.	Circle at end of Metcalf Rd (off of Miscoe Rd)	4,000sf	May-Oct – every other week	n/a	
	Deer Hill (Providence)	Circle at end of Deer Hill Rd (off of Providence Rd)	1,000sf	May-Oct – every other week	n/a	
	Kelley Rd	Circle at end of Kelley Rd.	5,000sf	May-Oct – every other week	n/a	
	Meghan Ct.	Circle at end of Meghan Ct.	10,000sf	May-Oct – every other week	n/a	
	Northbridge Rd /North Ave	Intersection of Northbridge Rd and North Ave	400sf	May-Oct – every other week	n/a	
	Stymast Dr.	Circle at end of Stymast Dr off of West Hill Rd	1,700sf	May-Oct – every other week	n/a	