



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

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Meeting Date: 3/30/2021
Meeting Location: Remote Zoom Meeting
Minutes Approved: __1/11/2022__

Members Present: Tom Belland, Dan Byer, AJ Byrne

Members Absent:

Parks Director: Dan Byer

Others:

The meeting was called to order at 7:01 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.

The commission discussed the interview questions for the maintenance position. They will take turns asking them.

1. Have you ever worked in a landscape or other general labor related position before? If not, why do you want this position?
2. Share an experience in which you've successfully learned how to handle a new piece of equipment or learn a new task.
3. Can you tell us about a time when you took initiative to complete a task without being directed?
4. Do you think you're a team player? Why?
5. How would you deal with a conflict with a coworker? How would you approach the situation and resolve it?
6. Can you tell us of a time where you were influenced by someone who you would consider a role model? How would you be a role model in your position here?
7. How do you handle stressful situations?
8. What are some of your strengths and areas of improvements?
9. Why did you decide to apply to work for our program(s) / the Town of Mendon rather than somewhere else?
10. Questions about availability (if there are any)

7:10pm – Stephen Cote

The commission interviewed Stephen Cote for the Maintenance Crew position.

Have you ever worked in a landscape or other general labor related position before? If not, why do you want this position?

Has no landscape experience, wants to try something new

Share an experience in which you've successfully learned how to handle a new piece of equipment or learn a new task.

He discussed a time he learned to use the pallet jack at work to unload trucks.

Can you tell us about a time when you took initiative to complete a task without being directed?

Discussed handling a situation at work and completing it on a timeframe.

Do you think you're a team player? Why?

Discussed, pulls his own weight, doesn't slack off

How would you deal with a conflict with a coworker? How would you approach the situation and resolve it?

Discussed strategies, try not to engage, diffuse, walk away

Can you tell us of a time where you were influenced by someone who you would consider a role model? How would you be a role model in your position here?

Discussed a family member who owns their own business

How do you handle stressful situations?

Discussed priorities, what would be best do first,

What are some of your strengths and areas of improvements?

Discussed strengths-work with people, on time, weaknesses trying not to get distracted.

Why did you decide to apply to work for our program(s) / the Town of Mendon rather than somewhere else?

Discussed, would do best work, wants to work outside, works well with others.

Questions about availability (if there are any)

N/A

The commission discussed the maintenance crew staffing needs. AJ says Trevor said 4 is plenty based on the work they had. The commission discussed the open positions. There are 3 returning and 4 new applicants. They discussed offering 2 part time positions vs 1 full time.

7:25pm – Brandon Ellis

This interview was cancelled as the applicant withdrew.

7:28pm – Derek Cerundolo

The Commission interviewed Derek Cerundolo for the Maintenance Crew position.

AJ Disclosed he is related to Derek and will not participate in the hiring decision for the maintenance position.

Have you ever worked in a landscape or other general labor related position before? If not, why do you want this position?

Has no landscape experience, likes outdoors, he is positive, energetic

Share an experience in which you've successfully learned how to handle a new piece of equipment or learn a new task.

He discussed learning to play the trumpet in middle school and learning how to use a lawnmower at home.

Can you tell us about a time when you took initiative to complete a task without being directed?

Discussed moving to a new school and working with people on group projects.

Do you think you're a team player? Why?

Discussed sports, communication, and teamwork are important to see results.

How would you deal with a conflict with a coworker? How would you approach the situation and resolve it?

Discussed calm down, identify the issue and find common ground.

Can you tell us of a time where you were influenced by someone who you would consider a role model? How would you be a role model in your position here?

Discussed a family member

How do you handle stressful situations?

Discussed remaining calm, address the issue, don't take action when angry.

What are some of your strengths and areas of improvements?

Discussed strengths-mature and responsible, weaknesses confidence.

Why did you decide to apply to work for our program(s) / the Town of Mendon rather than somewhere else?

Discussed, wants to work in Mendon and give back, good opportunity to be outside.

Questions about availability (if there are any)

No vacations planned

7:55pm – Alex Kraft

This interview was cancelled as the applicant withdrew.

The commission discussed the basketball courts and requests for use. Dan said people are asking about the lights. All agree things are still too uncertain. We don't want to encourage large gatherings while COVID is still causing issues. The courts are open during daylight hours. We will table this until later in the spring.

The commission discussed the request from Nipmuc Youth Softball to install a home run fence. Nipmuc Youth Baseball has expressed concerns about this request. Pezzella is only 184 feet and they are worried the Lowell fence could limit future expansion. Currently there are 3 baseball fields with fences and no softball fields. All agree softball deserves their own field with a fence same as baseball. They discussed swapping fields or future extensions. Based on the proposal from Musco there are no issues with the locations of future light poles between the fields. There should be 20' of space between the fences even if the Pezzella fence is extended to 200'. All agree this fence can move forwards as discussed and approved.

The commission discussed the maintenance crew position.

AJ abstained from this discussion due to a conflict of interest as he is related to one of the applicants (Derek)

There are 3 returning employees and 2 applicants for 1 spot. The commission decided to split the position in to 32 and 24 hours (2 and 3 days). They also discussed the rates, new hires will get minimum wage.

Dan made a motion to hire the following employees for the maintenance crew as shown in the table below pending a clear background check, Tom seconded. AJ abstained, Tom and Dan voted in favor.

Position	Name (Years of Service)	2021 Rate	Hours	Notes
Maintenance Crew Forman	John Schiloski (3)	\$16.00	40	Returning
Maintenance Crew Member 1	Brian St. John (2)	\$14.50	40	Returning
Maintenance Crew Member 2	Joseph Carlson (1)	13.75	32	Returning
Maintenance Crew Member 3	Derek Cerundolo	13.50	32	New
Maintenance Crew Member 4	Stephen Cote	13.50	24	New

The commission discussed the lifeguard positions. There are 4 applicants and Dan is recommending we hire 3 of them. Dan, Jenn, and Alan interviewed the candidates. Tom and AJ suggest hiring all 4 since we always seem to run into issues with scheduling.

Dan also discussed a request from Mike Palinkas for more money. He got another offer and would like to stay in Mendon but wants at least \$15.50 an hour. Our current rate is 75¢ over minimum wage or \$14.25. Dan pulled numbers from the Mass Parks Association for lifeguard rates. Our rates seem to be in line with what other towns are paying though slightly on the low side. The commissioners discussed and felt that we need to be equitable. We can't pay someone more than another guard with more years of experience. All felt our rates were fair.

<i>Guard salary study summary</i>		
GUARDS	Low	High
Avg	\$ 14.38	\$16.54
Min	\$ 11.00	\$14.00
Max	\$ 17.50	\$22.00

Dan made a motion to hire the following employees as lifeguards as shown in the table below pending a clear background check, Tom seconded. All approved.

Position	Name (Years of Service)	2021 Rate	Hours	Notes
Lifeguard 1	Rachel Thibodeau (5)	\$15.50	15-25	Returning
Lifeguard 2	Jacob Fernandes (4)	\$14.75	5-15	Returning
Lifeguard 3	Jack Henderson (4)	\$14.75	5-15	Returning
Lifeguard 4	Molly Lashley (1)	\$14.50	15-25	Returning
Lifeguard 5	Michael Palinkas (2)	\$14.75	15-25	Returning
Lifeguard 6	Luke Rosa (1)	\$14.00	Fill-In	Returning
Lifeguard 7	Kyle Crossley	\$14.25	10-20	New
Lifeguard 8	Jacob Rancourt	\$14.25	10-20	New
Lifeguard 9	Faith Sawyer	\$14.25	10-15	New
Lifeguard 10	Ashley Ambrosino	\$14.25	10-15	New

The commissioners discussed the Snack Shack positions. Dan, Alan, and Jenn interviewed the candidates. Dan said there are 5 open spots with 2 returning. We could get by with 4 but Dan thinks we might as well go with 5 so we have some more staff trained for future years. The pay is set at 25¢ over minimum wage. The commission also discussed Lindsey Spindel. She had worked as an office assistant for the rec program in 2020 but that position has been eliminated. She is willing to do the snack shack or the rec program. AJ and Tom suggest hiring Maddison Orff for the shack position and Lindsey for the Rec program.

Dan made a motion to hire the following employees as Snack Shack employees as shown in the table below pending a clear background check, Tom seconded. All approved.

Position	Name (Years of Service)	2021 Rate	Hours	Notes
Snack Shack 1	Katelyn Bottoms (2)	\$13.75	15-25	Returning
Snack Shack 2	Ellen Dixon (2)	\$13.75	15-25	Returning
Snack Shack 3	Miah Lanagan	\$13.50	10-20	New
Snack Shack 4	Emma Grilli	\$13.50	10-20	New
Snack Shack 5	Madison Orff	\$13.50	10-20	New

The commission discussed the Rec Program. Dan, Alan, and Jenn interviewed the candidates. They are recommending hiring 8 new employees. Dan reviewed the proposed promotions of returning staff. New staff will be hired at minimum wage, senior counselors are 50¢ over. Dan explained the staffing plan. There will be 3 groups of kids (up to 30). The plan is to have each of the 3 groups have 1 senior counselor and 2 regular counselors to maintain a 10:1 ratio. Each day will have a director, assistant director, rec manager, 3 senior counselors, and 6 counselors scheduled. For the admin staff, the top positions will rotate with the rec managers covering some assistant director shifts and senior counselors moving up to cover rec manager shifts as needed. This will help get staff trained for future promotions. The rec manager position is meant to help with the daily activities to free up the directors to focus on more specific planning and discipline issues.

Dan made a motion to hire the following employees for the Rec Program as shown in the table below pending a clear background check, Tom seconded. All approved.

Position	Name (Years of Service)	2021 Rate	Hours	Notes
Recreation Program Director	Alan DeAngelis (10)	\$24.50	40	Returning
Recreation Program Assistant Director	Jennifer St. John (4)	\$16.75	40	Returning
Recreation Program Manager 1	Jon Hilton (4)	\$15.00	30-40	Returning
Recreation Program Manager 2	Rachel Dunlavey (3)	\$14.25	25-35	Returning
Recreation Program Manager 3	Diana Richard (4)	\$14.25	25-35	Returning
Recreation Program Sr. Counselor 1	Abby Benoit (2)	\$14.00	20-30	Returning
Recreation Program Sr. Counselor 2	Jaclyn Bianchi (3)	\$14.00	20-30	Returning
Recreation Program Sr. Counselor 3	Kayla Chaplin (2)	\$14.00	20-30	Returning
Recreation Program Sr. Counselor 4	Isabella DeFrancesco (3)	\$14.00	20-30	Returning
Recreation Program Sr. Counselor 5	Rachel Goodwin (2)	\$14.00	20-30	Returning
Recreation Program Sr. Counselor 6	Timothy Reed (2)	\$14.00	20-30	Returning
Recreation Program Counselor 1	Kaylee Lukasek (1)	\$13.75	15-20	Returning
Recreation Program Counselor 3	Matthew McCarthy (1)	\$13.75	15-20	Returning
Recreation Program Counselor 5	Julia Orff (1)	\$13.75	15-20	Returning
Recreation Program Counselor 2	Lindsey Plumb (1)	\$13.75	15-20	Returning
Recreation Program Counselor 6	Lindsey Spindel (1)	\$13.75	15-20	Returning
Recreation Program Counselor 4	Lucy Wiklund (1)	\$13.75	15-20	Returning
Recreation Program Counselor 7	Megan DeFrancesco	\$13.50	10-20	New
Recreation Program Counselor 8	Jack Hughes	\$13.50	10-20	New
Recreation Program Counselor 9	Ashley Minor	\$13.50	10-20	New
Recreation Program Counselor 10	Julia Mistretta	\$13.50	10-20	New
Recreation Program Counselor 11	Megan O'Meara	\$13.50	10-20	New
Recreation Program Counselor 12	Nathan Survell	\$13.50	10-20	New
Recreation Program Counselor 13	Payton Pomeroy	\$13.50	10-20	New
Recreation Program Counselor 14	Alyssa Crotty	\$13.50	10-20	New

Dan presented a request from Alan DeAngelis to allow his daughter to attend the program for free as part of his compensation as director. The commission discussed. Dan said that Alan has been the one to really build up this program and done a ton of work over the years. We are consistently earning a profit and can afford it. The commission discussed and ultimately agreed it was worth it.

AJ made a motion to waive the tuition for Alan DeAngelis' child to attend the Kids 'N' Us Rec Program for up to 3 days a week for the 2021 season, Tom seconded and all approved.

The meeting was adjourned at 9:15pm