# Parks \& RECREATION DEPARTMENT 

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Email: parkcomm@mendonma.gov
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Meeting Date: 1/10/2023
Meeting Location: Hybrid
Minutes Approved: _3/3/23

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

The meeting was called to order at 1:10pm with Dan and AJ in attendance in person.
AJ suggested an edit to the minutes of $12 / 16 / 22$
AJ asked Dan about the request for naming the softball concession stand, Dan said he hasn't heard anymore and will reach out to the interested party again.

Dan and AJ reviewed a suggested edit to the budget. Dan would like to ask for an additional $\$ 1,000$ for electricity to cover some additional streetlights in the park. Also an additional $\$ 200$ in Equipment Maintenance and Building Maintenance lines to cover inflation. AJ agrees.

AJ made a motion to approve the changes, Dan seconded, all approved.

|  | FY2024 Budget | \% Change |  | FY2023 Budget |
| :---: | :---: | :---: | :---: | :---: |
| TOTAL | \$113,037.10 | +\$10,201.76 |  | \$102,835.34 |
| \% | 9.92\% |  |  | 2.63\% |
| Wages | \$87,807.10 | 7.60\% |  | \$81,605.34 |
| Expenses | \$22,730.00 | 18.20\% |  | \$19,230.00 |
| Site Improv. | \$2,500.00 | 25.00\% |  | \$2,000.00 |
| Maint Wages | \$31,500.00 | 3.28\% | +\$1,000 Min Wage Increase | \$30,500.00 |
| Parks Dir Wages | \$35,807.10 | 2.00\% | +2\% COLA | \$35,105.34 |
| Guard Wages | \$20,500.00 | 28.13\% | +\$4,500 min wage and PT manager | \$16,000.00 |
| Postage | \$30.00 | 0.00\% |  | \$30.00 |
| Telephone | \$1,900.00 | 0.00\% |  | \$1,900.00 |
| Sanitary | \$2,400.00 | 0.00\% |  | \$2,400.00 |
| Lights | \$6,600.00 | 17.86\% | +\$1,000 increased supply and lights | \$5,600.00 |
| Fuel | \$2,700.00 | 12.50\% | $+\$ 300$ due to fuel cost increases | \$2,400.00 |
| Supplies | \$600.00 | 0.00\% |  | \$600.00 |
| Equip. Maint | \$1,900.00 | 11.76\% | +\$200 due to increased costs | \$1,700.00 |
| Field Maint. | \$4,500.00 | 66.67\% | +\$1,800 due to fertilizer costs | \$2,700.00 |
| Build Maint. | \$1,200.00 | 20.00\% | +\$200 due to increased costs | \$1,000.00 |
| Travel Training | \$300.00 | 0.00\% |  | \$300.00 |
| Rec. Acct | \$600.00 | 0.00\% |  | \$600.00 |
| Site Imp. | \$2,500.00 | 25.00\% | \$500 (Memorial Plantings | \$2,000.00 |

Dan and AJ discussed the basketball court. Mendon Summer Basketball had offered to contribute to the project. Dan needs to get updated pricing.

Dan and AJ discussed a possible ice rink, they agreed it's something to look into for the future.
Dan discussed a proposal on AED's. Unfortunately, the units in the baseball, softball, and soccer sheds are not getting maintained and have expired batteries and pads. He is recommending Parks take over the units, so they can better coordinate maintenance. Also, we should purchase outdoor cabinets so the units can be accessible 24/7. AJ agrees, after the recent NFL incident this is a major issue. Dan would also like to get a $2^{\text {nd }}$ unit for the parks for the rec program to be available on field trips.

## AJ made a motion to purchase an AED for the rec program, Dan seconded, all approved.

Dan has reached out to the youth groups for their comments. Pending their response we can discuss further.
Dan and AJ reviewed the beach pricing. Dan recommends we keep pricing the same as 2022. $\$ 3$ for residents, $\$ 5$ for nonresidents, and passes $\$ 75$ for residents and $\$ 150$ for non. Hours should be 11-7 all 7 days. We tried 10 am last summer but only 10 people came that early.

They discussed the beach project and a possible dedication event in the summer once it is complete.
Dan and AJ discussed the swim lesson program. Dan is recommending a similar program but with 3 sessions. Classes would be $\mathrm{M} / \mathrm{Tu} / \mathrm{Th} / \mathrm{F}$ leaving W for make-ups as well as a week in between sessions for more make-up slots. They discussed pricing and keeping the 2022 pricing of $\$ 80$ for residents and $\$ 95$ for non.

Tom joined remotely by Teams at 1:50pm.
Dan and AJ reviewed the previous discussion on the beach and lessons.
The commissioners reviewed the 2022 summer finances. (Exhibit A)
The commissioners discussed the rec program. Based on the last days of Mendon/Upton as well as Holliston where our director works, we are looking at a start of $6 / 26$. Dan needs to meet with Alan and Jenn to confirm. The commissioners discussed pricing. They reviewed last year's financials and discussed weekly vs daily pricing. All agree to set the 2023 prices to $\$ 60$ per day or $\$ 275$ per week.

Tom asked about the beach. Dan said the pavers were delivered.
Dan discussed a new counselor in training program. This has been on the back burner for a while but he feels it's time to move it forwards. The initial plan is to open it up to 14-15 year olds, they would work $1 / 2$ day shifts, 1 per group or 6 spots per day. There's some question of limiting it to Mendon only and/or prior attendees of the program. Also, would they pay? Dan also suggests we start a junior counselor program next year that could hire kids who have gone through the CIT program at age 15. They discussed options and piloting the program this summer. Dan needs to meet with Alan and Jenn to discuss further. Tom and AJ said they are fine with whatever Alan and Jenn recommend.

## Tom made a motion to approve pending Alan and Jenn's recommendations, AJ seconded, all approved.

## Tom left the meeting at $2: 15 \mathrm{pm}$

Tom re-joined by phone at 2:24 pm
The commission discussed the beach director position and approved the final job description. AJ suggested some edits regarding duties. He feels lifeguard certification should be required.

## Beach Director - Seasonal, 30-40 hours/wk.

The Mendon Parks Department is seeking a qualified individual to fill the role of seasonal Beach Director for the Mendon Town Beach. This is a new position and responsibilities will likely evolve over the season.

This person will work under the direction of the Director of Parks and Recreation and as part of the Parks summer program management team to oversee the day-to-day operations of the Town Beach.

Lifeguard Certification is required. This position will be a working manager, working as a lifeguard while also taking on additional administrative responsibilities as assigned. Opportunities exist to create new summer programming or classes. The ideal candidate is creative, innovative, self-driven, has leadership and supervisory experience and customer service skills, as well as familiarity with general office technology including Google Suites, Facebook, Instagram.

Duties include lifeguarding and teaching swim lessons, supervising lifeguards and coordinating lifeguard scheduling, overseeing the swim lesson program, interacting with the public and program participants, managing and posting content to social media pages, assisting with processing registration and payments, assisting other administrative tasks as needed, and other duties as assigned.

Depending on lifeguard certification, hours will be 20-40 per week, weekdays between $8 \mathrm{am}-5 \mathrm{pm}$, June-Aug with additional evening and weekend hours to cover shifts or assist with events. Some flexibility with scheduling is available but preference will be given to applicants with open availability and experience.

Job Requirements: Applicants must be at least 20 years by the start of their employment. Duties include working outside in hot and/or inclement weather and may involve swimming, water rescues, and other physical tasks. Pay Range: \$18$\$ 20 / \mathrm{hr}$ depending on qualifications and experience.

The commission reviewed the snack shack. Dan suggests creating a junior snack shack position. This would allow us to hire $15 /$ year olds. We would then schedule in pairs, 1 regular employee and 1 jr employee. This would help with staffing issues as it's getting too busy for 1 person but we can't quite afford 2 full members. The town is allowed to pay a sub minimum wage below MA $\$ 15 / \mathrm{hr}$ but not lower than the federal rate of $\$ 7.25$. They would be prohibited from operating the fryer. It looks like we'd have 8 slots, 4 regular crew at $14-20 \mathrm{hrs}$ a week and then 4 JC slots around $12-15 \mathrm{hrs}$ a week.

They discussed pay. There is a shortage of opportunities for kids this age. AJ said it's valuable work experience. They agree to limit this position to Mendon only. All feel we have a duty to try and support our community by creating these opportunities.

Tom made a motion to approve the minutes of $4 / 26 / 22,5 / 4 / 22,5 / 26 / 22,6 / 30 / 22,7 / 28 / 22,9 / 2 / 22,9 / 6 / 22$, 12/16/22, 12/21/22, AJ seconded, and all approved.

The commission discussed the eagle projects. Tom signed Gianni's application for the classroom siding. Dan is going to get pricing on the electrician to disconnect the service.

The commissioners discussed the light poles. One of the poles on the Tennis Courts fell during the storm on $12 / 23 / 22$. Dan did some research and a replacement could be $1-2 \mathrm{k}$. Tom said the wood poles have a lifespan of 20-30 years. We probably need to consider replacing all 8 poles. Dan to get pricing. Tom said a general or landscape contractor could do the work not just an electrician. We may need engineered plans.

The commission reviewed the 2023 financial assistance program. All agree.
Tom said we need to get the front of the basketball court cleaned up. Some kids have dug it up and make a bike course. All agree. Dan would like to get some mulch for the playground delivered and some material for the lot and then hire someone to come out and spread it all to save money.

The commission discussed the maintenance building. Tom wants to get on a selectboard meeting agenda. Dan will find out when we can meet with them to discuss.

The meeting was adjourned at 3pm

## Beach Account Totals

| Week |  | Beach Income |  |  |  |  |  | $\begin{gathered} \hline \text { Expenses - Payroll } \\ \hline \text { Guards } \end{gathered}$ |  | Camp Lifeguard |  | TOTAL |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Admission |  | Passes |  | Lessons |  |  |  |  |  |  |  |
| 0 | 6/13/21 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | - | \$ | - |
| 1 | 6/20/21 | \$ | 349.00 | \$ | 600.00 | \$ | 519.17 | \$ | 1,376.68 | \$ | - | \$ | 91.49 |
| 2 | 6/27/21 | \$ | 683.00 | \$ | 450.00 | \$ | 519.17 | \$ | 1,488.20 | \$ | - | \$ | 163.97 |
| 3 | 7/4/21 | \$ | 781.00 | \$ | 225.00 | \$ | 519.17 | \$ | 2,117.10 | \$ | -199.72 | \$ | -392.21 |
| 4 | 7/11/21 | \$ | 646.00 | \$ | 0.00 | \$ | 519.17 | \$ | 1,695.29 | \$ | -77.01 | \$ | -453.11 |
| 5 | 7/18/21 | \$ | 830.00 | \$ | 0.00 | \$ | 519.17 | \$ | 2,110.77 | \$ | -222.20 | \$ | -539.40 |
| 6 | 7/25/21 | \$ | 831.00 | \$ | 0.00 | \$ | 519.17 | \$ | 1,853.71 | \$ | -152.96 | \$ | -350.58 |
| 7 | 8/1/21 | \$ | 667.00 | \$ | 0.00 | \$ | 481.67 | \$ | 2,189.66 | \$ | -90.00 | \$ | -950.99 |
| 8 | 8/8/21 | \$ | 566.00 | \$ | 0.00 | \$ | 481.67 | \$ | 2,254.48 | \$ | -152.00 | \$ | -1,054.81 |
| 9 | 8/15/21 | \$ | 310.00 | \$ | 0.00 | \$ | 481.67 | \$ | 2,174.60 | \$ | -155.97 | \$ | -1,226.96 |
| 10 | 8/22/21 | \$ | 206.00 | \$ | 0.00 | \$ | 0.00 | \$ | 1,324.16 | \$ | - | \$ | -1,118.16 |
| 11 | 8/29/21 | \$ | 0.00 | \$ | 0.00 | \$ | 0.00 | \$ | - | \$ | - | \$ | - |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | AVG | \$ | 533.55 | \$ | 115.91 | \$ | 414.55 | \$ | 1,689.51 | \$ | -95.44 | \$ | -530.07 |
|  | TOTAL | \$ | 5,869.00 | \$ | 1,275.00 | \$ | 4,560.03 | \$ | 18,584.65 | \$ | -1,049.86 | \$ | -5,830.76 |
|  |  |  |  |  |  |  | 11,704.03 |  |  | \$ | 17,534.79 | \$ | -5,830.76 |

Revolving Account Totals - 2022

| Week |  | Shack |  |  |  |  |  |  |  | Camp |  |  |  |  |  |  |  | GRAND TOTAL |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Income |  | Expense |  | Payroll |  | Profit |  | Income |  | Expense |  | Payroll |  | Profit |  |  |  |
| 0 | 6/12 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 67.84 | \$ | - | \$ | -67.84 | \$ | -67.84 |
| 1 | 6/19 | \$ | 718.07 | \$ | 1,284.09 | \$ | 909.06 | \$ | -1,475.08 | \$ | 4,614.68 | \$ | 3.28 | \$ | 5,464.38 | \$ | -852.98 | \$ | -2,328.06 |
| 2 | 6/26 | \$ | 2,473.27 | \$ | 1,899.54 | \$ | 959.51 | \$ | -385.78 | \$ | 20,836.26 | \$ | 2,120.00 | \$ | 9,167.85 | \$ | 9,548.41 | \$ | 9,162.63 |
| 3 | 7/3 | \$ | 2,376.50 | \$ | 370.34 | \$ | 1,259.90 | \$ | 746.26 | \$ | 18,253.00 | \$ | 954.00 | \$ | 7,905.75 | \$ | 9,393.25 | \$ | 10,139.51 |
| 4 | 7/10 | \$ | 2,661.59 | \$ | 572.68 | \$ | 1,294.38 | \$ | 794.53 | \$ | 22,836.60 | \$ | 585.00 | \$ | 9,780.16 | \$ | 12,471.44 | \$ | 13,265.97 |
| 5 | 7/17 | \$ | 2,468.38 | \$ | 1,573.69 | \$ | 1,336.42 | \$ | -441.73 | \$ | 22,154.93 | \$ | 2,419.50 | \$ | 9,628.48 | \$ | 10,106.95 | \$ | 9,665.22 |
| 6 | 7/24 | \$ | 1,957.54 | \$ | 203.04 | \$ | 1,117.66 | \$ | 636.84 | \$ | 21,535.78 | \$ | 2,218.40 | \$ | 9,549.56 | \$ | 9,767.82 | \$ | 10,404.66 |
| 7 | 7/31 | \$ | 1,982.12 | \$ | 1,132.19 | \$ | 1,364.93 | \$ | -515.00 | \$ | 20,442.78 | \$ | 1,886.25 | \$ | 8,978.50 | \$ | 9,578.03 | \$ | 9,063.03 |
| 8 | 8/7 | \$ | 2,623.59 | \$ | 604.07 | \$ | 1,502.25 | \$ | 517.27 | \$ | 20,994.59 | \$ | 844.00 | \$ | 9,274.79 | \$ | 10,875.80 | \$ | 11,393.07 |
| 9 | 8/14 | \$ | 2,330.00 | \$ | 1,145.18 | \$ | 1,052.11 | \$ | 132.71 | \$ | 21,177.02 | \$ | 855.28 | \$ | 9,410.55 | \$ | 10,911.19 | \$ | 11,043.90 |
| 10 | 8/21 | \$ | 2,531.23 | \$ | 77.92 | \$ | 478.14 | \$ | 1,975.17 | \$ | 17,269.78 | \$ | - | \$ | 6,684.81 | \$ | 10,584.97 | \$ | 12,560.14 |
| 11 | 8/28 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 265.13 | \$ | -265.13 | \$ | -265.13 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | VG | \$ | 2,212.23 | \$ | 886.27 | \$ | 1,127.44 | \$ | 198.52 | \$ | 19,011.54 | \$ | 1,195.36 | \$ | 7,828.18 | \$ | 7,670.99 | \$ | 7,836.43 |
| TOTAL |  | \$ | 22,122.29 | \$ | 8,862.74 | \$ | 11,274.36 | \$ | 1,985.19 | \$ | 190,115.42 | \$ | 11,953.55 | \$ | 86,109.96 | \$ | 92,051.91 | \$ | 94,037.10 |
|  |  |  |  |  |  |  |  | \$ | 1,985.19 | Total Payments +/- |  |  |  |  |  | \$ | 92,051.91 | \$ | 94,037.10 |


| Rec1 | $\$$ | $8,954.63$ |
| :--- | :--- | ---: |
| When I Work | $\$$ | 422.22 |
| Workbright | $\$$ | $1,090.20$ |


|  | REVOLVING PROFIT |  |  |  | 83,570.05 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Current as of: |  |  | 10/12/23 9:26 PM |  |  |  |
|  | REC1 |  |  | \$ |  |  | 8,954.63 |  |
| TOTAL | Service | \$ | 2,689.89 | TOTAL | Cre |  | \$ | 6,264.74 |
| Month | Service |  | Credit | Month |  |  |  | Credit |
| Jan | \$ 100.00 | \$ | - | July | \$ | 377.31 | \$ | 1,119.37 |
| Feb | \$ 100.00 | \$ | 2.55 | Aug | \$ | 130.21 | \$ | 393.74 |
| Mar | \$ 539.75 | \$ | 1,613.57 | Sept | \$ | 100.00 | \$ | - |
| April | \$ 189.05 | \$ | 569.36 | Oct | \$ | 100.00 | \$ | - |
| May | \$ 257.99 | \$ | 746.23 | Nov | \$ | 100.00 | \$ | - |
| June | \$ 595.58 | \$ | 1,819.92 | Dec | \$ | 100.00 | \$ | - |


| When I Work | $\$$ | $\mathbf{4 2 2 . 2 2}$ |
| :--- | :--- | ---: |
| June | $\$$ | 37.22 |
| July | $\$$ | 192.50 |
| Aug | $\$$ | 192.50 |
| Sept | $\$$ | - |

Workbright $\quad \$ \quad 1,090.20$





