

Joe Flaherty

Chairman



A.J. Byrne

Bob Duplin

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

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Monday, January 9, 2006

### Meeting Minutes

Present: A.J. Byrne, Bob Duplin, Joe Flaherty  
Staff: Terry Duplin

Bob motioned to accept the December 31st meeting minutes, A.J. 2<sup>nd</sup>, approved.

Terry to start setting up interviews for Saturday, January 21, 2006, beginning at 11:00 am, at the Mendon Senior Center if it is available. Terry will contact Gordon Scott to remind him of the January 18<sup>th</sup> Park Commissioners Meeting.

The Commissioners read an e-mail and letter received from Peg Tetreault, Town Administrator. The letter was from the law offices of Collins & Weinberg, Town Council, regarding the proposed permanent fencing at Memorial Field. Joe stated he was disappointed in the lack of confidence the Selectmen appeared to be showing in the Parks Commissioners ability to make a decision regarding the fencing. He did not feel it was appropriate to waste the taxpayer's money by involving Town Council. Until the Park Commissioners have reached the point of making a decision on the issue, Joe believes that the Selectmen should not be involved. Joe stated that once the Commissioners have met with Gordon Scott on January 18<sup>th</sup> and have received all the information on the fencing then they would make their decision. Bob suggested sending a letter to the Selectmen to find out exactly what issues they thought there were. Joe did not feel the Selectmen should be involved at this point and does not believe they should be telling the Commissioners what to do regarding this issue. Joe thought the Selectmen should have contacted the Park Commissioners prior to contacting Town Council. Bob stated that the Commissioners should probably invite the Selectmen to the Jan. 18<sup>th</sup> meeting to make sure that everyone is on the same page with the baseball league commissioner. Bob asked A.J. what his thoughts were on the issue. A.J. thought the letter was just for informational purposes and did not believe the Selectmen were trying to tell the Commissioners what to do. After further discussion, it was decided that Terry will write a letter to the Selectmen informing them of the January 18<sup>th</sup> meeting to discuss the permanent fence issue; as well as, welcome them to attend to discuss any further concerns.

A.J. had to leave at 8:00 pm. Joe and Bob discussed the budget for 2007 and asked Terry to submit the information as requested. Joe indicated that it was determined in a previous year that the Field Usage Fees should be deposited into the Revolving Account instead of the General Fund. Terry will

request that Claudia change the deposits made into the General Fund for field fees and transfer them into the Revolving Account.

The next Park Commissioner Meeting will be held on Wednesday, January 18, 2006, at the Mendon Senior Center. Bob motioned to adjourn, Joe stepped down and 2<sup>nd</sup>, approved, meeting adjourned at 9:25 pm.

Joe Flaherty

Chairman



A.J. Byrne

Bob Duplin

## TOWN OF MENDON

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Wednesday, January 18, 2006

### Meeting Minutes

Present: A.J. Byrne, Bob Duplin, Joe Flaherty

Guests: Sharon Cutler, Tim O'Rourke, Larry Sabeau, Gordon Scott, Lawney Tinio

Staff: Terry Duplin

A.J. motioned to accept the January 9th meeting minutes, Bob 2<sup>nd</sup>, approved.

Joe stipulated that Gordon Scott, Mendon Jr. Baseball/Softball League, was asked to attend the meeting to further discuss the issue of possible permanent fencing at Memorial Field. He also addressed the invitation extended to the Selectmen and noted that they had additional questions regarding the issue. Joe proceeded to update everyone regarding the Commissioners discussions regarding the permanent fencing. There are additional questions for the baseball league, however overall the Park Commissioners are in agreement to have the fencing installed.

Gordon Scott re-iterated the intentions of the baseball league for Phase I of the permanent fencing. He provided pictures of the fence they wish to install and emphasized that they would like to install it prior to the beginning of the season. Joe opened the floor to any questions. Lawney Tinio, Selectman, requested to know if they have done advertising in the past on the temporary fence. *Gordon*: Last year was the first year they put advertising up. They sent a letter to local businesses asking them if they wanted to sponsor a team and had 5 or 6 companies respond. They have already received requests for this coming year. They have offered it as an extension this year for local businesses. *Lawney and Sharon Cutler, Selectman*: There is just some legality regarding the advertising. According to Town Council the Selectmen must first approve the issue and then go to a town vote. What is the pricing, and how long does the baseball league expect to retain the funds generated? *Gordon*: Last year there was a flat fee of \$200 for a large sign and \$100 for a small sign, the signs remained up for the season. These fees help to offset the cost of maintaining the league. The \$250 they receive for sponsorship each year basically covers the cost of uniforms. Each year their fees increase and they use the fees for signage to offset those increases. They try to keep costs down for the players and are able to do so by charging sponsorship and advertising fees. *Sharon*: Whenever revenue is generated on town owned property, such as business advertisement, that revenue must go to the town. *Gordon*: When you say revenue generated, does that mean the money has to go back to the town? *Sharon*: No, the voters can vote to allow the baseball league to accept revenue generated from advertising on the fence. But, the town will own the fence. *Joe*: I think your getting a little ahead of it, you're getting a little out of sequence Sharon. We're looking at

authorizing a fence going in. We're not necessarily saying it's being donated to the town right away. *Sharon*: The Selectmen have to accept it before it can go in. It's just like the playground Joe. *Joe*: Let me mention a sprinkler system that went down in Grover Field, that went in and the Selectmen never had to authorize the sprinkler system going in. That was done by the Parks Department. The soccer club put that in. The soccer club owned it and maintained it and everything. That was a lot more invasive. *Sharon*: They should have submitted that to the Selectmen. *Joe*: Well we allowed them to put that in and it wasn't donated it to the town. Your talking about something that gets donated to the town, that's when the Selectmen are involved legally. When something gets donated to the town, the Selectmen have to approve it. *Sharon*: What Town Council is telling us is that you cannot put it on town property. What was done at Grover field should not have been done. *Joe*: Now you're talking about something donated to the town, that's what it says in the letter you sent me, right? *Sharon*: It has to be donated before it can go on the town field, on town property. *Joe*: I can name off, I don't know how many things, that are up all around the Parks property. Every shed, dugout and everything like that that's up there, and there was never any legalize as far as the Selectmen getting involved. There are plenty of things that have been donated, but there's never been an involvement in the five years I've been here. *Sharon*: Well you've been doing it wrong for five years Joe. *Joe*: Well, I disagree. I think it's a matter of semantics with the legalities of it. *Sharon*: No it's not a matter of semantics, Town Council has told us what we have to do. *Joe*: Well they told you if something's donated. I'm disagreeing with the donated part of it. *Sharon*: You can't put it on town property without it being donated to the town, because it becomes the property of the town. Then you negotiate who's going to maintain it, just like in the case of the playground that was donated. *Joe*: Well I disagree with the interpretation of that. As far as I'm concerned, once it comes to the point that if someone wants to donate something to the town, then that might satisfy that law. *Sharon*: No it's the town's property. *Joe*: As a group if someone wanted to come up and put something up temporarily for the summer or something, as the Parks Department we can allow them to put it up there. At some point, they own it they maintain it. A year down the road, two years down the road, and we can say okay you need to remove that. We as a group we can allow that to stay there. *Bob*: Well my understanding is that the difference between this fence now and the temporary fence that's been in the last couple of years is the temporary fence had no footings. It is removable, thus it's temporary. This fence because it has footings it is now a permanent structure and that's where the legalization is coming in. That's what I brought up a couple of weeks ago. *Joe*: Well, it's in the ground, anything can be removed, and you can call anything permanent or not permanent. I think that it being donated is the key to the legal aspects of it. *Sharon*: Town property is the name of the game Joe. The town owns the property so what goes on it is up to the town. *Lawney*: I think we can all agree on what is considered permanent. The fence is permanent it is being erected it's not removable. *Joe*: Well, any fence can be removed. *Lawney*: Well a building could be removed. I understand your argument on exactly what the letter is saying. *Joe*: Well I wouldn't be a very good steward for the town if I didn't make sure that everything was in place and that we are doing the right thing. I would never agree to do this if everything wasn't in place and it is installed properly and is not going to fall apart in a year. Knowing that it is in place and maintained and in good standing, that is when, as a town, you say we agree that we will take ownership of it. We're not going to be stuck if it's not properly maintained and it's falling apart and everything has to be replaced, because now you have a safety hazard up there. *Lawney*: That could happen regardless of who has ownership. Even if it was accepted as a donation or not, the town could be stuck with a shoddy product and then the people who donated it disappear. *Gordon*: That's a good point. If it's donated you have to hold the bag initially, if it's not donated then we have to maintain it for a set amount of time. *Sharon*: Town Council was very clear, it's town owned property. *Joe*: I did not get to talk to Town Council. I have a few questions I would like to ask him. *Lawney*: I don't think this is an issue of whether or not we want the fence. If there is a procedure that has to be followed, Town Council will tell us about it. I'm starting to feel a

little tension. Do you think the Selectmen don't want this fence? *Bob*: No, we as commissioners agree that the fence is going to go in. Our internal discussion was, I feel that it should be accepted as town property. Then we can vote on the signage and go through any procedures we need to. The only discussion is whether we accept it right away or not. Whether the fence goes in, yes I think for the good of the league, let's put the fence in. But let's do it right, dot the "i's" and cross the "t's". *Lawney*: My only concern was whether this would affect the soccer league, but after discussion with them they seemed okay. *Sharon*: The only thing that was brought to my attention was a concern as to whether this would extend the field into the softball field. *Gordon*: This would be in the same place as the temporary field. The maximum length of the field for softball is 150 feet, so they would never come close to each other. There is no need for a fence for the softball field, because it is so short. *Lawney*: The issue with the advertising, with the funding and making sure that everything is done right. Town Council could probably make a standard contract to define that. *Sharon*: The monies received would have to go to a Town vote to determine where it goes. *Bob*: Now on that vote would you determine if 100 percent would go back to baseball or if part of it would go back into the Town, would that be part of the contract? *Sharon*: We would get a recommendation on that from the Town. *Lawney*: How much room is there available for signs? I suppose you could use both sides of the fence. *Gordon*: Yes. We anticipate getting about 5 signs this season and that will increase sponsorship by approximately \$800.00. *Terry*: What size are the signs? *Gordon*: Approximately 2' tall x 4' and approximately 18" tall x 2'. *Bob*: We've been talking about the outfield fence being Phase I. What exactly is Phase II? *Gordon*: Phase II would enclose from the foul pole all the way to the dugout on both sides of the dugout. We would put a gate in for access for maintaining the field. *Bob*: Would Phase II have to be reviewed separately by the Town? *Lawney*: Yes, we would have to accept that as well, obviously, if it's donated. It would be the same process we are doing now.

Tim O'Rourke produced samples, from Mr. Fence Company, of the fencing they are looking at and stated the mid-line product seemed to be very good and more cost effective. The new fence will cost approximately \$5,675.00 for 252 linear feet; the old temporary fence cost approximately \$4,000.00. Joe will discuss with Town Council how he wants everything set up. A.J. motioned to accept Phase I of the fencing project. After discussion, Bob 2<sup>nd</sup>, approved. Lawney will contact Town Council regarding the legal procedures from here.

*Gordon*: As part of the fence project, the baseball league wanted to put in a warning track, I'm assuming that is part and parcel of Phase I. *Joe*: I know there was a question about that, what were you going to use for material? There was a concern that it may be to wet there. *Gordon*: We will use infield material. Basically, it would be the same material that is used on the softball field. We planned to put in the warning track the same time we put in the fence. *Bob*: I believe the warning track would be more of a safety issue due to the slippery surface during and after inclement weather. I don't like the idea of the warning track. *Gordon*: Our stand is it is something the kids can use as their running towards the fence to see that the fence is coming up. We feel it will prevent crashes into the fence and prevent injuries. *Joe*: Are there any other fields out there that are all grass, all the way to the fence? *Gordon*: Yes there are. *A.J.*: One of the concerns that Bob mentioned was the warning track getting really soft when it's raining. *Gordon*: That field gets wet every year in right field anyway. *Tim*: As far as maintenance for the Parks Department, is the fence going to cause too much work, as far as cutting the lawn around it? *Bob*: We have equipment to get around it. *Bob*: I believe we should table the warning track for now. *Gordon*: That's ok, at some point in time I would like to discuss it further. *Bob*: How many fence collisions did you have last year with the temporary fence? *Gordon & Tim*: Quite a few, they just keep running and run right through it. *Gordon*: How many kids got injured severely? Not one. *Bob*: I understand the purpose of a

warning track, but I've seen more people get injured twisting an ankle on a warning track than I've seen running into a fence. But that is something that we can table now and go back to later.

The next item is the Babe Ruth field and the status of it. The status at this point is that another RFP needs to be drawn up for it due to the lack of response from the previous RFP. The wording needs to be more specific in regards to the exact requirements necessary in order to complete the field. There were several proposals withdrawn, however, no responses were received. At this point there is approximately \$52,000.00 remaining in the fund to complete the field, which is not enough. However, Sharon pointed out that additional funding could be applied for through the CPA Committee.

Sharon stated a survey went out from the Land Use Committee; there was an interest, as a result of the survey, for the beach to remain open from the beginning of May and after hours as well. Sharon stated there should not be a problem leaving the gates to the beach open as long as there are signs posted stipulating that there are "no lifeguards on duty, swim at your own risk". Lawney stated there was also an interest for the gates to remain open during the winter months to allow access for ice-skating. Joe stated there have been loitering and vandalism issues in the past. The major concern would be vandalism at the beach should the gates remain open all night. A possibility would be to open earlier in the season, sometime in May, and close later, sometime in September. Another possibility would be to allow more hours for lifeguards to be on duty during the extended time periods. As a result of the Land Use Survey, it was also mentioned the need for additional fields for Lacrosse, softball and football usage. There was additional discussion regarding more use of the fields and it was mentioned that the need for the town website would be detrimental in getting information out to all interested individuals. Gordon requested to have the field usage fee waived this year he will submit that in writing for the next Park Commission meeting.

Terry reported receiving a letter from a parent regarding her child who will be turning 13 in July of 2006. The parent is requesting to know if her child can apply as junior counselor or if she should register her child for the Recreation Program. After discussion, it was determined that children will be accepted in the Summer Recreation Program if they are not 13 years of age prior to January 1<sup>st</sup> of the current year. In addition, an individual applying for the position of Junior Counselor must be 13 years of age prior to January 1<sup>st</sup> of the current year. Bob motioned to approve the age requirement for Junior Counselors effective immediately, A.J. 2<sup>nd</sup>, approved.

Don Morin, Mendon-Upton Youth Soccer Association, submitted a request to waive the field usage fee for the use of the field at the Clough Elementary School. Bob motioned to accept the field usage waiver in lieu of fertilization treatment for the Soccer Association, A.J. 2<sup>nd</sup>, approved. Terry reported that Don also requested to change the company, Sani-Kan, this year due to the fact that they did not remove the unit in a timely manner after the season ended. Sani-Kan did not bill the Parks Department for the time period in which the unit was still in place during the fall season; therefore, it was determined that since MUYSA have paid the fees for the unit at Grover field, should they decide to use a different company, it would be their choice to find a new company.

Terry reported receiving information from the Mendon Jr. Baseball/Softball League Chair regarding an organization called Frozen Ropes, with MJBS, who wish to conduct a summer baseball clinic. Frozen Ropes wishes to conduct the clinic utilizing the softball diamond at Memorial Field from July 17-21, 2006 and the baseball diamond from July 24-28, 2006. No field usage requests have been received at this time however, the time frames may affect the Summer Recreation Program. When Terry receives the request for the field use she will invite the organization in for the next Parks Commissioners meeting to discuss the clinic.

Terry also received a visit from Mr. Chris Behrikis regarding the start up of a Mendon-Upton Youth Football/Cheerleading Program this year. Mr. Behrikis is seeking fields to use between the first week in August through the end of October, early November, for football practices and/or games. The Program will be designed for children age 7-14 years old and is in the beginning stages of organization. It is recommended that Mr. Behrikis contact the school district for the use of their football fields the field at Miscoe may be available for their use and would be of sufficient size for their needs. There may be space available at the Babe Ruth area however that will not be available prior to 2007. There may also be times available at Grover Field for practice only. A field use request needs to be submitted and it will be reviewed at that time.

Terry reported the Town Accountant has transferred the \$620.00 from the Field Use Fee Account back into the Revolving Account. Terry reported the payment of the Community Newspaper bill was \$1,186.60 for a two-week ad announcing the February and April vacation information and seasonal help positions available. It was determined that advertising will be done through the Town Crier, Cable 8 News, and the Town billboard at Founders Park from now on. Terry stated there is only \$110.34 remaining in the Revolving Account at this time that can be built back up once registrations are received. The purchase of more bleachers, picnic tables and trash bins was discussed, as well as, the use of the annual \$4,000.00 in the Site Improvement Account.

Terry received a call from Mr. Rick Hamelin with the Pied Potter's Magical Potters Wheel. Mr. Hamelin was given approval from the Cultural Council Committee to perform for a Parks Department event. Terry will contact Mr. Hamelin to set up a Thursday evening event this coming summer at the town beach.

Terry stated the Special Town Meeting, regarding the request for additional hours for the Parks Clerk will be held on Monday, January 23, 2006. The Capital Planning meeting will be held on Tuesday, January 24, 2006, Parks Department is scheduled for 7:00 pm. Joe to complete the draft for the Capital Planning meeting on Tuesday he will not be available to attend however. The Finance Committee meeting will be held on February 22, 2006, Parks Department is scheduled for 7:45 pm. Interview schedules were set up for Saturday, January 21, 2006 and the applications were given to Joe.

A discussion followed regarding the February Vacation Program. Terry has only received one application to date and one phone call. Terry will place an additional in the Mendon Town Crier, on Cable 8 and on the town bulletin board.

Bob motioned to adjourn, A.J. 2<sup>nd</sup>, approved, meeting adjourned at 8:58 pm.

Joe Flaherty

Chairman



A.J. Byrne

Bob Duplin

## TOWN OF MENDON

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Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

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Wednesday, February 8, 2006  
Meeting Minutes

Present: A.J. Byrne, Bob Duplin, Joe Flaherty  
Guests: Chris Behrikis  
Staff: Terry Duplin

Bob motioned to accept the January 18th meeting minutes, A.J. 2<sup>nd</sup>, approved.

Terry gave the Financial Report and stated the approved \$1532.00 has been added to the Parks Director Wages line item.

Chris Behrikis, Nipmuc Youth Football & Cheerleading (NYFC), explained the league they are trying to set up in conjunction with the American Youth Football Association. The NYFC requests the use of Grover Field for the period of August-November, Monday-Friday between 5:30-7:30 pm, and Saturdays between 7:30-9:30 am. They are looking for the use of a field for both the Youth Football and the Cheerleading Programs. After discussion, it was determined that the Park Commissioners will look at the dates and times the NYFC has requested and determine space availability at a later date. Alternatives include, requesting usage of the school fields and/or usage of a field in Upton. Another option would be the possibility of alternating the use of different fields during the course of the week. Chris requested assistance in contacting the Upton Parks and Recreation Department, A.J. to talk to Dave Adams of Upton Parks and Recreation. Terry is to find the location of land donated by the Kelly family for the Park Commissioners to look at.

Terry reported receiving a request from the Mendon Jr. Baseball/Softball League (MJBS) to waive the field usage fees for the Spring and Summer seasons. Bob motioned to waive the field usage fee for MJBS for both seasons, A.J. 2<sup>nd</sup>, approved.

The Park Commissioners reviewed the employee applications and interview notes. It was determined at this time that 2 Assistant Beach Directors, 3 Water Safety Instructors, 3 Lifeguards, 1 Maintenance Supervisor, 1 Beach/Fields Custodian, 3 Maintenance Crew, 1 Cook, 1 Assistant Cook, 4 Snack Shack Personnel, 9 Counselors, and 1 Arts & Crafts Director are needed. A future discussion will determine the need for a Director, possible Administrator and the number of Senior Counselors required this year. A second interview will be set up for the four individuals applying for either the Directors or the Senior Counselors positions. It was concluded that four individuals applying for Counselor positions, one individual applying for the Maintenance Crew position, one



individual applying for the Cook position, one individual applying for the Assistant Cook position, two individuals applying for Snack Shack Personnel positions, and one individual applying for the Assistant Beach Director position will be sent a letter of intent to hire. A discussion followed regarding the number of Junior Counselors needed. The start of a Counselor In Training (CIT) Program was discussed. This program would allow individuals between the ages of 13-15 to attend a two-week course that will provide the required training to become a Counselor. A.J. will check on this program and provide any additional information for it.

Terry received an e-mail from Mr. Rick Hamelin with the Pied Potter's Magical Potters Wheel, and set up a date of Thursday, June 29, 2006, between 6:00-8:00 pm, for his program to be held at the town beach.

A discussion followed regarding the February Vacation Program. Terry has only received two applications to date and three phone calls. The Park Commissioners determined there are not enough participants interested to hold the February Vacation Program, but will hold the April Program. Contacting the parents through the school system will be looked into in order to generate more interest in the April Vacation Program. A.J. mentioned the school papers and an automated information update for parents via e-mail. A.J. will look into this.

Terry stated the Finance Committee meeting with the Parks Department, will be held on Wednesday, February 22, 2006. All three Park Commissioners plan on attending the meeting. Terry will mail the paperwork to each of the Commissioners prior to the meeting.

Terry will set up the second round of interviews for Saturday, February 25, 2006 at the Mendon Senior Center, if it is available.

The next Park Commissioners Meeting will be held on February 25, 2005, beginning at 9:00 am at the Mendon Senior Center. A.J. motioned to adjourn, Bob 2<sup>nd</sup>, approved, meeting adjourned at 9:25 pm.

Parks Department Meeting  
February 25, 2006

Interviews:

9:00 AM

Steve DellaRovere: Senior Counselor/Camp Director

- Questioned regarding availability. Steve stated he has the possibility of another job with a newly developed program and still has not heard the status of the position. Asked if the commissioners needed to know right away. J. Flaherty stated that we hope to have positions firmed up within a few weeks. Especially the director's position.
- J. Flaherty asked Steve if he was interested in the director's position. Steve stated that his only concern was he enjoys being "outside with the kids and concerned that he'd be in the office the majority of the time." J. Flaherty stated that the commissioner's would prefer to see the director out with the kids on a frequent basis and adding an administrative assistant position to perform the daily office duties.
- A question and answer period ensued to review the general duties for the director's position.
- Steve asked to think about it. J. Flaherty stated that the commissioner's needed to confirm interest in whichever position by 3/4/06.

9:20

Sam O'Cuimin: Snack Shack

- Prefers Snack Shack since he has two younger siblings that he takes care of at home.
- Interested in pursuing Culinary Arts as a career.
- Friends with Joe B. who currently works in Snack Shack.
- 16 year's old. Has lived in Mendon approximately 5 years.
- No prior job experiences. Sam stated that his father lives Ireland and during past summers has traveled back to spend time with him each summer.
- Is able to work all summer and any days/hours (weekends included).
- Sam asked when the "camp" opens. J. Flaherty clarified that the Snack Shack is not associated with the camp, but instead it's own entity.

9:40

Guinevere Byrne: Arts & Crafts/Counselor

- J. Flaherty clarified the Arts & Crafts position.
- Q: what experience have you had with Arts & Crafts: I've done some work with the kids at Just A Wee (toddlers) and have been taking art classes at school for the past 2 years.
- Q: what do you do at Just A Wee: I've worked with toddlers, doing crafts and keeping them busy.
- Q: what is your availability: I'm available all summer except for a basketball camp.

9:45

Nigel Byrne: Snack Shack

- Q: you were a counselor last year why do you want the Snack Shack. Nigel stated: shade, less hectic and "I work at Dunkin Donuts and like working with food."
- J. Flaherty reviewed the details of the position.

- Q: availability: all summer except for a vacation or two. Is available to work any day/hours (including weekends).
- Is interested in a counselor position if Snack Shack is not available.

9:55

Alex Morin: Counselor

- Has experience as a Junior Counselor for the past 3 summers.
- J. Flaherty asked Alex if he noticed any difference last year compared to former years. Alex stated that he didn't see much difference and things went well last year.
- B. Duplin asked Alex what he'd like to see done differently this year. Alex stated that snack breaks and lunch breaks were somewhat out of control. Would like to see more control over this since the kids run into the woods, bathroom, etc.
- Q: availability: going on vacation during the month of July. Otherwise available all summer.
- J. Flaherty reviewed the number of counselors will be determined by the number of campers.
- Q: would you be interested in another position? Alex asked about what other positions. J. Flaherty stated there was a need for lifeguards as well as maintenance positions.
- Alex is 15 and turning 16 in November 2006.

10:15

Adam Klein: Lifeguard

- Worked for 2<sup>nd</sup> half of last season as a lifeguard
- Certification lasts 3 years
- Enjoyed lifeguarding over Snack Shack because of heat, deal with less people (IE, problems with customers).
- Worked approximately 15 hours lifeguarding and assisted with swimming lessons. Is not certified as a water safety instructor, but willing to look into getting certified.
- Availability: all summer. Adam does not plan on taking any vacations.
- J. Flaherty asked if the position what he thought it would be. Adam stated that it was what he thought it would be....the same as camp Resoloo (sp?).
- J. Flaherty reviewed the importance of the position and how critical it is to maintain the safety of the people in the water. Also stated that all town employees represent the town and have to constantly maintain the safety of beach patrons.
- Adam stated that interfacing with the customer at the Snack Shack was different than working with beach patrons. Felt working with beach patrons was much easier.

10:30

Lauren Siple: Director Position

- Reviewed the reasoning for a 2<sup>nd</sup> interview. J. Flaherty reviewed the change in structure of the camp positions. Specifically, Snack Shack being more self-sufficient (IE, ordering their own food, scheduling workers, etc.), Beach program being self-managed (IE, not relying on camp director to schedule employees, etc.). The camp director would be more involved with the ongoing activities of the camp and less involved in administrative duties. Lauren stated that this structure is more suited to her interests and wants to be out with the campers.
- J. Flaherty continued to review the commissioner's expectations for the camp director and that the director is functioning as a "Senior-Senior" counselor.

- B. Duplin asked if Lauren has been thinking about the position and if there were anything she'd add to the program. Lauren stated that she doesn't know how the camp was run last year, but would expect sign-in sheets.
- A. Byrne asked Lauren to give an overview of how she would structure a day. Lauren's basic response was to be visible at the start of the day, after all is settled to oversee administrative task and then to be out in the camp working with the campers.
- B. Duplin asked how Lauren would respond to an irate parent. Lauren stated that she would meet with the parent and try to work with them to resolve their concerns.
- J. Flaherty asked if Lauren would be available to assist with April/Summer camp registrations in March. Lauren stated that she would be available.
- J. Flaherty stated that the commissioners would be making decisions on positions within the next week or two.

11:00

Emma Beauchamp: not specified

- Emma was asked what position she's interested in. Emma stated working with kids or working in the Snack Shack
- No formal prior work experience, but has done landscaping for her mother's business
- In 10<sup>th</sup> grade, 16 year's old
- Availability: on vacation the last 2 weeks of June on vacation, the last week of July and first week of August.
- B. Duplin asked which position Emma would be more interested in Snack Shack or counselor. Emma stated counselor.
- J. Flaherty stated that the number of counselor's hired will be determined by the number of campers who sign up. And that the commissioners will contact Emma within a few weeks regarding a position.

11:05

Lindsey Accica: Counselor

- Returning counselor from the past few years.
- J. Flaherty asked Lindsey how the camp went last year. She stated that she felt it was fine.
- J. Flaherty asked if Lindsey had any suggestions for this year's camp activities. Lindsey felt that the low number of campers effected some of the activities, but otherwise things were fine.
- Availability: all summer, no vacations.
- J. Flaherty asked Lindsey about her skill with the computer. Lindsey stated she currently works at a job where she does clerical duties. She also stated that she is very familiar with and fluent with Microsoft Office.
- J. Flaherty asked Lindsey if she would be interested in doing administrative duties during the summer. Lindsey stated that she was very interested.

11:15

Morgan Flynn: Counselor

- Experience in babysitting. Not certified. Cares for children from the age of newborn to 9 year old.
- Currently in the 9<sup>th</sup> grader
- Friends with Brittany Bianchi
- Availability: will be on vacation for 1 week in July (not sure which week).

- J. Flaherty asked if Morgan had any questions for the commissioners. Morgan stated, "no."
- J. Flaherty reviewed the hiring process and that the commissioners will offer positions based on the number of campers that sign up.

*\*Morgan stated that Brittany Bianchi plans on working at the camp again this summer. She thought that Brittany had sent in an application.*

11:25

Jason Boyd: Counselor

- Jason has worked at the camp for the past 2 summers.
- J. Flaherty asked how last year went. Jason stated that he thought last year went well and wasn't bothered by the lack of hours. He worked full time in previous years, but liked having "chopped-up" hours last year.
- Jason stated that the lack of campers was the toughest part of the program. But thought the camp went ok.
- Availability: all summer, no vacations planned
- Jason asked when the camp starts.

11:45

Lauren MacLean: Counselor

- Has been a junior counselor for 4 years.
- Turns 16 in March
- J. Flaherty asked for feedback about last year. Lauren stated that she felt the program ran similar to past years.
- Availability: all summer, no vacations planned.
- J. Flaherty reviewed that the number of campers that sign up will determine scheduling/hours for counselors.
- J. Flaherty asked about Lauren's role in Student Council. As a sophomore she is just a member, but in Middle School she was the council president.
- Lauren was a camper prior to becoming a Junior Counselor.

\*Terry should send out position offer letters. Final approval for hire pending CORI checks. Bob will provide Terry with list of kids who should receive letters.

#### Meeting Minutes:

1. Joe asked commissioners to review minutes from 2/8/06. No changes to note. Bob motioned to accept the minutes, AJ seconded the motion and all agreed to accept the minutes as written.
2. Joe circulated the Notice of Gift letter from the Mendon Junior Baseball Softball league. Bob, AJ and Joe signed. Joe will return to Terry to copy and send out.
3. Tim from Mendon Baseball Softball League as a representative for Gordon Scott who is on vacation:
  - a. Fence:
    1. research has been done to determine which company to contract with. They've decided to go with Mr. Fence since the material they use is the highest recommended for durability. 9 gauge link that is fused with pvc.
  - b. Tentatively scheduled for mid-April. *Waiting for Park Commission approval.*

- c. Also requested to replace the batting warm up area with fencing to replace the picket fencing. J. Flaherty suggested increasing the size of the area for safety. Tim agreed. Bob asked about the height of the fence. Tim stated it would be approximately 6 feet. The fence for this area would be the same as the outfield fencing.
- d. Joe clarified that the Parks Department has approved the fencing.
- e. League is requesting to put in diamond and a base paths on the field at Clough School. It would be used for younger kids. Q: is there power on the field? Commissioners stated that they would need to take a look at the field. Tim stated the league would do some homework to measure the area as well as looking at the area for feasibility of use. Joe stated the Babe Ruth field might be the better field to consider to use.
- f. Review of Babe Ruth field: Joe stated that he would have the field information updated and provide to Terry at the next meeting. At this point it can go out to bid (sometime in April). The commission is confident that there will be a greater response to the new RFP (?).
- g. Tim requested the following:
  - h. Concessions Committee: better method to get rid of trash generated from the concession stand near the Little League field. Can the league bring in a dumpster? The Parks Dept. agrees that it would be useful for the Park Dept. as well. Terry should check into prices of dumpsters. Park Dept. agreed to add the dumpster.
  - i. Equipment shed: league is requesting to put in a 4X8 shed. Currently they use the attic area of the concession stand at the Little League field and it's difficult to get equipment in and out of the area. Joe stated that an outside entrance to the 2<sup>nd</sup> floor of the concession stand might be a better option since it would also offer a storage area under the stairway. Tim took the suggestion under advisement and will discuss further with the league committee. Tim also provided a schematic of the proposed shed. The proposal is for the shed to be placed on the side of the 1<sup>st</sup> base side of the field. Tim stated that even if they did build a stairway to the concession stand that they would still want to build a shed, but might be smaller than the original plan.
  - j. Sink and running water: would like to get a plumber in to hook up the sink. Discussion around what needs to get done to make the sink operational. Joe reviewed where the water was coming in, where the sink would go and where to drain for the holding tank. Joe also reviewed the need for a heater for hot water and a grease trap. The sink was approved last year and the league would be responsible for cost.
  - k. Keys for bathrooms: Joe stated that there isn't any need for keys since the locks are automatic.
  - l. Schedule for field use: Tim circulated a schedule for the month of April.
  - m. Field maintenance: Tim asked if the Parks could bring the typical material to the field when the ground is frozen to ease the work involved with moving all of the dirt, sand, etc. to the specific field. Joe asked Tim to have Gordon give the commissioners a general idea of what materials are needed and the Parks will try to have it delivered while the ground is frozen. Tim asked if the material is purchased through Kimball Sand. Joe stated that we do. Tim asked if the league could drop some crushed stone in front of the concession stand due to wet ground. Bob stated that Dick J. has some problems with the crushed stone because it does damage to the lawnmowers. The Parks Dept.

discussed and stated that there probably needs to be another catch basis. Bob suggested we look into a catch basis where needed. Joe stated that Terry should have a discussion with Alan Tetreault, Highway Dept. to request the work is done.

- n. Screens on concession stand: Tim requested screens be added to the stand. This has been prior approved. In actuality, screens are required by code for sanitation purposes. The league will install the screens by Opening Day.
  - o. Revenue Sharing (signs on the fencing): Tim provided a spreadsheet with data regarding cost to the league per sign as well as cost for a company to purchase a sign. The league is proposing a field use fee capped at \$300 as well as returning 10% of the revenue to the Parks Dept. The commissioners will not place a cap on the field use. The Parks Dept. will inform the Selectman, in writing, the agreement that the department has agreed upon for revenue sharing with the temporary signs. Bob asked to confirm that the league reviews and approve all sponsors for signs. Tim agreed that the list of sponsors be provided to the Parks Dept. during the month of April. Tim stated that signs will be up by April 29 (Opening Day) and taken down by October 15 or after the last scheduled game (close of fall program). Commissioners agreed to the request. The agreed upon payment to the Parks Dept. will be made 1 after Opening Day.
- The UYC was not scheduled to meet today. This agenda item was deferred until further notice.
  - Park Dept. Socials was deferred to the next meeting.
  - The Mendon web site is online (active). AJ will review and update.
  - Next meeting: the Wednesday after the camp registrations

Joe Flaherty

Chairman



A.J. Byrne

Bob Duplin

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

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Wednesday, March 22, 2006  
Meeting Minutes

Present: Bob Duplin, Joe Flaherty, A.J. Byrne  
Guests: Dick Joiner, Chris Hadfield  
Staff: Terry Duplin

Chris Hadfield had his second interview for the Director/Sr. Counselors position. Joe explained the new Program Directors role, that there will be some office assistance this season and the need for two Sr. Counselors. Chris was not interested in the Directors position, as he would rather focus his attention on the participant's activities as a Sr. Counselor.

Bob motioned to approve the previous minutes, Joe stepped down and 2<sup>nd</sup>, approved.

Dick Joiner stated the windows at the beach house are in disrepair. He has repaired some of them, however, we do need to replace them this season if possible. There is also playground equipment, the bulkhead, an inside door casing, and the inside ceiling need repairing. Dick will contact Rich Schmidt regarding the opening of the bathrooms for the first week in April. The timers will be set for 7am-10pm on weekdays and 7am-8:30 pm on weekends. Dick will see if Rich has the equipment for the concession stand. Dick has repaired several picnic tables there are a few more that need to be repaired and there are limbs and trash that need to be picked up. People have already begun to go to the park on a regular daily basis. The Commissioners approved Dick to begin work immediately. Dick will bring one or two truckloads of the infield mix (sandstone) to the field for the Baseball/Softball League. Dick was given permission to purchase some lumber to repair the inside casing on a door and the ceiling in the beach house. There are three trees that need to be taken down at Memorial Park, Dick will notify the Tree Warden. Terry will contact the Soccer League regarding the irrigation system and lawn care at Grover Field; Dick will meet with the individual regarding Spring/Fall preparations.

Terry updated the Commissioners regarding finances, no new changes. Terry reported that the Soccer League would be providing lawn care for Grover Field and Clough Field this year.

Terry reported receiving Field Use Request forms from Over-The-Hill Soccer League, Warriors Softball Club, and another request for Nipmuc Youth Football and Cheerleading. Bob motioned to accept the Over-The-Hill Soccer Leagues request to use Grover field on Sundays, April 9<sup>th</sup> & 23<sup>rd</sup>, May 7<sup>th</sup> & 21<sup>st</sup>, and June 4, 2006 from 9:00-11:30 am, pending receipt of Liability Insurance



coverage, A.J. 2<sup>nd</sup>, approved. A.J. motioned to accept the Warriors Softball Clubs request to use Memorial Fields Softball field on Sundays, June 4-August 27, 2006 from 10:00 am-12:00 pm, Bob 2<sup>nd</sup>, approved. Joe suggested meeting with the Mendon-Upton and Blackstone Valley School Facilitators and the Upton Parks & Recreation Department regarding usage of all fields for the Nipmuc Youth Football and Cheerleading League. The Field Use Request form for the youth football league will be tabled until a meeting with the schools can take place.

Terry updated the Commissioners on new applications received and the status of individuals previously interviewed. Terry to send letters to Lauren Siple, Steve DellaRovere and Chris Hadfield offering them the position of Program Director (Lauren) and Sr. Counselors (Steve and Chris), also a letter to Katharine Colanton offering her a position as Counselor. Bob requested a vote be made regarding the individuals being hired and their salary rates.

Terry will set up interviews for the next Park Commission meeting for the Maintenance and Lifeguard positions. Terry was instructed to send letters to eleven of the thirteen Jr. Counselors that applied letting them know they will be participating and will be contacted at a later date by the Program Director. The other two Jr. Counselors will be sent a letter informing them the Jr. Counselor positions have been filled. Additional applicants applying for Counselor and/or Snack Shack positions will be informed that the positions have been filled and their application will be held on file for one year. There will be an April Vacation Program despite the low number of participants (12). The Program Director will set up CPR classes, orientation and schedules. The Assistant Beach Director will set up swimming lessons and schedules for lifeguards. The beach will open when the Summer Recreation Program begins.

Joe reported the Annual Report being due. Terry will add any new items since the last report and submit to the Selectmen's Office. Terry reported receiving a letter from Shirley Smith, the letter was reviewed, no action needed at this time. Discussion followed regarding the upcoming Community Preservation Committee meeting, the requests made and the importance of a Commissioner attending the meeting.

The Mendon Jr. Baseball/Softball League requested an additional dumpster be placed in the Millville Road parking lot for their use. Terry contacted Allied Waste Management (BFI) and they stated the cost would be \$347 for 2 dumpsters with a once a week pick-up or \$700 for twice a week pick up. Bob motioned to get two dumpsters with pick up once a week, A.J. 2<sup>nd</sup>, approved.

The next Park Commissioners Meeting will be held on April 20, 2006, beginning at 7:00 pm at the Mendon Town Hall. Bob motioned to adjourn, A.J. 2<sup>nd</sup>, approved, meeting adjourned at 9:25 pm.

Joe Flaherty

Chairman



A.J. Byrne

Bob Duplin

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

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Monday, April 10, 2006  
Meeting Minutes

Present: Bob Duplin, Joe Flaherty, A.J. Byrne  
Guests: Interview Candidates  
Staff: Terry Duplin

Two candidates were interviewed for the Maintenance positions still available. Terry reported receiving the Intent to Hire Letters response from the prospective Director. She stated she was still interested in the position of Director, however, wanted to renegotiate the salary (currently \$14.00/hour). The Commissioners discussed the enrollment count for the April Vacation and Summer Recreation Programs and determined that an increase could not be made at this time. However, should the enrollment count rise for the summer attendance, the issue will be readdressed at that time. A.J. motioned to hire Lauren Siple as the Program Director for the 2006 season at a rate of \$14.00 per hour pending her acceptance, Bob 2<sup>nd</sup>, approved. A.J. motioned to have Lauren Siple work the week of April 17-21, 2006 as Program Director while awaiting the return of her CORI check, Bob 2<sup>nd</sup>, approved. Bob motioned to allow Danielle Byrne to volunteer as Program Director for the week of April 17-21, 2006 should Lauren Siple not accept the position, Joe stepped down and 2<sup>nd</sup>, A.J. abstained, approved. A.J. motioned to apply salary rates for two Sr. Counselors as \$10.75 per hour and \$10.00 per hour, Bob 2<sup>nd</sup>, approved.

A.J. motioned to accept the salary rates for Maintenance Personnel as \$11.75 per hour for Dick Joiner, \$10.25 per hour for Carol Joiner, and \$9.00 per hour for Michael Duplin, Joe stepped down and 2<sup>nd</sup>, Bob abstained, approved. A.J. motioned to accept the salary rates for Asst. Beach Director for Ann Farrell at \$10.00 per hour and for Lifeguard as \$8.00 per hour for Adam Klein, Bob 2<sup>nd</sup>, approved. Bob motioned to accept the salary rates for the Snack Shack Personnel as \$11.00 per hour for Cook Andrea Barker, Asst. Cook as \$10.00 per hour for Beth Henderson, as \$7.25 for Dan Byer and Joe Bianchi, and as \$7.00 per hour for Nigel Byrne and Sam O'Cuimin, Joe stepped down and 2<sup>nd</sup>, A.J. abstained, approved. Bob motioned to accept the salary rates for Director as \$14.00 per hour for Lauren Siple, for Sr. Counselors as \$10.75 per hour for Steve DellaRovere and \$10.00 per hour for Chris Hadfield, and for the Arts & Crafts Counselor as \$8.00 per hour for Guin Byrne, Joe stepped down and 2<sup>nd</sup>, A.J. abstained, approved. Bob motioned to accept the salary rates for Counselors as \$7.50 per hour for Jason Boyd and as \$7.00 per hour for Brett Flaherty, Michael Dehey, Elizabeth Slagal, Alex Morin, Lindsey Accica, and Lauren MacLean, A.J. 2<sup>nd</sup>, Joe abstained, approved.

Joe reported receiving a letter from Mike McCue, Town Administrator. Mike had received the letter from Collins & Weinberg, Town Council. After reviewing the letter, Joe interpreted it as inferring the Parks Department is receiving monies from signage placement on the new fence at Memorial Field and then turning over a portion of that money to the Mendon Jr. Baseball/Softball League. Bob interpreted the letter as stating that because the new fence is a permanent structure and is Town property, then any monies received would go to the town and there could be a problem if some of that money was given to the Mendon Jr. Baseball/Softball League. After discussion, A.J. motioned to reaffirm the February 25, 2006 meeting minutes, page 6, paragraph o. and the approval of the signage on the fence from April 29, 2006 through mid-October 2006, Bob 2<sup>nd</sup>, approved. It was determined that a letter would be sent to the Board of Selectmen clarifying the Commissioners position on the signage for the new fence. Terry is to draft a letter to the Selectmen stating that the Mendon Jr. Baseball/Softball League is privately raising funds through local businesses, which does not include Parks Department involvement in any way. The Parks Commissioners having unanimously agreed to allow the Mendon Jr. Baseball/Softball League to place signage up on the fence at Memorial Field and the Leagues offer to donate 10% of the funds to the Parks & Recreation Department. In addition, it is the intent of the Commissioners to deposit these funds into the existing revolving account as is done with our Field Usage Fees. A carbon copy is to go to the Town Administrator, Mike McCue.

A discussion followed regarding the April Vacation Program. There are twelve participants signed up and therefore one Counselor and the Program Director will be needed to staff the week. A.J. suggested having two Counselors alternating hours for a total of 25 hours per week and stated that Nigel Byrne would be available to do so. Terry stated she had spoken to Lindsey Accica previously regarding the position and would contact her again. Bob motioned to allow the Program Director to work for 40 hours for the April Vacation Week and that Lindsey Accica and Nigel Byrne be allowed to work as Counselors, pending their acceptance, and sharing up to but not more than 50 hours for the week, Joe stepped down and 2<sup>nd</sup>, A.J. abstained, approved.

The next Park Commissioners Meeting will be held on April 20, 2006, beginning at 7:00 pm at the Mendon Town Hall. Bob motioned to adjourn, A.J. 2<sup>nd</sup>, approved, meeting adjourned at 8:25 pm.

Joe Flaherty

Chairman



A.J. Byrne

Bob Duplin

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

Thursday, April 20, 2006  
Meeting Minutes

Present: Bob Duplin, Joe Flaherty, A.J. Byrne  
Guests: Lauren Siple, Dave Allaire, Lawney Tinio  
Staff: Terry Duplin

Joe opened the meeting to open bid received for the Babe Ruth Ball Field. Three bids were received. Aldore Tetreault & Sons, Inc. submitted the first bid opened in the amount of \$113,200.00. The second bid opened was submitted by Blue Diamond Equipment Co. LLC in the amount of \$199,386.00. Central Nurseries, Inc. submitted the third bid opened in the amount of \$179,400.00.

Bob motioned to approve the minutes for the March 22 and April 10, 2006 meetings, A.J. 2<sup>nd</sup>, approved.

Lauren Siple, Recreation Program Director, requested a new set of keys, which would allow her to open all of the buildings located at the Town Beach and the portable classroom. Lauren also suggested a table be set up at Memorial Field during opening day for the Baseball/Softball League. She would like to make up fliers and introduce herself as the new Program Director. Terry will make copies of the Information sheet and Registration forms for Lauren. Terry will also send an informational e-mail to parents, professionals and the media encouraging individuals to meet Lauren on April 29<sup>th</sup> from 12-3:00 pm. Lauren suggested the Cub Scouts clean up the inside of the garage at the Town Beach during their annual Beach Clean Up Day. Terry stated the Clean Up Day has already been completed and Lauren expressed her willingness to organize the garage herself. Lauren also expressed concern regarding her salary in comparison to the responsibilities of the position. Joe explained there is less responsibility this season as opposed to last season. In addition, the decrease in participation this season plays a role in available funds. Terry to meet with Lauren on Saturday, May 6, 2006 in order to go over forms, scheduling and orientation information set up in the computer. Lauren will make up a flyer to distribute at opening day, A.J. volunteered to have them printed in color.

→ Dave Allair, Mendon Young Adult Basketball League, submitted a Field Use Request Form to use the basketball court located at Memorial Field June 5-August 17, 2006, Monday-Thursday from 5:30-9:30 pm. He also stated the need to resurface the court, replace the rims and replace the backboards. Dave said the Basketball League would be willing to assist with this. A.J. motioned to accept the Field Use Request Form from the Mendon Young Adult Basketball League pending

receipt of the field usage fee and proof of insurance, Bob 2<sup>nd</sup>, approved. The Mendon Upton Youth Soccer Association submitted a Field Use Request Form for the use of Grover Field August 21-November 11, 2006, Sundays 12:30-6:00 pm, Saturdays, 8:30 am – 6:00 pm, and weeknights 4:30-8:00 pm. In addition, they have requested a waiver for the Field Usage Fee. A.J. motioned to accept the Field Use Request Form and waiver from the Mendon Upton Youth Soccer Association, Bob 2<sup>nd</sup>, approved.

Terry reported receiving a letter in the office from the Board of Selectmen's Office regarding the signs the Mendon Jr. Baseball/Softball League want to put up on the new fence at Memorial Field. The letter stated the Board of Selectmen voted unanimously to approve their request for opening day only and that the League would have to remove the signs that same day. Terry forwarded a copy to the League Commissioner, Gordon Scott. Terry also received an e-mail from Mary Garagliano stating that there was no longer anyone that would be able to attend the Island across from Founders Park at the water trough. Terry informed Dick Joiner about it and will try to pursue a landscaping company to pick it up.

Discussion followed regarding the upcoming Community Preservation Committee meeting coming up on April 27, 2006 at 7:30 pm, Joe stated he would attend. Bob stated he would be willing to attend should Joe not be able to.

Terry received an e-mail from a parent concerned about the hiring procedures of the Jr. Counselors. The e-mail was reviewed and it was determined that Terry would send a letter to the parent informing them that due to an increase in participation since our meeting on March 22<sup>nd</sup>, there was a need for additional Jr. Counselors. Bob motioned to hire two additional Jr. Counselors as volunteers, A.J. 2<sup>nd</sup>, approved.

Bob motioned to hire George Bonderencko at a rate of \$9.00 per hour and Nick Aicardi at a rate of \$8.00 per hour, for the two remaining Maintenance Crew positions pending the outcome of their CORI checks, A.J. 2<sup>nd</sup> approved.

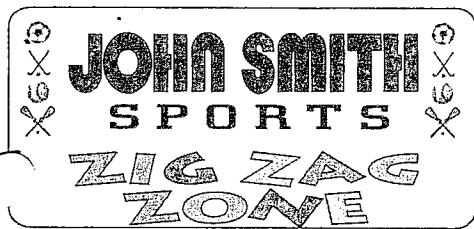
Terry reported receiving a letter from the John Smith Sports Company, Zig Zag Zone, requesting a conduction of summer soccer clinics. They recommend a cost of \$115.00 per participant with \$15.00 of that fee going to the Parks & Recreation Department. Terry to send them a letter expressing interest and the possibility of holding the clinics at the Clough field.

Terry requested Monday April 24<sup>th</sup> and Tuesday April 25, 2006 off, approved.

A.J. motioned to accept Aldore Tetreault and Sons, Inc. baseball field bid of \$113,200.00 as the awarded bid pending the Community Preservation Committee's approval of \$61,200.00 at the April 27<sup>th</sup> meeting and the passing of the warrant at the town meeting on May 5, 2006, Bob 2<sup>nd</sup>, approved.

Terry to contact Alan Tetreault, Highway Department regarding Handicapped Parking at the Town Beach parking lot.

The next Park Commissioners Meeting will be held on May 17, 2006, beginning at 7:00 pm at the Mendon Town Hall. A.J. motioned to adjourn, Bob 2<sup>nd</sup>, approved, meeting adjourned at 8:58 pm.



70 Sumner Street  
Milford, MA 01757

(508) 634-8080  
FAX (508) 634-8234  
(800) 998-7622

Email: jscc1@comcast.net

Ms Terri Duplin  
Mendon Recreation Director  
20 Main Street,  
Mendon, Ma. 01756

March 2<sup>nd</sup>, 2006

Dear Terri,

I run the soccer bubble in Milford and have a number of soccer clinics each week with Mendon Upton youngsters from 4 years old to 14 years old. My facility consists of 3 indoor turf arenas for soccer, field hockey, flag football, lacrosse etc. as well as two batting cages a volleyball court and a playground with a moon walk. I also have a restaurant called the Health-Kick Café, a sports store and a birthday party/conference room. Please check us out at [johnsmithsoccer.com](http://johnsmithsoccer.com)

This letter is to introduce you to my summer soccer clinics. As I mentioned to you I have been running day camps in New England for over 30 years, longer than any other organization. The clinics will be run by an international staff of fully qualified coaches who are interested in the educational development of your children. I will guarantee a coach - student ratio of 1 to 10 and each student will receive a ball and a shirt.

I would like to offer two separate weeks. A week of half day camp will cost each player \$115.00. Mendon Recreation will pay me \$100.00 a student. ( thus the Recreation will make \$15.00 a camper. ). I would like to run a camp any week of the summer that's convenient for you.

I will run the camp, provide the insurance, CORI & SORI background checks and state and local permits etc. and even run a free promotional clinic in Mendon during the spring. All you have to do is promote the camp in Mendon and provide the field for the camp. I will also give the Recreation Department a half day at my indoor center any time from May 1 - Nov. 1 free of charge. On rainy days campers can play indoors at my center.

I run over 40 such camps in towns around New England for Youth Soccer Programs, High Schools, Recreation Departments ( Natick, Plymouth, Andover, Acton, Arlington,) and fund raising groups. I have thirty years of soccer experience in this area and I can assure you that you will be offering the best soccer experience possible to the youngsters. I look forward to working with you in the very near future.

Yours sincerely,

John M. Smith

*John M. Smith*  
#1 Patriots  
1973-83

From: "Leblanc, Margaret" <Margaret.Lebanc@FMR.COM>  
To: <parkcom@mendonma.net>  
Cc: <mleblanc7@msn.com>  
Sent: Tuesday, April 04, 2006 2:46 PM  
Subject: Summer Camp - Junior Counselor Positions

Good Afternoon-

I am writing to inquire about a couple of items concerning the open positions of Junior Counselors. I would like to know what the criteria was on choosing the individuals to fill these positions? Both of my daughters applied for the position of Junior Counselor, neither one of them were contact or interviewed for these jobs. They completed their paperwork in February and was told in a follow up call that each person would be contacted for review. Both of my children attended the camp, for two years until last year when things were changed around within your group. My oldest daughter has already been a Junior Counselor for a year, and we are struggling with why she would not have been chosen. I understand after speaking with Terry today that this is not part of her job and that the Chairman take care of the process. I would very much like to know what the criteria was and who specifically I can contact as well as when the next meeting will be held to address this.

Thank you for your assistance in advance.

Margaret LeBlanc  
Business Analyst  
FHRS Corporate Actions - MF3D  
Fidelity Investments

Upton - has program.

4/6/2006

Kenneth M O'Brien, Chairman  
Sharon Cutler  
Lawney Tinio



## TOWN OF MENDON

BOARD OF SELECTMEN

Mendon Town Hall

20 Main Street

Mendon, Massachusetts 01756

Telephone: (508) 473-2312 Fax: (508) 478-8241

April 19, 2006


Mendon Parks Commissioners  
PO Box 2  
Mendon, MA 01756

Dear Joe Flaherty, Chairman;

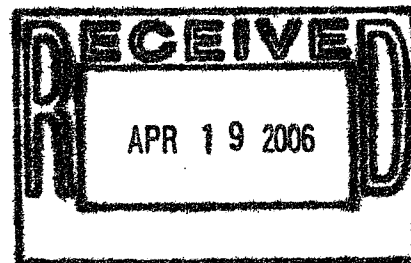
Please be advised, at their April 12, 2006 meeting, the Board of Selectmen voted unanimously to approve your request to allow the Mendon Jr. Baseball/Softball League to erect signs onto the Town's newly donated fence, located at Memorial Field. This decision is contingent upon the fact that the signs be erected on opening day April 29, 2006 and removed at the end of that same day, April 29, 2006.

Should you have any further questions or inquiries please feel free to contact this office.

Sincerely,

  
Terry Palmer  
Administrative Secretary  
Board of Selectmen

Cc: Police Department  
Fire Department





**Terry**

**From:** "Garagliano, Mary" <mgaragliano@dfmurphy.com>  
**To:** <parkcom@mendonma.net>  
**Cc:** <selectmen@mendonma.net>  
**Sent:** Saturday, April 15, 2006 9:18 AM  
**Subject:** Island at the corner of North Ave & Rte 16, opposite Founders Park and Xtra Mart

To the Members of the Parks Dept,

For the last three years, I had taken it upon myself to clean up and plant on this island in town. It was literally an eye sore. There are now many perennials planted. The watering trough was planted by a professional and was very nice. The funds for plantings and mulch were donated by Mendon Computer and Murphy Insurance for one year. Deborah Paddock of Providence Street donated the use of her personal landscaper and paid for mulch the second year. Last year a landscaper took over the planting, cleanup and maintenance. I told him that if he spoke to you, he might be able to adopt this island and there is already a small sign holder on it to acknowledge his work. Anyway, I see that the planter has been repaired and painted after the car accident, but it is once again time to care for this island that takes such a beating in the winter months. It would be a joy for me to maintain this island, but my recent back surgery makes this impossible. I am writing to notify you that I have been told that the landscaper has left our area, so you should be aware that your employees should add this site to their clean up list. I did not want the Town to think that it would be taken care of again this year. It is the welcoming spot to our town, it should look the best. Maybe you can find a volunteer that would be interested in taking this job on. Could I please ask that you send Mrs. Paddock a thank you? Is this possible? She put out quite a bit of money and has been ill. I don't think anyone knew of her donations. Thank you very much. Please contact me with any questions.

**Mary Garagliano, AIS, CISR**  
**Customer Service Associate**  
 Lowell Murphy Insurance Agency  
 3 Uxbridge Road, Mendon, MA 01756  
 T 508 473 0455 F 508 473 8070  
 E. mgaragliano@dfmurphy.com  
**Insurance made simple**  
<http://www.dfmurphy.com>

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*Xtra-Mart  
Landscapers in area.  
Sponsors?*

4/20/2006

**Terry**

**From:** "Mike McCue" <aa@mendonma.net>  
**To:** "Jean Berthold" <assessor@mendonma.net>; "Claudia Cataldo" <accountant@mendonma.net>; "Chris" <treasurer@mendonma.net>; <coa@mendonma.net>; "Horn, Chief Ernie" <ehorn@mendonpublicsafety.com>; "Alan Tetreault" <highwaydpt@mendonma.net>; "Mendon Planning Department" <planning@mendonma.net>; <cheryl.landry@comcast.net>; "Joe Roberto" <joe.roberto@usa.xerox.com>; "Kathy Coffey Daniels" <kmcd08295@aol.com>; "Missy (Board Of Health)" <boh@mendonma.net>; "Bob Duplin" <rduplin@comcast.net>; "(Parks Department)" <parkcom@mendonma.net>; "AJ Byrne" <byrne2425@comcast.net>; "Joe Flaherty" <jflaherty@ikon.com>; "Mendon Town Clerk" <townclerk@mendonma.net>  
**Cc:** "Jeanne Davoren" <jdavoren@milfordpolice.org>; "Lawney Tinio" <it01@tiniocorp.com>; "Ken Work" <kobrien@bsamail.org>; "Sharon Cutler" <secutler@comcast.net>  
**Sent:** Tuesday, April 18, 2006 3:52 PM  
**Subject:** FY07 budget

All -

Thank you to the departments that responded to the March 27 request for a review of their FY07 budget requests. I have been informed by the BoS and the FinCom that the budget shortfall has not improved significantly and that a further review of each budget is necessary. I would ask each department to do such. Please send both myself and the FinCom any revised numbers. Please respond in the negative as well.

Thanks for your help,

Mike McCue

4/20/2006

**Terry**

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**From:** "Mike McCue" <aa@mendonma.net>  
**To:** "Joe Flaherty" <jflaherty@ikon.com>  
**Cc:** "Bob Duplin" <rduplin@comcast.net>; "(Parks Department)" <parkcom@mendonma.net>; "AJ Byrne" <byrne2425@comcast.net>; "Joe Flaherty" <jflaherty@ikon.com>  
**Sent:** Wednesday, April 19, 2006 12:41 PM  
**Subject:** Park and rec article

Joe -

I would like you to speak with Town Council Stan Weinberg about the advertising on the Little League fence issue to make sure everything is done right and legal on Town Meeting floor on May 5. Is that ok? Let me know and I will ask him to contact you ASAP.

Thanks,

Mike

Michael W. McCue  
Administrative Assistant  
Mendon Board of Selectmen  
20 Main Street  
Mendon, MA 01756  
[aa@mendonma.net](mailto:aa@mendonma.net)  
(508) 478-8863

Stan to call Joe.

4/20/2006

Terry

**From:** "Brian & Anne Mazar" <mazar57@yahoo.com>  
**To:** "Margaret Bonderenko" <townclerk@mendonma.net>  
**Cc:** "Terry Duplin" <parkcom@mendonma.net>; "Pam Arons" <pam.aronson@us.ngrid.com>; "AJ Byrne" <byrne2425@comcast.net>; "Mary Garagliano" <mgaragliano@dfmurphy.com>; "Mike McCue" <aa@mendonma.net>; "Damon Tinio" <Lucatin@verizon.net>  
**Sent:** Thursday, April 13, 2006 12:49 PM  
**Subject:** CPCommittee Meeting 4/27/06

**To:** Margaret Bonderenko, Town Clerk  
**From:** Anne S. Mazar, Community Preservation Committee Chair  
**RE:** Community Preservation Committee Meeting Posting  
**Date:** April 13, 2006

There will be a Community Preservation Committee Meeting on Thursday, April 27, 2006 at 7:30 pm in the Mendon Town Hall.

**CC:** Pam Arons, Historical Commission  
 AJ Bryne, Park Commissioner  
 Peter Denton, Planning Board  
 Mary Garagliano, Mendon Housing Authority  
 Damon Tinio, Conservation Commission  
 Dennis Shaheen, Member-at-Large

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Yahoo! Messenger with Voice. PC-to-Phone calls for ridiculously low rates.

Joe will go  
61,20000 ball field.

4/20/2006

Joe Flaherty

Chairman



A.J. Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

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Wednesday, May 3, 2006  
Meeting Minutes

Present: Joe Flaherty, A.J. Byrne  
Guests: Dick Joiner, Bob Duplin  
Staff: Terry Duplin

A.J. stated there was a spelling error in the previous minutes; Dave Allaire's name was spelled incorrectly in paragraph 4. A.J. motioned to approve the previous minutes, Joe stepped down and 2<sup>nd</sup>, approved.

Dick Joiner requested permission to plant flowers and add mulch to the Islands around town prior to Memorial Day, permission was granted. Dick contacted Eric Peterson regarding taking over the maintenance of the watering trough near Founders Park. Dick will contact Eric again prior to the May 17<sup>th</sup> meeting. Dick stated the windows at the Town Beach must be replaced. He was given approval to replace up to \$500.00 worth at this time; the rest of the windows will have to wait until after the new budget (FY07). Dick wanted to make sure the Mendon Jr. Baseball/Softball League was complimented on the outstanding job they did cleaning up Memorial Field after opening day, April 29<sup>th</sup>. Dick met with the irrigation guy for Grover Field and recommends that he continue maintaining the system as there is a great deal involved each season. The cost will be approximately \$100-\$150.00 each time. Dick will check on the cost to place lime on Memorial Field to keep the dandelions in check, as it is to late in the season to apply weed control.

Terry gave an update on seasonal employee status. She also stated that Mark Poirier, Deputy Fire Chief, would like to plan a Search and Rescue, Scuba Training at the Town Beach on June 10, 2006 beginning at 9:00 am. Terry to contact Mark and ensure coordination with the Conservation Commission regarding the weed control treatment that they schedule.

Terry stated she received two requests for deposit returns for the Babe Ruth Ball Field bid plans. Every company was instructed at the time they picked up the plans that the deposit was non-refundable if the plans were not dropped off prior to April 20, 2006 at 4:00 pm. Terry was instructed to send letters reiterating that the deposit was non-refundable.

The next Park Commissioners Meeting will be held on May 17, 2006, beginning at 7:00 pm at the Mendon Town Hall. A.J. motioned to adjourn, Joe stepped down and 2<sup>nd</sup>, approved, meeting adjourned at 7:59 pm.

Joe Flaherty

Chairman



A.J. Byrne

Sue Barnett

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

Wednesday, May 24, 2006  
Meeting Minutes

Present: Joe Flaherty, A.J. Byrne, Sue Barnett  
Guests: Jason Tetreault, Theresa Ambrose, Kayla Boutin  
Staff: Terry Duplin

A.J. motioned to approve the previous minutes, Sue 2<sup>nd</sup>, approved.

The Commissioners interviewed Kayla Boutin. Kayla was sure of her Lifeguard certification, and unsure of a Water Safety Instructor certification. She will be getting back to the Department on it. Kayla's availability for the summer was good, and she only requested the last three days in July off.

Jason Tetreault came to the meeting with a few questions and concerns. Being the winning bid for the new ball field at the Memorial Park field, he wanted to be sure that he owned the site once he took over. The commissioners agreed that he would be responsible for taking the dirt and extra material away, etc... during the project. Jason also told the Commissioners that he has given a \$20,000.00 allowance for the backstops, fencing, and other things not directly related to the actual field itself. He stated that the job would begin in late July/ early August to ensure prime seeding time in September. The Commissioners brought to his attention the possibility of putting in conduit piping for electricity, making it easier down the road when lighting, etc... could be going into the park. Joe agreed to check up and communicate with the workers on the job as necessary. Jason also asked about requesting a dedication name for the park. The Commissioners agreed that he put in a formal request at a later date.

The Commissioners interviewed Theresa Ambrose. She stated that she had no WSI certification, but was fully Lifeguard certified. The Commissioners asked if she particularly liked or disliked anything about last year. Theresa stated that she would improve the swimming lessons so that all strokes were not done every day. She would split them up so one was taught each day. Her availability was more limited. Theresa works another job, and requested to come in at 12 noon each day, and not participate in swimming lessons. The Commissioners agreed to talk to Ann Farrell about this matter, and she would make a decision.

Lauren brought a letter from Blue Diamond Equip. Co. to the Commissioners attention. It requested the \$50.00 deposit back for the plans taken out to bid on the Memorial Park ball field. AJ motioned to decline the refund, Sue 2<sup>nd</sup>, approved. The Commissioners denied the request on grounds that

they did in fact get the 30-day window to return the plans, but did not. A letter will be sent denying their request.

The Commissioners discussed the fact that the Town will only be hiring Lifeguards and WSI's from this point on. All other applications will be kept on file until needed.

A vote was made not to approve the money for the new exhaust hood for the snack shack this summer. The frylators will not be used again this summer, and the request will be kept on file for a vote at a later date.

The youth football requested the use of Memorial Park for its practices. Lauren is going to double check back with them, but the Commissioners believe that they no longer need the field. The request will be put on hold until the youth football gets back to the department.

The Commissioners voted to approve a request made by David Allaire to waive the field usage fee for the basketball league beginning on June 12<sup>th</sup>. Dave will instead replace and regulate the two hoops on the court for no cost.

Before and after camp care was discussed. Lauren agreed to send out emails and fliers regarding this matter, and if a response comes back, the care will be offered again this year.

Lauren mentioned that a Senior Counselor will not be coming back to camp this summer. The Commissioners agreed to offer Katherine Colanton the job. Her rate will be \$10.00/hr. Lauren will be contacting her soon.

Lauren told the Commissioners that the beach opening day will be Saturday, June 24<sup>th</sup>, 2006. The Commissioners then discussed maybe opening it earlier and 24 hours a day. A decision will be made at a later date on whether or not the beach will be opened while a lifeguard is not on duty.

The next Park Commissioners Meeting will be held on June 7, 2006, beginning at 7:00 pm at the Mendon Town Hall. A.J. motioned to adjourn, Sue2<sup>nd</sup>, approved, meeting adjourned at 9:30 pm.

Joe Flaherty

Chairman



A.J. Byrne

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
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508-473-0600

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Wednesday, June 7, 2006  
Meeting Minutes

Present: Joe Flaherty, Sue Barnett  
Guests: John Smith, Anthony Rossi, and Christopher Hershey  
Staff: Lauren Siple

John Smith began the meeting by giving the Commissioners background information on his past camps, as well as information on camps that could be held at the beach this summer. The Commissioners agreed that this was a good idea, and would be in touch with John regarding holding a camp this summer with John Smith sports.

The Commissioners interviewed Anthony Rossi. He was informed that positions are still available for Lifeguards for the summer. Anthony still has no WSI certification, however he had no complaints about the position last summer, and his availability is good. The Commissioners agreed to offer Anthony a returning position.

The Commissioners interviewed Christopher Hershey. Chris was a camp counselor last year with the program, and went on to get his Lifeguard certification over the past year. He will also be offered a returning position this summer.

Blue Diamond Equipment Company, Inc. sent a follow-up letter insisting that they returned the plans for the ball field in time, and are still requesting their money back. Sue motioned to approve the refund in the amount of \$50.00 and Joe stepped down and 2<sup>nd</sup>, approved.

Sue then motioned to approve the previous minutes, Joe stepped down and 2<sup>nd</sup>, approved.

The Commissioners then discussed discounted rates for beach passes as well as free Senior passes to be offered before the opening of the beach. Sue motioned to approve, Joe stepped down and 2<sup>nd</sup>, approved.

The Commissioners then discussed other pending business.

Sue motioned to adjourn the meeting, Joe stepped down and 2<sup>nd</sup>, meeting adjourned at 8:47pm.



A.J. Byrne

Chairman



Joe Flaherty

Sue Barnett

## TOWN OF MENDON

Parks & Recreation  
Mendon Town Hall  
20 Main Street  
Mendon, Massachusetts 01756  
508-473-0600

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Wednesday, August 23, 2006  
Meeting Minutes

Present: A.J. Byrne, jr., Joe Flaherty, Sue Barnett  
Guests: John Smith, Jay Tetreault  
Staff: Jenn Welch, Lauren Siple, Ann Farrell, and Dick Joiner

John Smith began the meeting by giving the Commissioners background information on his past camps, as well as information on camps that could be held for the Town of Mendon during the Fall/Winter. Indoor flag football, as well as indoor soccer was discussed. He also wanted to remind us if we were going to sponsor any programs for the summer of 2007, it would benefit us by sending out such information in the spring of 2007. The Commissioners agreed that this was a good idea, and would be in touch with John regarding any future camps that we wish to hold.

Joe motioned to accept the August 2<sup>nd</sup> meeting minutes, Sue 2<sup>nd</sup>, approved.

Jay Tetreault, representative for Aldore Tetreault & Sons, Inc., presented the Commissioners with the contract for the new field for their review and signature. Contract will be reviewed, signed and returned to him as soon as possible. The Commissioners asked Jay if it would be all right to leave an area unseeded for two more future little league diamonds. Jay said that would be no problem and was wondering who would be checking on the progress of the fields. Bob Duff, Town Engineer, will be contacted by the Parks Department to let him know that the work is beginning and will need frequent review to ensure adequate progress. Jay also mentioned that his company would do the drainage for the soccer field as previously discussed during the construction of the new field.

Lauren Siple, summer camp director, presented the board with an annual report. The Commissioners value her input and will review all comments and suggestions at a later date.

Ann Farrell, head lifeguard, presented the board with an annual report. The Commissioners appreciate her input and will review all comments and suggestions at a later date.

Dick Joiner wanted to express his concern over the professionalism of some of the counselors. He also would like permission to hire Bobby Ravenelle for a couple of months to help him with the fall cleanup for the Town. Sue motioned to approve Dick's request pending his application and CORI approval, Joe 2<sup>nd</sup>, approved.

A.J. Byrne, jr. gave an update on upcoming social events that he plans to sponsor for Mendon-Upton residents. He currently has scheduled a 6<sup>th</sup> and 7<sup>th</sup> grade social dance with DJ Nigel Byrne on September 15, 2006. He would like to schedule other such events such as a Mother/Son Laua, 4<sup>th</sup> and 5<sup>th</sup> grade social dance, and a St. Patrick's Day dance. The Commissioners thought this was a great idea.

The Commissioners then discussed other pending business.

Sue motioned to adjourn the meeting, Joe 2<sup>nd</sup>, meeting adjourned at 7:45 pm.

A.J. Byrne

Chairman



Joe Flaherty

Sue Barnett

## TOWN OF MENDON

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Mendon Town Hall  
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508-473-0600

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Wednesday, October 4, 2006  
Meeting Minutes

Present: A.J. Byrne, jr., Joe Flaherty, Sue Barnett  
Staff: Jenn Welch

Sue motioned to accept the August 23<sup>rd</sup> meeting minutes, Sue 2<sup>nd</sup>, approved.

Holding Tank Update: A resolution for the Holding Tank is slowly in progress. The commissioners would like to see this issue resolved quickly and efficiently. More direction from the Town Engineer is needed to correct this problem. Jenn will contact Bob Duff to see where to go from here.

Memorial Field Progress: Jay Tetreault, representative for Aldore Tetreault & Sons, Inc., has told us that he still believes the work on the new field will be done by the end of the month. Joe Flaherty has found that we should be able to get a fence installed for under \$20,000. With the current progress of the field, it should be ready for use by the Spring of 2008.

A.J. Byrne, jr. gave an update on the Mother/Son Luau scheduled for November 17, 2006. Planning is coming along well. A volunteer committee is being organized. The 6<sup>th</sup> and 7<sup>th</sup> grade Social was well attended and the kids loved it. A.J. Byrne, jr. would like to plan more such events for the children of Mendon and Upton. Sue will provide a cash box for use during Social Events. May have to cancel pickup Basketball on Sundays, as there is not much interest.

The Parks Department Budget was looked over and discussed.

The Commissioners then discussed other pending business.

Sue motioned to adjourn the meeting, Joe 2<sup>nd</sup>, meeting adjourned at 8:00 pm.