



TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Minutes Wednesday, January 9, 2013

Present: Joe Flaherty, Mark Reil, Sue Barnett, Jenn Welch
Guests: Summerfest 2013 Representatives

Meeting commenced at 6:00 pm.

Approve Prior Minutes

- Mark motioned to approve the minutes of December 3, 2012, Joe 2nd, approved.

Ice Skating at Lake

- Check with Alan about his need for a snow blower when not in use for clearing of the lake.
- All set for ice skating to begin once the lake freezes.

Summerfest 2013

- AJ Byrne, spoke for the Summerfest Committee on the importance of holding this years event on June 8th.
- Will check with WCS to see if June 8th could be a possibility for the event.
- Reviewed the written agreement for Summerfest 2013 between the Parks Department and the Summerfest Committee.

New Business

- Check with Alan to see if April 5th or April 6th would work for the planned retirement party.
- Book the Willowbrook after confirming with Alan.
- Email all prior employees to see if they are interested in returning for the upcoming season, with a deadline for them to respond of February 14, 2013.
- Write up help wanted ad for Maintenance Supervisor at a rate of \$15-22 per hour depending upon experience.

Attend Finance Committee Meeting

- Discussed FY14 with the Finance Committee.

Meeting Adjourned at 9:00 pm.

Sue Barnett
Chairman



Joe Flaherty
Mark Reil

TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Minutes Monday, February 4, 2013

Present: Joe Flaherty, Mark Reil, Sue Barnett, Jenn Welch
Guests: Alan Tetreault, Lawney Tinio, Bob from Custom Alarm

Meeting commenced at 6:30 pm.

Approve Prior Minutes

- Mark motioned to approve the minutes of January 9, 2013, Joe 2nd, approved.

Replacement for Maintenance

-
- Reviewed the written agreement for Summerfest 2013 between the Parks Department and the Summerfest Committee.

Playground Proposals

- Check with Alan to see if April 5th or April 6th would work for the planned retirement party.
- Book the Willowbrook after confirming with Alan.
- Email all prior employees to see if they are interested in returning for the upcoming season, with a deadline for them to respond of February 14, 2013.
- Write up help wanted ad for Maintenance Supervisor at a rate of \$15-22 per hour depending upon experience.

New Business

- Camera Proposal.

Meeting Adjourned at 9:00 pm.

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, May 30, 2013

TIME OF MEETING: 6:15 pm

LOCATION OF MEETING: Town Hall

PARKS 5/30/13 AGENDA

1. Call to order
2. Approve Prior Minutes
3. Library mowing
4. Summerfest
5. Beach Blast
6. Items not reasonably anticipated 48 hours in advance of the meeting.
7. Adjourn



TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Minutes Thursday, May 30, 2013

Present: Joe Flaherty, Mark Reil, Jenn Welch
Guest: Susan Darnell, Dave Verrone

Meeting commenced at 6:15 pm.

Library Mowing

- Susan Darnell spoke about the need for mowing the new library property at St. Michaels Church. Any help we can give during the summer would be appreciated. She has some volunteers that can help as well. She would like to go to the Selectmen and Fincom for funding to help pay for services for next year.

Summerfest

- Dave Verrone was present for the Summerfest Committee to discuss the parking plan. An update was given to all about the meeting with Lt Blanchette and Assistant Fire Deputy Bucchino.

Beach Blast

- Updates on planning progress were discussed.
- Mark will look into pricing for food at Southwicks.
- Ask Alan and Jackie if they are available to work on June 22nd to help with the event.
- Different game ideas were discussed for the children.
- Will look at the beach to see what needs to be done for the event.

Items not reasonably anticipated 48 hours in advance of the meeting.

- There is an ongoing trash problem at Memorial Park. Specifically the bubble gum wrappers. If it does not stop notify Baseball and Softball to stop selling the items at the concession stands.

Meeting Adjourned at 9:00 pm.

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, September 5th, 2013

TIME OF MEETING: 6:30 pm

LOCATION OF MEETING: Parks Bldg, Memorial Park
45 Taft Ave, Mendon, MA

PARKS 9/5/2013 AGENDA

1. Call to order
2. Approve Prior Minutes
3. Kids'n'Us Refund request
4. Discuss Capital Planning items and request for quotes
5. Discuss/Review field use/access policies
6. 508 Athletics Field Use
7. Mendon Upton Youth Soccer field use
8. Tom Belland – meet with board
9. Discuss purchase of replacement cover for tight tank
10. Discuss purchase of headrest for backboard
11. Items not reasonably anticipated 48 hours in advance of the meeting.
12. Adjourn



Mark Reil
Chairman

Joe Flaherty
AJ Byrne

TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Date: 9/5/13
Meeting Location: Classroom (45 Taft.)
Minutes Approved: 10/2/13

Members Present: Mark Reil, Joe Flaherty, AJ Byrne
Parks Clerk: Daniel Byer
Others: Tom Belland, Rafael Olaso, Eric Peterson

Called to order at 6:30pm.

Tom Belland presented plans to expand drainage system at Grant field. Mendon Junior Baseball will pay for the entire project.

See Exhibits A & B

Joe motioned, AJ seconded, all in favor, approved.

Dan will ask maintenance to keep the end of the current drain pipe clear of debris. Maintenance will drop off several yards of loam to park for field repairs.

Tom Belland presented plans to install a permanent outfield fence on Grant Field. (Similar to one on Pazella Field) Mendon Junior Baseball will pay for the entire project.

See Exhibit A

Joe motioned, AJ seconded, all in favor, approved.

Dan will purchase a replacement lid for the tight tank at the beach. Dan will also purchase a new headrest for the backboard.

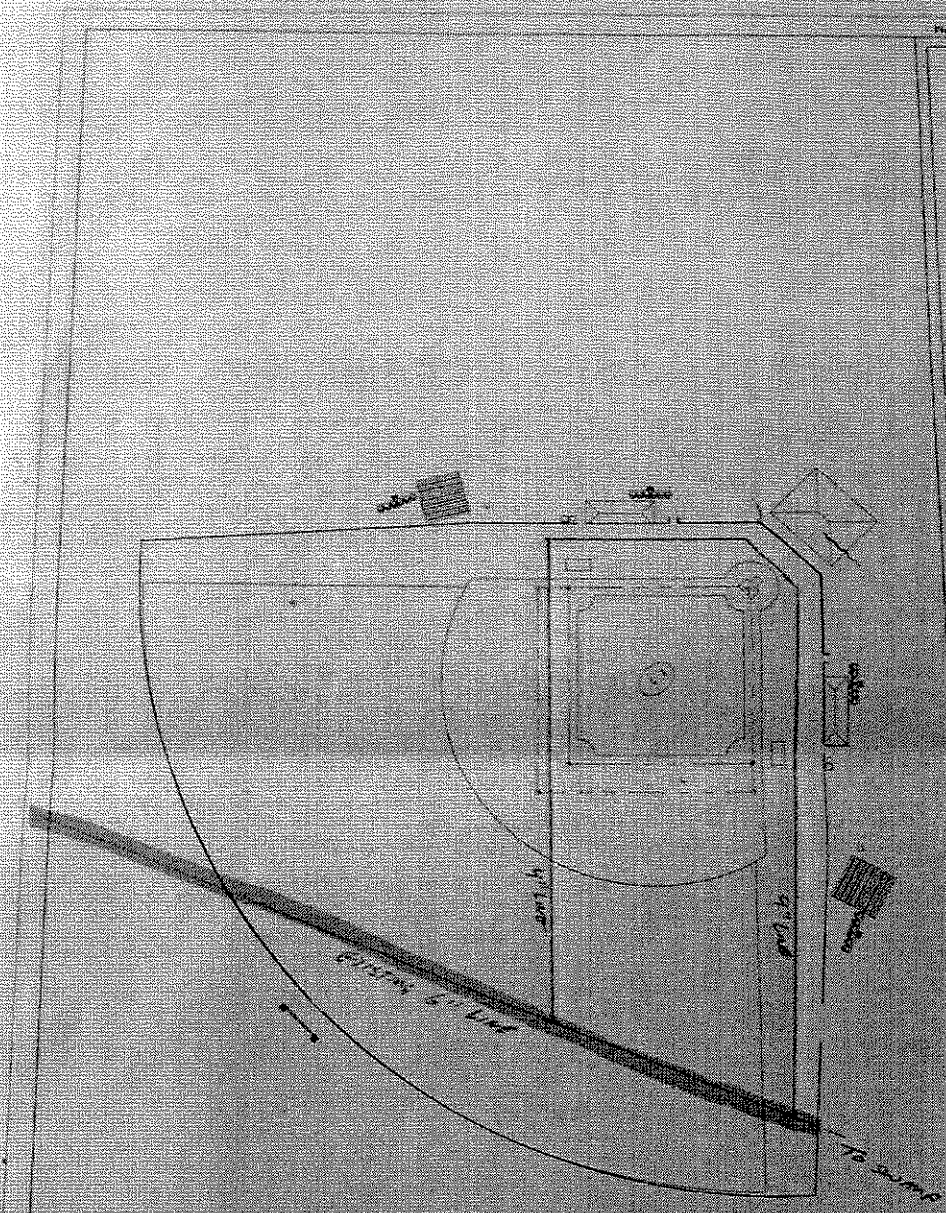
Discussed field use policies. Dan will write a memo to all departments outlining policies of field use. Dan will also contact Kevin Meehan regarding the use of Veterans Park for fireworks.

Discussed 508 Athletics field use request. Approved, \$100.

Discussed Capital Expenditures requests for quotes. Dan will get quotes for items on list and submit to Capital Planning Comm.

Resurfacing Tennis and Basketball courts, Veteran's Park Irrigation System, Replace roof and windows of portable classroom, Remove Beach retaining walls and landscaping, Purchase new Tractor (Mower) and attachments.

Discussed request for refund of Kids'n'Us Recreation Program fee for Katzen family. They claim they only signed up for the 1 week because of the patriot's spring training camp field trip. Flyer clearly stated that trip was "TBA". Trip was rescheduled and the child was unable to attend the make-up day. Parents requested full refund in the amount of \$150.00. Parents were invited to meeting to discuss by email and phone but did not attend. Commissioners decided to issue a refund for \$40.00 (1 day) The parents may attend the next meeting if they wish to appeal.

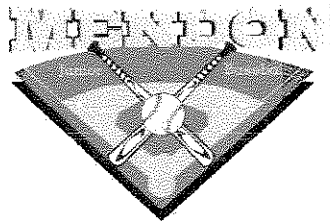


Project name: **Unnamed**
Drawing: **A102**
Client: **Mr. Belland**
Checked by: **Mr. Belland**
Scale: **1/2\"/>**

| No. | Description | Date |
|-----|-------------|------|
| | | |
| | | |
| | | |
| | | |

Mr. Belland
Baseball Field

9/5/13
A



Drainage system:

Objective- To prevent flooding at Grant field baseball diamond

Proposed solution- Install a drainage system around the infield to remove storm water

- 4" Perforated pipe system will remove water from 3rd base and 1st base areas and move it to swamp at the south end of veterans Park
- System would tie into existing 6" drain line in the outfield at Grant field.
- Baseball will pay for the entire system including loaming and re-seeding trenched areas.

Additional information: Flooding has caused recurring damage to the infield diamond costing the league thousands of dollars. Countless games have been cancelled due to field flooding since this field was installed six years ago.

Outfield fence:

Objective- To provide a cost effective in-play area around Grant outfield for little league baseball as well as safety to bystanders and vehicles.

Proposed solution- Install a permanent outfield fence at Grant field

- Fence system would go from south to north at grant field to connect foul poles.
- Fence would be 4' black chain link with a yellow safety cover.
- Distance from home plate would vary because of the short foul poles in right and left field. Fence would start at 170' and reach 190' at deep center field. MJB will work with the parks department on exact location.
- Fence would not interfere with Senior ball diamond or outfield.

Additional information: Existing 3 year old temporary fence is badly damaged and must be replaced. The cost is approximately \$1800.00—a permanent chain link fence will cost \$5-6000. Proposed fence is a better looking system and will blend in with the scenery much better than the existing white fence. Proposed fence will not interfere with off season sports such as soccer or lacrosse.

| 9/5/2013 17:00 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008 | 2007 | 2006 |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Hours | 12-7 | 12-7 | 12-5 | 12-5 | 12-6 | 12-5 | 12-7 | 12-8 |
| R | \$2.00 | \$2.00 | \$0.00 | \$ 2.00 | \$ 2.00 | \$ 1.00 | \$ 1.00 | \$ 1.00 |
| NR | \$3.00 | \$3.00 | \$0.00 | \$ 5.00 | \$ 5.00 | \$ 2.00 | \$ 2.00 | \$ 2.00 |
| P | \$50.00 | \$90.00 | \$0.00 | \$ 90.00 | \$ 90.00 | \$ 45.00 | \$ 45.00 | \$ 45.00 |
| NR-P | \$100.00 | \$135.00 | \$0.00 | \$ 180.00 | \$ 180.00 | \$ 90.00 | \$ 90.00 | \$ 90.00 |
| ALL Patrons | | | | | | | | |
| Total | 1857 | 1809 | 3678 | 1478 | 2067 | 2727 | 3894 | 2989 |
| Weekdays | 1253 | 1280 | 2770 | 1020 | 1538 | 2219 | 3114 | 2223 |
| Weekends | 604 | 529 | 908 | 437 | 529 | 508 | 780 | 766 |
| AVG per Day | 29 | 27 | 57 | 21 | 31 | 44 | 63 | 66 |
| AVG Per Weekdays | 28 | 27 | 62 | 20 | 32 | 49 | 69 | 72 |
| AVG per Weekend | 30 | 28 | 48 | 21 | 29 | 30 | 46 | 60 |
| Max/Day | 105 | 102 | 150 | 64 | 112 | 137 | 183 | 161 |
| Resident | | | | | | | | |
| Total | 838 | 923 | 1928 | 985 | 1356 | 1364 | 1841 | 1287 |
| Weekdays | 555 | 691 | 1532 | 684 | 973 | 1082 | 1426 | 929 |
| Weekends | 283 | 232 | 396 | 288 | 383 | 282 | 415 | 358 |
| AVG per Day | 13 | 14 | 30 | 14 | 21 | 22 | 30 | 30 |
| AVG Per Weekdays | 13 | 14 | 34 | 14 | 20 | 24 | 32 | 30 |
| AVG per Weekend | 14 | 12 | 21 | 14 | 21 | 17 | 24 | 28 |
| Max/Day | 54 | 47 | 76 | 53 | 79 | 81 | 97 | 67 |
| Non-Resident | | | | | | | | |
| Total | 526 | 774 | 1732 | 295 | 439 | 767 | 1003 | 1185 |
| Weekdays | 347 | 504 | 1224 | 195 | 333 | 638 | 807 | 866 |
| Weekends | 179 | 270 | 508 | 98 | 106 | 129 | 196 | 319 |
| AVG per Day | 8 | 12 | 27 | 4 | 7 | 12 | 16 | 28 |
| AVG Per Weekdays | 8 | 11 | 27 | 4 | 7 | 14 | 18 | 28 |
| AVG per Weekend | 9 | 14 | 27 | 5 | 6 | 8 | 12 | 25 |
| Max/Day | 35 | 57 | 75 | 21 | 28 | 79 | 64 | 68 |
| Passes | | | | | | | | |
| Total | 493 | 112 | 18 | 198 | 272 | 596 | 1050 | 517 |
| Weekdays | 351 | 85 | 14 | 141 | 232 | 499 | 881 | 428 |
| Weekends | 142 | 27 | 4 | 51 | 40 | 97 | 169 | 89 |
| AVG per Day | 8 | 2 | 0 | 3 | 4 | 10 | 20 | 8 |
| AVG Per Weekdays | 8 | 2 | 0 | 3 | 5 | 11 | 25 | 14 |
| AVG per Weekend | 7 | 1 | 0 | 3 | 2 | 6 | 12 | 7 |
| Max/Day | 36 | 14 | 3 | 11 | 17 | 34 | 79 | 42 |
| Passes Sold | | | | | | | | |
| R | 14 | 1 | 0 | 4 | 6 | 16 | 33 | 29 |
| NR | 3 | 0 | 0 | 1 | 1 | 6 | 7 | 2 |

| Food Sales | | | | | | | | |
|----------------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Total (Income) | \$4,575.19 | \$3,971.45 | \$ 6,272.82 | \$3,266.25 | \$ 5,040.00 | \$6,444.70 | \$ 10,143.94 | \$ 10,125.00 |
| Weekdays | \$3,009.16 | \$3,202.14 | \$ 4,789.07 | \$2,882.25 | \$ 4,219.00 | \$5,582.95 | \$ 8,710.99 | \$ 4,737.25 |
| Weekends | \$1,566.00 | \$ 769.31 | \$ 1,483.75 | \$ 361.25 | \$ 820.00 | \$ 861.75 | \$ 1,432.95 | \$ 1,074.75 |
| G per Day | \$ 70.39 | \$ 59.28 | \$ 98.01 | \$ 45.36 | \$ 76.36 | \$ 103.95 | \$ 161.01 | \$ 92.25 |
| AVG Per Weekdays | \$ 66.87 | \$ 66.71 | \$ 106.42 | \$ 57.65 | \$ 87.90 | \$ 124.07 | \$ 193.58 | \$ 152.81 |
| AVG per Weekend | \$ 78.30 | \$ 38.47 | \$ 74.19 | \$ 17.20 | \$ 45.46 | \$ 50.69 | \$ 84.29 | \$ 82.67 |
| Camp Lunch | | | | | | | | |
| Total | \$1,355.00 | \$1,202.25 | \$ 641.00 | \$1,048.00 | \$ 878.75 | \$1,214.50 | \$ 1,821.61 | ? |
| AVG per Day | \$ 30.80 | \$ 29.32 | \$ 15.68 | \$ 22.79 | \$ 18.70 | \$ 26.40 | \$ 40.48 | |
| AVG per Week | \$ 135.50 | \$ 150.28 | \$ 80.13 | \$ 116.44 | \$ 97.64 | \$ 134.94 | \$ 202.40 | ? |
| Camp Snack | | | | | | | | |
| Total | \$ 259.35 | \$ 220.70 | \$ 107.97 | \$ 154.06 | \$ 150.48 | ? | ? | ? |
| AVG per Day | \$ 5.89 | \$ 5.38 | \$ 2.63 | \$ 3.35 | \$ 3.20 | ? | ? | ? |
| AVG per Week | \$ 28.82 | \$ 27.59 | \$ 13.50 | \$ 17.12 | \$ 16.72 | ? | ? | ? |
| Employee Meals | | | | | | | | |
| Total | | ? | ? | ? | ? | ? | ? | ? |
| Shack | | | | | | | | |
| Avg Income (per wk) | \$ 599.95 | \$ 482.44 | \$ 774.31 | \$ 372.39 | \$ 504.00 | \$ 704.70 | \$ 1,014.39 | \$ 830.29 |
| Avg Expense (per wk) | \$ 236.27 | \$ 198.68 | \$ 274.76 | \$ 145.04 | \$ 300.41 | \$ 445.16 | ? | ? |
| Avg Profit (no pay) | \$ 340.06 | \$ 204.29 | \$ 367.17 | \$ 253.90 | \$ 128.91 | \$ 259.54 | ? | ? |
| Avg Payroll (per wk) | \$ 399.84 | \$ 429.98 | \$ 483.23 | \$ 347.27 | \$ 471.73 | \$ 526.31 | ? | ? |
| Avg Profit (w/ pay) | \$ -99.77 | \$ -225.69 | \$ -116.05 | \$ -112.50 | \$ -318.63 | \$ -266.77 | ? | ? |
| Total Expense | \$2,598.97 | \$2,781.53 | \$ 3,297.06 | \$1,719.11 | \$ 3,004.07 | \$5,870.01 | ? | ? |
| Profit (no payroll) | \$3,400.57 | \$2,042.87 | \$ 3,671.73 | \$2,377.20 | \$ 2,035.93 | \$ 472.29 | ? | ? |
| Total Payroll | \$4,398.25 | \$4,299.76 | \$ 4,832.25 | \$3,972.00 | \$5,189.00 | \$5,094.75 | ? | ? |
| Profit (w/ payroll) | \$ -997.68 | \$ -2,256.89 | \$ -1,160.52 | \$ -1,594.80 | \$ -3,153.07 | \$ -4,622.46 | ? | ? |
| food costs | 41.99% | 51.56% | 46.95% | 38.47% | 49.50% | 76.64% | ? | ? |

| Admissions \$\$ | | | | | | | | |
|--------------------|------------|-------------|-----------|------------|-------------|------------|-------------|-------------|
| Admissions | | | | | | | | |
| R | \$1,676.00 | \$1,406.00 | \$ 0.00 | \$1,970.00 | \$ 2,712.00 | \$1,364.00 | \$ 1,841.00 | \$ 1,287.00 |
| MR | \$1,578.00 | \$1,419.00 | \$ 0.00 | \$1,475.00 | \$ 2,195.00 | \$1,534.00 | \$ 2,006.00 | \$ 2,370.00 |
| al | \$3,254.00 | \$2,825.00 | \$ 0.00 | \$3,445.00 | \$ 4,907.00 | \$2,898.00 | \$ 3,847.00 | \$ 3,657.00 |
| Passes | | | | | | | | |
| Income | \$1,000.00 | \$90.00 | \$0.00 | \$540.00 | \$720.00 | | | |
| Expense | \$999.00 | \$78.00 | \$0.00 | \$384.00 | \$700.00 | | | |
| Profit | \$1.00 | \$12.00 | \$0.00 | \$156.00 | \$20.00 | | | |
| Total Admission \$ | \$3,255.00 | \$2,837.00 | \$ 0.00 | \$3,601.00 | \$ 4,927.00 | \$2,898.00 | \$ 3,847.00 | \$ 3,657.00 |
| Camp | | | | | | | | |
| Camp Directors | Alan | Alan | Alan | Danielle | Lauren | Lindsey | Lindsey | Lauren |
| Camp Avg / Day | | | | | | | 19 | |
| Camp Avg / Week | 49 | 49 | 29 | 48 | 50 | 29 | 92 | 46 |
| Camp Lunch | | | | | | | | |
| Total | \$1,355.00 | \$ 1,202.25 | \$ 641.00 | \$1,048.00 | \$ 878.75 | \$1,214.50 | \$ 1,821.61 | ? |
| AVG per Day | \$ 30.80 | \$ 29.32 | \$ 15.68 | \$ 22.79 | \$ 18.70 | \$ 26.40 | \$ 40.48 | \$ - |
| AVG per Week | \$ 135.50 | \$ 150.28 | \$ 80.13 | \$ 116.44 | \$ 97.64 | \$ 134.94 | \$ 202.40 | ? |
| Camp Snack | | | | | | | | |
| Total | \$ 259.35 | \$ 220.70 | \$ 107.97 | \$ 154.06 | \$ 150.48 | ? | ? | ? |
| AVG per Day | \$ 5.89 | \$ 5.38 | \$ 2.63 | \$ 3.35 | \$ 3.20 | ? | ? | ? |
| AVG per Week | \$ 28.82 | \$ 27.59 | \$ 13.50 | \$ 17.12 | \$ 16.72 | ? | ? | ? |

Revolving Account Totals

| Week | Shack | | | | Camp | | | | GRAND TOTAL |
|------------|-------------|-------------|-------------|------------|--------------|-------------|-------------|-------------|-------------|
| | Income | Expense | Payroll | Profit | Income | Expense | Payroll | Profit | |
| 0 6/1/13 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 240.00 | \$ -240.00 | \$ -240.00 |
| 1 6/16/13 | \$ 536.75 | \$ 586.99 | \$ 0.00 | \$ -50.24 | \$ 0.00 | \$ 24.42 | \$ 96.00 | \$ -120.42 | \$ -170.66 |
| 2 6/23/13 | \$ 665.99 | \$ 537.91 | \$ 500.50 | \$ -372.42 | \$ 1,660.00 | \$ 17.24 | \$ 1,060.00 | \$ 582.76 | \$ 210.34 |
| 3 6/30/13 | \$ 500.60 | \$ 0.00 | \$ 342.75 | \$ 157.85 | \$ 1,240.00 | \$ 52.49 | \$ 764.00 | \$ 423.51 | \$ 581.36 |
| 4 7/7/13 | \$ 745.11 | \$ 382.98 | \$ 440.25 | \$ -78.12 | \$ 2,925.00 | \$ 281.51 | \$ 1,060.00 | \$ 1,583.49 | \$ 1,505.37 |
| 5 7/14/13 | \$ 1,065.67 | \$ 313.44 | \$ 605.50 | \$ 146.73 | \$ 1,250.00 | \$ 36.35 | \$ 1,060.00 | \$ 153.65 | \$ 300.38 |
| 6 7/21/13 | \$ 470.84 | \$ 28.03 | \$ 436.50 | \$ 6.31 | \$ 1,830.00 | \$ 28.09 | \$ 1,060.00 | \$ 741.91 | \$ 748.22 |
| 7 7/28/13 | \$ 753.05 | \$ 249.32 | \$ 505.25 | \$ -1.52 | \$ 2,660.00 | \$ 39.05 | \$ 640.00 | \$ 1,980.95 | \$ 1,979.43 |
| 8 8/4/13 | \$ 381.63 | \$ 209.05 | \$ 385.00 | \$ -212.42 | \$ 1,610.00 | \$ 360.31 | \$ 1,060.00 | \$ 189.69 | \$ -22.73 |
| 9 8/11/13 | \$ 503.41 | \$ 275.26 | \$ 396.50 | \$ -168.35 | \$ 2,190.00 | \$ 694.66 | \$ 1,039.00 | \$ 456.34 | \$ 287.99 |
| 10 8/18/13 | \$ 327.99 | \$ 15.99 | \$ 614.00 | \$ -302.00 | \$ 1,430.00 | \$ 24.94 | \$ 1,057.00 | \$ 348.06 | \$ 46.06 |
| 11 8/25/13 | \$ 218.50 | \$ 0.00 | \$ 172.00 | \$ 46.50 | \$ 0.00 | \$ 0.00 | \$ 169.75 | \$ -169.75 | \$ -123.25 |
| AVG | \$ 560.87 | \$ 236.27 | \$ 399.84 | \$ -75.24 | \$ 1,526.82 | \$ 141.73 | \$ 824.16 | \$ 560.93 | \$ 485.68 |
| TOTAL | \$ 6,169.54 | \$ 2,598.97 | \$ 4,398.25 | \$ -827.68 | \$ 16,795.00 | \$ 1,559.06 | \$ 9,065.75 | \$ 6,170.19 | \$ 5,342.51 |

REVOLVING GRAND TOTAL

\$ 5,342.51

Current as of:

9/5/13 4:52 PM

Beach Account Totals

| Week | | Beach Income | | | Expenses - Payroll | | | TOTAL |
|-------|---------|--------------|-------------|-------------|--------------------|-------------|--------------|-------|
| | | Admission | Passes | Lessons | Beach Direct. | Guards | | |
| 1 | 6/16/13 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 761.50 | \$ 313.63 | \$ -1,075.13 | |
| 2 | 6/23/13 | \$ 532.00 | \$ 300.00 | \$ 0.00 | \$ 240.50 | \$ 748.00 | \$ -156.50 | |
| 3 | 6/30/13 | \$ 360.00 | \$ 362.00 | \$ 0.00 | \$ 234.00 | \$ 659.75 | \$ -171.75 | |
| 4 | 7/7/13 | \$ 345.00 | \$ 200.00 | \$ 707.50 | \$ 315.25 | \$ 941.63 | \$ -4.38 | |
| 5 | 7/14/13 | \$ 791.00 | \$ 150.00 | \$ 707.50 | \$ 338.00 | \$ 496.13 | \$ 814.38 | |
| 6 | 7/21/13 | \$ 233.00 | \$ 100.00 | \$ 290.00 | \$ 318.50 | \$ 690.88 | \$ -386.38 | |
| 7 | 7/28/13 | \$ 338.00 | \$ 0.00 | \$ 290.00 | \$ 195.00 | \$ 748.00 | \$ -315.00 | |
| 8 | 8/4/13 | \$ 114.00 | \$ 0.00 | \$ 0.00 | \$ 234.00 | \$ 463.50 | \$ -583.50 | |
| 9 | 8/11/13 | \$ 253.00 | \$ 0.00 | \$ 0.00 | \$ 208.00 | \$ 406.13 | \$ -361.13 | |
| 10 | 8/18/13 | \$ 247.00 | \$ 0.00 | \$ 0.00 | \$ 97.50 | \$ 702.00 | \$ -552.50 | |
| 11 | 8/25/13 | \$ 39.00 | \$ 0.00 | \$ 0.00 | \$ 84.50 | \$ 202.88 | \$ -248.38 | |
| | | | | | | | | |
| AVG | | \$ 295.64 | \$ 101.09 | \$ 181.36 | \$ 275.16 | \$ 579.32 | \$ -276.39 | |
| TOTAL | | \$ 3,252.00 | \$ 1,112.00 | \$ 1,995.00 | \$ 3,026.75 | \$ 6,372.50 | \$ -3,040.25 | |
| | | | | | | | | |

Current as of:

9/5/13 4:52 PM

Snack Shack Money

| | | | | | | | |
|----------|--|-------------|--|-------------|--|--|--|
| Deposit | | \$6,169.54 | | \$6,169.54 | | | |
| Expenses | | \$2,598.97 | | \$2,598.97 | | | |
| Payroll | | \$4,398.25 | | | | | |
| | | inc. salary | | no salary | | | |
| Profit | | \$ -827.68 | | \$ 3,570.57 | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Wednesday, October 2nd, 2013

TIME OF MEETING: 6:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall
20 Main St. Mendon, MA

PARKS 10/2/2013 AGENDA

1. Call to order
2. Approve Prior Minutes
3. Kevin Rudden – ADA Projects
 - a. Paving quote
 - b. Rudden send me specs
 - c. Tennis/Basketball
 - d. Joe, AJ approved
 - e. Submit form to CPC
4. Discuss CPC appointment
 - a. Joe, Mark approved
5. Items not reasonably anticipated 48 hours in advance of the meeting.
 - a. Cameras – Ask Bob to do walk through
6. Adjourn



Mark Reil
Chairman

Joe Flaherty
AJ Byrne

TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Date: 10/2/13
Meeting Location: Town Hall B3
Minutes Approved: 12/18/13

Members Present: Mark Reil, Joe Flaherty, AJ Byrne (Arrived 6:45pm)
Parks Clerk: Daniel Byer
Others: Kevin Rudden

Called to order at 6:15pm.

ADA Projects

Kevin Rudden updated the board on the upcoming ADA projects. After consulting with several contractors he determined that it would be less expensive to bid all of the paving projects as one. The board agreed and discussed looking into paving the entire Millville St. lot and Veteran's park lot. The board also discussed adding speed bumps to the lots.

AJ arrived at 6:45pm. Joe and Mark brought him up to speed on the ADA Project.

Dan will talk to a contractor to get quotes.

CPC Appointment

The board discussed appointing a member to represent the Parks Department in the Community Preservation Committee. Joe motioned to nominate AJ Byrne, Mark stepped down and seconded, all in favor, approved.

Dan to send letter to selectmen, selectmen will appoint at next meeting.

Items not reasonably anticipated 48 hours in advance of the meeting.

The board will submit 2 projects to the CPC for the November Town Meeting. Resurfacing and repairing the Tennis Courts and resurfacing the Basketball Courts. Joe motioned and AJ seconded, All in favor, approved.

Dan to prepare applications.

Dan updated the board on the status of the security camera project. At this time the work is 90% complete. Custom Alarm still has to set up remote access to the system. There is a tree blocking one of the cameras.

Dan to look into getting tree taken down.

Dan to contact Bob to set up a system walk through at the next parks meeting.

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Thursday, November 21st, 2013

TIME OF MEETING: 7:30 pm

LOCATION OF MEETING: Planning Board Room, Town Hall
20 Main St. Mendon, MA

PARKS 11/21/13 AGENDA

1. Call to order
2. Approve Prior Minutes
3. Approve Wet Field Use Policy
4. Discuss Parks Dept. pay rates
5. Discuss head lifeguard position and WSI reimbursement
6. Jim Ethier – Discuss salary and position
7. Softball – Discuss field improvements and water hookup
8. Whitinsville Christian Schools – discuss drainage project
9. Items not reasonably anticipated 48 hours in advance of the meeting.
10. Adjourn



Mark Reil
Chairman

Joe Flaherty
AJ Byrne

TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Date: 11/21/13
Meeting Location: Town Hall 202 Selectman's Meeting Room
Minutes Approved: n/a

Members Present: Joe Flaherty (Temporary Chair), Mark Reil (by phone)
Parks Clerk: Daniel Byer
Others: Steve Orff (Nipmuc Youth Softball president, Ricky Adams NYS VP, Bill Casey NYS Field Maint. Chair, Leonard Krygsman (Whitinsville Christian School Athletic Director)

NO QUORUM

After the meeting it was determined that the criteria for Remote Participation and MA Open Meeting Laws (940 CMR 29.00) were not met and this meeting was declared VOID.

The minutes below are for reference only and all discussions and decisions made are invalid.

All Items on the 11/21/13 agenda were discussed again at the meeting on 12/18/13.

Meeting Date: 11/21/13**Meeting Location: Town Hall 202 Selectman's Meeting Room****Minutes Approved: n/a****Members Present: Joe Flaherty (Temporary Chair), Mark Reil (by phone)****Parks Clerk: Daniel Byer****Others: Steve Orff (Nipmuc Youth Softball president, Ricky Adams NYS VP, Bill Casey NYS Field Maint. Chair, Leonard Krygsman (Whitinsville Christian School Athletic Director)**

Called to order at 7:31

Mark Reil will be participating remotely due to geographic distance.

Dan Byer asked the commissioners to approve the "Wet Field Policy" language to be added to the field use form.

Wet Field Policy:

If any fields are to be closed, the Parks Department will post a "Field Closed" sign on that field by 12:00 pm of that day. A good faith effort will be made to contact the person/group using the field by email. It will be the User/Group Field Coordinator's responsibility to check the fields for posting and notify the appropriate people in a timely manner. Any person's found using a posted field will be held responsible to pay for the damages.

In the event that the Field Closed sign has not yet been put up or in the event of inclement weather user groups/coaches are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf for ALL users.

In general, if you see standing water or hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow play without damage to the field.

Any person(s) found using a wet field resulting in damage will be held responsible to pay for those damages.

The board decided hold off a vote on the following items until their next meeting.

1. Reimbursement of WSI classes for the head lifeguard.
2. Jim Ethier's salary as Parks Maintenance Supervisor.

Nipmuc Youth Softball

Steve Orff, Ricky Adams, and Bill Casey proposed a plan for improvements to Lowell Field. They discussed the current condition of the field. There are several elevation issues that create safety hazards. Also the backstop fence has exposed metal bars.

They are requesting approval to install a clay infield. They also want to hookup to the existing well at Pazella field.

Dan Byer will contact Barry (parks plumber) to get more info on the well and hookup.

NYS is to pay for all costs associated with this proposal. Mark made a motion to accept NYS' proposal and Joe stepped down as chair and seconded. Reil – Aye, Flaherty – Aye. The motion passes unanimously.

NYS is also requesting permission to construct a T-Ball field behind the existing Lowell field. Joe recommended that they stake out the location of the proposed field before a decision is made.

Whitinsville Christian Schools

Leonard Krygsman came before the board to propose a drainage project on Tetreault field. The right field has some drainage issues that are interfering with the use of the field. Joe and Leonard went over a map of the existing drainage system and discussed how to locate it.

Leonard asked if the parks department has and funding available to support this project. He states that he feels like the parks dept is not pulling their weight with regards to field maintenance. He says that every year they have to spend money to get the field set up. Joe explained that the parks staff is seasonal. The agreement has always been that the Parks staff will maintain the fields in their present condition once they are opened. He also stated that part of the agreement was that WCS does not pay field use fees in exchange for their use of the fields.

It was suggested that WCS attempt to collaborate with Mendon Senior baseball to share the cost of field improvements. Dan to invite them to the next meeting.

Joe suggested and Len agreed to an evaluation and discussion of the existing contract at the next meeting. Len stated that he believes WCS has spent \$13,000 maintaining Tetreault field.

Joe and Mark both stated their approval for the project pending a discussion of the finances at the next meeting.

The meeting was adjourned at 8:40, Joe and Dan discussed some general parks business.

Joe and Dan discussed the terms of the contract that state WCS will split the costs of fertilization treatments. Dan will research this expense and bring to the next meeting. Joe and Dan also discussed open fires and the use of grills under field use. Dan updated Joe on the status of the basketball and tennis courts and ADA walkway project. Joe asked about the playground plaque and stated that if Alan is unable to complete it we will hire someone.

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Parks Department

DATE OF MEETING: Wednesday, December 18th, 2013

TIME OF MEETING: 5:00 pm

LOCATION OF MEETING: Planning Board Room, Town Hall
20 Main St. Mendon, MA

PARKS 12/18/13 AGENDA

1. Call to order
2. Approve Prior Minutes
3. Nick Herd WSI reimbursement
4. Consider changing Jim Ethier's Salary as Parks Maintenance Director from \$15 to \$17.64 to match highway rate.
5. Whitinsville Christian School - review field use contract
6. WCS drainage project and possible collaboration w/ Senior Baseball
7. Softball Infield improvements approval
8. Softball proposed field
9. Softball water project discussion
10. Approve 2014 field use form
11. Summer 2014 use request – "John Smith Soccer"
12. Basketball and Tennis Court Repair/Replace discussion
13. Uxbridge Pout Pond swim lesson collaboration discussion
14. Discuss Ice Skating
15. Discuss blocking off Veteran's parking lot
16. Items not reasonably anticipated 48 hours in advance of the meeting.
17. Adjourn



Mark Reil
Chairman

Joe Flaherty
AJ Byrne

TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Date: 12/18/13
Meeting Location: Town Hall Planning Board Room B3
Minutes Approved: 2/27/14

Members Present: Mark Reil, Joe Flaherty, AJ Byrne
Parks Clerk: Daniel Byer
Others: Peter Reiffarth (Mendon Senior Baseball former President), Dave Altavilla (MSB President), Leonard Krygsman (Whitinsville Christian Schools Athletic Director)

Mark called to order at 5:05pm

Leonard Krygsman, Pete Reiffarth, and Dave Altavilla discussed the drainage issues at Teatrault field. Mendon Senior Baseball (MSB) was planning to install dry wells to improve drainage at the 1st base dugouts. After discussion with the board, the groups agreed to install dry wells in the right field area as well. Joe Flaherty suggested that this might be a cheaper alternative than trying to tap into the existing system as Whitinsville Christian Schools (WCS) had planned.

WCS and MBS also agreed to share the expense of a new temporary home run fence. Parks Maintenance crew can assist in removing the fence in July at the end of the season.

Leonard mentioned some of WCS' concerns regarding opening the fields. Dave and Pete agreed that MSB would be willing to help get the fields ready in the beginning of the season. Currently WCS feels that there are 2 groups using the fields after them and each year more work is required just to return the field to a playable condition.

The board discussed Softball's request to redo the Lowell infield.

Joe motioned to approve softball's infield project, AJ seconded, and it passed unanimously.

They discussed the proposed new t-ball field near Lowell field. (See Exhibit A) All 3 members expressed safety concerns regarding its proximity to the existing field. Dan will contact Softball and ask them to come up with some alternate locations. Dan updated the board on the proposed water project. Softball would like to install a hose spigot at the softball concession stand to maintain the new infield. According to Tim Watson (Mendon Public Water Operator), the line can be teed off the existing beach line. In addition, there

are some infrastructure upgrades that are needed. Tim is going to get some quotes however he estimates the cost to be around \$1,500-\$2,000. He also recommends installing a 2nd pressure tank (\$750). Before any work can start the plans need to be approved by Tim and the MA DEP. Dan suggested and the board agreed that the Parks Dept coordinate all work and bill Softball for their share.

The board discussed blocking off the entrance to the back parking lot for Veteran's Park. Dan will contact Highway to see if they have anything or go buy a cable. It will be secured with one of the locks off of the parking gates so Public Safety can open it if needed.

The Board reviewed and discussed the 2014 field use form.

Joe motioned to accept the 2014 Field Use Form, AJ seconded, and it was unanimously approved.

The board discussed John Smith's application for summer field use to run a soccer program. The board approved his request. As stated on the application the use fee for Group 4 is 15% of gross income.

The board discussed field access and keys. Dan will get a quote to re-key the parks system.

The board discussed the Tennis/Basketball court projects. Dan updated the board on the current status and quotes. (See Exhibit B) The board asked Dan to find additional quotes as well as explore hiring subcontractors themselves. AJ stated that he thinks the next CPA meeting will be in January.

The board discussed Ice Skating on the lake. Mark feels that this winter should be cold enough. Dan will look into space heaters. Mark also said that the board could split the cost of a portable toilet with the Lake Nipmuc Association's Annual Fishing Derby.

The board discussed combining their swim program with the Pout Pond program. Dan was contacted by Dave Lewcon (Uxbridge Con Com). He is looking to eliminate Pout Pond's swim lesson program and instead promote Mendon's. Currently he feels that their program is taking away from their limited resources and is unnecessarily competing with Mendon's. The board expressed their interest in this idea and would like to invite Dave and others to discuss at a future meeting.

Dan discussed the playground lights to be installed. The board also discussed age of the system. Dan will talk to the electrician to get a quote on rewiring the lights.

The board discussed Jim Ethier's request for a raise. Jim Ethier was informed that he was on the agenda and did not attend the meeting. Jim is the Parks Maintenance Supervisor. Currently he is being paid \$15/hour and works for the parks dept from 4/1 to 10/31. Recently he was hired as a Laborer/Equipment Operator for the Highway Dept. from 11/1 to 3/31 at \$17.64/hour. He is requesting that the Parks Department increase his parks salary to match his Highway salary. Joe asked Dan how this raise would affect the budget. Dan stated that over 31 weeks at 40 hours the difference between the 2 pay rates was \$3,273.60. Mark stated that Jim was already given a raise from \$13 to \$15 on 7/1/13. Joe stated that this raise was promised to him in the interview. Mark stated that he would like to have more time to observe Jim's performance running the crew. Aj expressed his concern

that it would be tough to ask Jim to take a pay cut to transfer to another job. The board agreed to compromise and reconsider this raise in June to be effective 7/1/14 to line up with the start of fiscal year 2015.

Joe made a motion to keep Jim's salary at \$15/hour as the Parks Maint. Super. and to consider a raise effective July 1st 2014 in June pending a positive performance evaluation. Aj seconded and the vote was unanimous.

The board discussed reimbursing Nick Herd for the cost of the W.S.I. (Water Safety Instructor) training course (~\$200). The board agreed to pay for the course at the end of the summer assuming Nick completes the season. Dan will contact Nick to find out if this is acceptable.

Joe motioned to approve the minutes of 10/2/13. AJ seconded and the vote was unanimous.

The meeting was adjourned at 6:45pm.

Exhibit B

Basketball/Tennis Court Repair Quotes

| Court | NE Sealcoating | | VT Tennis Courts | |
|-------------------|-----------------------|-----------------|-------------------------|------------------|
| | Resurface | Replace | Resurface | Replace |
| Basketball | \$16,748 | \$38,208 | \$19,279 | \$75,000 |
| Tennis | \$19,452 | \$56,465 | \$26,704 | \$120,000 |
| TOTAL | \$36,200 | \$94,673 | \$45,983 | \$195,000 |

12/18/13 – Exhibit A

Proposed Softball “T-Ball” Field

