



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

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Meeting Date: 2/18/2019
Meeting Location: Mendon Town Hall, 3rd Floor Meeting Room, 20 Main St. Mendon, MA
Minutes Approved: 12/17/2019

Members Present: Tom Belland, Dan Byer, AJ Byrne

Members Absent:

Parks Director: Dan Byer

Others: Alan DeAngelis (Rec Program Director), Tracy Allcock, Dan Smith, Bill Moon (Nipmuc Youth Baseball)

The meeting was called to order at 4:30pm.

The commission discussed the summer programming and staffing with Alan. They discussed possible candidates for future promotion and promoting leaders from within the current staff. Dan discussed a possible intern position. Alan discussed some concerns with last summer. He feels we need to build up a better sense of teamwork with staff. The program grew a lot in 2018 and we struggled to keep up. This summer we need to spread out the work more and come up with some better organization to deal with the large staff and kids.

The commission met with Alan DeAngelis to discuss a summer rec basketball league. Alan explained his proposal to try and run a summer basketball program in addition to the rec program. He would like to take a step back from the rec program and focus on something different. This program would probably be a week and be focused on middle schoolers. We could use one of the school gyms or even the park outdoor court. AJ discussed the current basketball programs in town. The commissioners are concerned it could take away from the existing program. Alan explained he would look to have other staff to step up to take on more in the rec program. Dan and Alan to do more research and bring back a more formal proposal. All agree we would need to market this soon to move forwards.

The commission discussed a plan to move the program to Clough School on rainy days. Dan and Alan explained the classroom is too small to be stuck inside all day. There is no cost to use Clough. We would make the decision the day before and the whole program would start and end at Clough for the day, there will be no transportation between the locations. Dan would transport lunch from the beach to the school. All agree and are in favor.

The commissioners discussed the tennis courts. Dan had someone reach out expressing interest in a tennis instructor position. She had also applied for the rec program. All agree we should interview her and discuss further.

Alan left the meeting and Dan Smith, Tracy Allcock, and Bill Moon (Nipmuc Youth Baseball) joined.

The commission met with Tracy Allcock, Dan Smith, and Bill Moon. The group discussed the issues with field use scheduling. The commissioners would like all requests to go through us rather than be handled between groups. All agree. The group discussed the request from South Central Warriors. Dan S. says they have 3 teams on Tetreault. He thinks they may be able to make space at the schools. Dan B said South Central Warriors still owe from last year.

The group also discussed the future possibilities of lights on the fields.

The group discussed the Capital Improvement Waiver program for field use fees. NYB has contributed \$26K with the irrigation and infield work on Grant Field in 2018. That covered 2017 and 2018. Tracy explained they are planning to replace the PA system in the shack in 2019.

The commissioners discussed the upcoming Mendonfest with the Nipmuc Youth Baseball group. AJ explained they are looking for groups to help out and run activities.

Dan Smith, Tracy Allcock, and Bill Moon left the meeting.

Dan discussed a proposal regarding the island in the lake. It is owned by the town but could be sold. The Historical Commission is interested in protecting it from future development. One way to do this would be to transfer ownership to the Parks Commission and classify it as a park. This would invoke Article 97 protection which is similar to a conservation restriction in preventing development. There are no costs other than maybe \$100 to record a new deed. This would help preserve the island from a future sale or development. Dan suggests we submit an article for the annual town meeting. All agree.

The commission discussed the purchase of a tractor. Dan explained 146 Supply has a lease to own option that would be a good fit for us. It is a 5 year lease at \$3K a year with a \$1 buyout at the end. The total cost is \$15K. They are recommending the 1025R which is a 23 hp tractor with a loader and bucket. All agree this would be a big help towards larger parks projects. Tom suggests we need to get quotes from other brands. Dan will do more research.

The commission reviewed the staffing plans for 2019. Dan discussed with Alan and has some updates on our needs. For the Rec program we need 25 total (2018 was 19). We will need 2 more senior counselors for a total of 4 and a total of 16 counselors. There are a total of 13 openings based on the preliminary info on who is returning. For Maintenance we should hire 5 (2018 was 6). Right now we have 3 and there are 2 openings. For the Shack we need 3 total (2018 was 2.5), we have 1 person returning. Dan said we have some decent applicants so far so he is optimistic. As for guards we need 9 (2018 was 9.5). There are 6 interested and 3 openings. All agree we are in good shape and on track for this summer.

The commission discussed the proposed revolving account. Dan is working on a citizen's petition for the parks revolving account. All agree we need this change in the account to continue to expand our programming.

The commission discussed employee onboarding software. Dan got two prices from Workbright (\$948/year) and Civic HR (\$2,500). Dan explained some of the issues with new staff. This software would help automate the paperwork issues. All agree the costs for either program are too high for now and we will table this for now.

The commission reviewed the proposed event schedule for 2019.

Proposed 2019 Summer Event Dates:

7/9 (7/10) – Blackstone Valley Community Concert Band Concert
7/13 – Movie Night #1 – need sponsor still, or parks
7/23 (7/24) – Cardboard Boat Race
7/27 – Movie Night #2 sponsored by Custom Home Reality again
7/31 – Cable 8 Concert #1
8/6 – Taft Library Children’s Event – Rollie Pollie Guacamole
8/7 – Cable 8 Concert #2 Quintessential Brass
8/14 – Cable 8 Concert #3

The commission discussed the proposed parks building. We are scheduled to meet with the fincom on Wednesday. Tom thinks he can attend. All agree the modular building at memorial park is the best option. Dan explained there are no updates from the Town on the Morrison Dr building.

The commission discussed the Records Room (13 Main St). Dan explained the Historic Commission is trying to determine a future use for the property. It is a town owned historic building and is basically abandoned at this point. Dan thinks this building might make a great space for a parks/water office. Dan explained this is a long way off as they would need to figure out funding and logistics. The commission agree this might be something to look into in the future.

The commission discussed the Millville Rd parking lot. Dan is still working on getting prices for the proposed repairs. He is trying to get some numbers in time for the Wednesday meeting. They also discussed the ADA work that needs to be completed. The money from Community Preservation is still available for the ADA work.

Dan updated the commission on the snack shack roof. Dan said we need to work on a plan to replace the roof of the shack. It was not done when the rest of the beach house was replaced in 2011. Dan will work on getting a price.

The commission discussed Nipmuc Youth Softball. All agree we need to meet with them to discuss their plans for capital work and outstanding use fees.

Dan discussed a change to the use fees. He would like to suggest we amend our Group 1-4 designations to re-define for-profit and non-profit. Right now we go by the standard IRS definitions of a for-profit or non-profit group. However he is suggesting any event under the “non-profit” group 1 or 2 designation should also be an event that is open to the public and serves a public purpose. So a non-profit group looking for field space for a private picnic type event would pay the “for-profit” Group 3 or 4 rates rather than the discounted rate. This is more in line with how property taxes are assessed. All agree. **Tom made a motion to amend the field use regulations to define Group 1 and 2 as non-profit events with a public benefit or open to the public, AJ seconded and all approved.**

Dan updated the commission on the Tetreault infield repairs. He confirmed with Whitinsville Christian and they are willing to cover 1/3 of the cost. Parks will pay the whole bill and then invoice Nipmuc Youth Baseball and Whitinsville Christian for their shares.

The meeting was adjourned at 7pm.