



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

20 Main Street
Mendon, Massachusetts 01756
Phone: (508) 473-0600 Fax: (508) 478-8241
Email: parkcomm@mendonma.gov
mendonma.gov/parks

Meeting Date: 1/11/16
Meeting Location: Miscoe Hill Middle School,
Teacher's Conference Room (#224)
148 North Ave., Mendon, MA
Minutes Approved: 2/8/2016

Members Present: Tom Belland, Dan Byer, AJ Byrne

Parks Clerk: Dan Byer

Others: Steve Orff & Ricky Adams (Nipmuc Youth Softball), Rick Porter (M/U Soccer Assoc.), Dave Allaire (Mendon Summer Basketball)

The meeting was called to order at 6:05pm.

Dan discussed the employee evaluations. They are completed annually by the Town Administrator and the supervising board or commission. *AJ and Tom will complete an evaluation for Dan.*

Dan updated the board on the Tennis Court project. The fence is complete and he has submitted the voucher for payment. The surface will be finished in the spring.

Dan updated the board on the Tetreault Field project. He spoke with Shea engineering. They still have to visit the site and check the elevations. Then they will begin work on the plans. Tom asked about a timeline. *Dan will work with Shea to get the plans completed by February.*

Dan updated the board on the AED. He has found a quote from a vendor and reviewed it with the Fire Department. Unfortunately it didn't make it onto this agenda so the board cannot make a decision at this time. *Dan will place the AED purchase on the next parks agenda.*

Dan reviewed the meeting with National Grid. They looked at the parks properties to evaluate eligibility for possible incentives to change fixtures. They do not think the parks usage is high enough to qualify. However we should still get a list of possible projects that may qualify for green communities funding or others. Tom stated that there were several fluorescent fixtures that were donated several years ago that we can use.

Dan discussed the invoice from Custom Alarm. The camera system is finally back up and running 100% after more than 2 years of issues. In December they finally replaced the 2 failed cameras from 2013 supposedly under warranty. However they have sent us a bill for \$3,494.45. Dan stated that all the work on the back cameras should be covered by warranty. The board discussed and feels that this bill is excessive. *Dan will contact Custom Alarm to try and work out a solution.*

The board discussed the summer programs. Dan presented drafts of the recreation and swim lesson flyers. (**Exhibit A**) Dan would like to offer a new swim class “Level 1 – Water Exploration” for young kids and their parents. This would be an intro class to replace the current level 1. He stated that there were several requests for offerings for younger kids last summer. The child must be toilet trained and the class will be \$15 less than the regular lessons. He also suggested leaving a week gap between sessions for make up lessons to avoid issues like last summer. The board agreed.

Dan reviewed the Rec program. Tom asked about permission slips, and offered a template they use at BVT. Dan also discussed the various ADA and behavioral issues they have had. Tom suggested creating a daily rubric to evaluate participants and keep track of issues. AJ and Dan agreed. *Tom will work on a template and get back to Dan.* Dan asked about the pricing. He suggested increasing the weekly rate to \$175 and leaving the daily rate at \$40. This would keep us competitive with respect to surrounding programs while also covering the min wage increases. Tom and AJ agreed. Dan would like to post the flyers for the programs and open registrations on March 1st. AJ stated that he thinks promoting early will definitely help our enrollment.

Dan made a motion to approve the Kids ‘N’ Us Summer Rec Program and Swim Lesson Program dates and pricing as outlined on the attached registration forms. Tom seconded and all approved.

7:00pm - Rick Porter (MUYSA), Steve Orff & Ricky Adams (NYS, Dave Allaire (Basketball) arrived for the field use meeting.

AJ discussed the 350th plans. He would like to see the rec groups take on the block party event. Dan looked up the date and agreed that the sports groups have the experience needed to organize something like that. They will discuss further at the 350th meeting on 1/28.

AJ introduced everyone. He is glad to have an opportunity to get all the groups together before the season. He turned the meeting over to Tom as this was his suggestion. Tom stated that the goal was to create an open dialogue between the sports groups. One of the big issues that has come up is use fees. The parks commission has been working over the last year to review our policies and come up with a fair system. Although we receive a budget through tax dollars to support the parks, there are additional expenses such as fertilization and maintenance that have to be covered through fees. The biggest change in the fees was the switch to hourly fees vs per player. This way the fee will directly correlate to the usage on the field. Dan stated that the reasoning behind this was to simplify the process and make it easier to determine the fees owed. He also presented the two new policies the commission has put in place. First, we will not charge Softball and Baseball for the use of their respective T-Ball fields. They very recently built these fields and already pay for 1-2 other fields. Second, is the creation of a “Capital Improvement Waiver” program.

Tom stated that under this program we will accept \$1 of capital work, in exchange for every 50¢ of use fee. The work must be pre-approved by the parks commission. This would not roll over to subsequent seasons but would be considered on a yearly basis.

The league representatives discussed this and how it would work for the recent and future planned projects. It was agreed that the completion of the backstop fence on the Softball T-Ball field would count against Softball’s 2016 fee. After further discussion it was decided that the waiver would be based loosely on the calendar year and work done would be targeted to the following season’s fee.

Dan made a motion to approve the facility use request for Grover and Clough Fields for the Mendon Upton Youth Soccer Assoc., Tom seconded and all approved.

Dan made a motion to approve Nipmuc Youth Softball's facility use request for Lowell and the T-ball field and to waive their use fee in exchange for the completed T-Ball backstop.

Dan asked about the meeting with Whitinsville Christian Schools. Tom and AJ agreed that we don't need to meet with them. *Dan will update Len on the Tetreault field project and send them the bill for the 2015 fertilization.*

The meeting was adjourned at 8:30pm