



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

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Meeting Date: 3/22/16
Meeting Location: Mendon Town Hall, 3rd Floor Meeting Room
20 Main St., Mendon, MA
Minutes Approved: 4/5/2016

Members Present: Tom Belland, Dan Byer, AJ Byrne

Parks Director: Dan Byer

Others:

The meeting was called to order at 4:45pm.

Dan discussed the issue with the Parks water. After further discussion with the town's water operator, we are all set.

4:48pm

The board interviewed Thomas Cavanaugh for the lifeguard position. AJ asked why he was interested in the position. Tommy stated that he is a good swimmer and has experience swimming. His sister also works for the beach and it would be a convenient summer job. Dan asked about prior experience and availability. Tommy stated he has a 2nd job at the Miss Mendon Diner. He is also a Boy Scout who is very close to his eagle rank and has been part of the Milford Sting Rays swim team for 8 years. Dan asked about his availability. Tommy stated he has a 2 week vacation planned early in the season. He may also need a weekend off in July. Tom asked about teamwork. Tommy stated he has lots of experience with teamwork through scouts. On a recent trip they had to use team work to complete an obstacle course.

4:55pm

The board interviewed Mike Aiello via phone for the maintenance position. Before the call was placed Dan explained that they interviewed Mike last year for the same position but did not hire him. Dan called Mike and the board interviewed him. Mike is interested in the position because he has experience with landscaping jobs. Dan asked about experience and Mike stated he has worked for Framingham schools on their summer custodian crew. He is available mid May through Aug. Tom asked about teamwork and Mike explained in Framingham he was in charge of the crew of younger guys. They had to use teamwork to work together to manage the work within a timeframe.

5:07pm

Tom abstained from this interview as his son is an applicant for this position and that presents a conflict of interest under MA Ethics. He left the room and AJ and Dan conducted the interview.

The board interviewed Connor Belland for the position of Jr. Maintenance. Connor is interested in the position as he is familiar with the parks through sports. He cares about the facilities and wants to help maintain them. He also enjoys hard work and landscape type jobs. Connor has experience working on a

farm going general labor and cleaning. He is in school but available on weekends and in the summer. AJ asked about teamwork. Connor has customer service experience from working the baseball shack and umpiring baseball. He has experience working with people. Connor asked about the hours of the position and Dan explained the plan.

5:20

Tom returned to the meeting.

The board interviewed Rachel Thibodeau for a lifeguard position. AJ asked why she is interested in the position. Rachel has been on a swim team for 6+ years and has experience with kids and babysitting. She also learned to swim at the town beach and would like to be involved. Dan asked about experience and availability. She has experience with kids and just received her guard certification. Rachel has a 1 week vacation planned plus a few other days. Tom asked about teamwork. Rachel has experience several sports teams. She says that on her field hockey team they had to learn to work together to win more games. Rachel asked about the uniforms. Dan stated that past practice has been to reimburse new guards for the purchase of a guard bathing suit up to a certain amount. The commission will discuss further.

5:25

Dan discussed the proposed contract with Diamond Athletic for the field fertilization. Bob has not yet sent the updated pricing. Dan suggests if the board agrees with the proposal from last meeting, fertilizer and grub control on all fields, and aerate Memorial Park and Grant, they vote to allow Dan to sign the contract when it arrives. The board agrees.

Tom made a motion to allow Dan to sign the 2016 contract with Diamond Athletic Turf with such terms as the commission has agreed upon. AJ seconded and all approved.

Dan presented a facility use request from 508 Athletics. The board discussed how to apply the minimum fee. It was agreed that the minimum fee would be applied per group, not per field.

Dan made a motion to approve 508 Athletics' Facility Use, Tom seconded and all approved.

(Use Form on file in parks office)

5:35

The board discussed advertising. Dan has some rates for an insert in the Town Crier. Tom suggested asking the schools to send home something and running an ad as well.

The board discussed the Taft/Lamothe Cemetery. Tom and AJ are concerned about taking on additional projects without additional funds. *Dan will discuss with the Historic Commission.*

Tom asked about the Tetreault Field project. He will call Shea for an update. *Dan will send Tom She's contact info.*

The board reviewed the tennis court project status. *Dan will also reach out to Sport Court for an update on the court progress.*

5:40

The board interviewed Katelyn Lashley for the position of lifeguard. AJ asked why she is interested in the position. Katelyn says she is reliable and a people person. She is also on a swim team. Dan asked about experience and availability. She has experience swimming on a swim team and babysitting. She just got her guard certification. Tom asked about teamwork. She had to work as a team on her mission trip to Mexico on several construction projects. Katelyn asked about the hours and schedule, Dan explained the hours are 15-20 per week and the schedule will be mostly afternoon and weekend shifts.

5:50

The board interviewed Madeline Charbonneau for the position of lifeguard. AJ asked why she is interested in the position. She is already a lifeguard in Woonsocket and likes the job. She would like to work more locally. Dan asked about experience and availability. She is a certified guard and has experience working at a YMCA. She would like to keep her existing job so the beach will be a 2nd job. Tom asked about teamwork. Madeline says she has to work as a team at her YMCA job. She outlined an example where her and other staff dealt with a situation. She asked about the hours and schedule, Dan explained the hours are 15-20 per week and the schedule will be mostly afternoon and weekend shifts.

6:00

The board interviewed James LaCroix for the position of maintenance crew by phone. AJ asked why he is interested in the position. James is looking for a summer job and enjoys working in landscape type jobs around the hours. Dan asked about experience and availability. He has worked at Stop and Shop and Imperial Cars and is available all summer, May-Aug. Tom asked about teamwork. James explained he had to work as a team on a trip to Ecuador for a collaborative group project.

6:12

The board interviewed Justin Phipps for the position of maintenance crew. AJ asked why he is interested in the position. Justin says he is familiar with the parks and like the outdoors. Dan asked about experience and availability. He works at Market Basket and has experience with lawn mowing. He has no planned vacations but will keep his 2nd job. Tom asked about teamwork. Justin stated he works in a team at Market Basket to get work done effectively.

6:20

The board interviewed Kyle Nocera for the position of Rec. Program Counselor. AJ asked why he was interested in the job. Kyle says he went to the summer program and also volunteered last year. He likes working with kids. Dan asked about experience and availability. Kyle worked at Target and also has experience working with people. He is available all summer but has some baseball games at night. Tom asked about teamwork. As a cashier at Target Kyle has to use teamwork to help other positions and work together. Kyle asked about the hours and Dan explained the schedule and hours.

6:30

The board interviewed Megan Mercier for the position of Rec. Program Counselor. AJ asked why he was interested in the job. Megan has a job working with kids and is looking for a change of scenery. Dan asked about experience and availability. She works at a daycare and is CPR/First Aid Certified. She has a 1 week vacation and is only available until the beginning of Aug. Tom asked about teamwork. As a member of the school band Megan stated she has to use teamwork all the time to work as a group as they prepare for a festival. Meghan asked about the hours and rate of pay. Dan stated it was a 15-20 hour position and the rate would be minimum wage (\$10).

The board agreed that the next meeting would be 4/5/16 at 4:45pm.

The board discussed the applicants. Dan stated that they need 3 of the 4 maintenance applicants. Tom suggested we hire all of them and offer them slightly fewer hours. AJ agreed and Dan will work out the schedule.

The board discussed Tyler and Jimmy's rates of pay. They agreed to a \$0.50 raise for returning employees and to offer Tyler \$12.50 as the new supervisor.

Dan made a motion to hire the following employees at the rates stated pending a clear background check:

Position	Name	Rate/Hr.
Parks Maintenance Supervisor	Tyler Cameron	\$12.50
Maintenance Crew Member	James Perro	\$10.50
Maintenance Crew Member	Mike Aiello	\$10.00
Maintenance Crew Member	James Lacroix	\$10.00
Maintenance Crew Member	Kyle McGreal	\$10.00
Maintenance Crew Member	Justin Phipps	\$10.00

Tom seconded and all approved.

Tom abstained from the following vote as his son is an applicant for this position and that presents a conflict of interest under MA Ethics. He left the room and AJ and Dan discussed.

AJ and Dan discussed the Jr. Maintenance position. There were 2 applicants for the position. AJ and Dan agree that they Connor would be the better fit for this position as he has more prior work experience and is experienced with the parks already. Both Dan and AJ agreed that Brody was a very strong applicant and they would like to hire him in the future.

Dan made a motion to hire Connor Belland for the position of Jr. Maintenance Crew at a rate of \$10 per hour. AJ seconded and all approved.

Tom returned to the meeting.

The board discussed the Rec Program staff. There are 5 applicants for 4 positions. They discussed their qualifications and availabilities. All agreed that we should look to hire a balance of men and women to provide more diversity in the program staff. All applicants were very well qualified but finally it was decided to eliminate Megan because of her limited availability and being the only applicant not from Mendon.

The board discussed the returning employees and their rates of pay. Due to the minimum wage increases Katherine would be bumped to \$10 automatically. Dan stated that both Stephanie and Katherine should be paid the same rate as 2nd year counselors and AJ and Tom agree.

Dan made a motion to hire the following employees at the rates stated pending a clear background check:

Position	Name	Rate/Hr.
Recreation Program Director	Alan DeAngelis	\$18.00
Recreation Program Asst. Director	Jackie Welch	\$12.50
Recreation Program Sr. Counselor	Katherine Machione	\$10.50
Recreation Program Sr. Counselor	Stephanie Morrison	\$10.50
Recreation Program Counselor	Haleigh Mackinnon	\$10.00
Recreation Program Counselor	Paige Murphy	\$10.00
Recreation Program Counselor	Kyle Nocera	\$10.00
Recreation Program Counselor	Matthew Benoit	\$10.00

Tom seconded and all approved.

The board discussed the Snack Shack positions. Dan stated that they have one applicant for the open position to interview on 4/5 as well as David returning from last year.

Tom made a motion to hire David Byer for the position of snack shack employee at a rate of \$11.50 per hour. AJ seconded and Tom and AJ approved. Dan abstained from this vote.

The board discussed the lifeguard applicants. There are 4 applicants for 3 positions. Dan has some concerns about Tommy and Madeline's availability but Madeline is also experienced. After further discussion the board agreed to hire all 4 of them.

The board also discussed the returning employees and their rates of pay. Dan suggests offering Julie and Carly \$11.50 since they had 10 last year and now that is min wage. AJ and Tom agree.

Dan made a motion to hire the following employees at the rates stated pending a clear background check and receipt of valid certifications:

Position	Name	2016 Rate
WSI Lifeguard	Carly Thibodeau	\$11.50
WSI Lifeguard	Julie Cavanaugh	\$11.50
Lifeguard	Noah Puchovski	\$10.50
Lifeguard	Garrett Roy	\$10.50
Lifeguard	Rachel Thibodeau	\$10.00
Lifeguard	Thomas Cavanaugh	\$10.00
Lifeguard	Madeline Charbonneau	\$10.00
Lifeguard	Katelyn Lashley	\$10.00

Tom seconded and all approved.

The meeting was adjourned at 6:30pm.

For reference please see the attached list of employees hired at this meeting.

At their meeting on 3/22/2016 the Parks Department voted to hire the following employees pending receipt of clear CORI/SORB checks and receipt of current applicable certifications:

ACCT: Maintenance Wages – 001-0630-5100-0100		
Position	Name	2016 Rate
Parks Maintenance Supervisor	Tyler Cameron	\$12.50
Maintenance Crew Member	James Perro	\$10.50
Maintenance Crew Member	Mike Aiello	\$10.00
Maintenance Crew Member	James Lacroix	\$10.00
Maintenance Crew Member	Kyle McGreal	\$10.00
Maintenance Crew Member	Justin Phipps	\$10.00
Jr. Maintenance Crew Member	Connor Belland	\$10.00
ACCT: Counselor Wages – 029-0029-4379-0001		
Position	Name	2016 Rate
Recreation Program Director	Alan DeAngelis	\$18.00
Recreation Program Asst. Director	Jackie Welch	\$12.50
Recreation Program Sr. Counselor	Katherine Machione	\$10.50
Recreation Program Sr. Counselor	Stephanie Morrison	\$10.50
Recreation Program Counselor	Haleigh Mackinnon	\$10.00
Recreation Program Counselor	Paige Murphy	\$10.00
Recreation Program Counselor	Kyle Nocera	\$10.00
Recreation Program Counselor	Matthew Benoit	\$10.00
Snack Shack Employee	David Byer	\$11.50
ACCT: Lifeguard Wages – 001-0630-5120-0100		
Position	Name	2016 Rate
WSI Lifeguard	Carly Thibodeau	\$11.50
WSI Lifeguard	Julie Cavanaugh	\$11.50
Lifeguard	Noah Puchovski	\$10.50
Lifeguard	Garrett Roy	\$10.50
Lifeguard	Rachel Thibodeau	\$10.00
Lifeguard	Thomas Cavanaugh	\$10.00
Lifeguard	Madeline Charbonneau	\$10.00
Lifeguard	Katelyn Lashley	\$10.00