



**TOWN OF MENDON**  
**PARKS & RECREATION DEPARTMENT**

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**Meeting Date: 4/5/16**  
**Meeting Location: Mendon Town Hall, 3<sup>rd</sup> Floor Meeting Room**  
**20 Main St., Mendon, MA**  
**Minutes Approved: 6/13/2016**

**Members Present:** Tom Belland, Dan Byer, AJ Byrne

**Parks Director:** Dan Byer

**Others:**

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

The board met with Gretchen Hensel to discuss the use of a grill at the Memorial Park Pavilion for a birthday party. AJ and Tom agreed they were ok with this as long as it was gas and not charcoal. *Dan will send a confirmation letter.*

**4:50pm**

The board interviewed Lilly Reding for the position of Snack Shack employee. Dan asked about her prior experience. Lilly stated she works at the Grafton Flea market cooking, frying, and serving food. Dan also asked about her schedule. She is available all summer except for a 1 week vacation. AJ asked why she was interested in the position. Lilly stated that she would like a summer job that was close to home. She plans to continue to work for the flea market but they are only on Sundays. Tom asked about her experience with teamwork. Lilly explained that she works with a team at her other job.

**Dan made a motion to hire Lilly Reding for the position of Snack Shack employee at a rate of \$10 per hour pending the receipt of a clear CORI check. Tom seconded and all approved.**

The board discussed reimbursements for the lifeguard uniforms. Dan stated that past practice has been to reimburse new guards for the purchase of 1 guard bathing suit, up to \$30. Dan looked up pricing and the board agreed to continue the reimbursement for new guards. Tom and AJ also asked about getting Parks shirts with just the town logo on the front. *Dan will add them to the order.*

Dan discussed the Assistant Recreation Director position offered to Jackie Welch. She has requested a raise as she feels the offer of \$12.50 is not equal with the work she performs. Tom and AJ agreed and after some discussion they decided to offer her \$14/hr.

*Dan abstained from the following discussion.*

Tom and AJ discussed a proposal to increase the hours of the Parks Director position by combining it with the maintenance supervisor at no net increase to the town. Over the last few years the commission has been unable to find an applicant for the maintenance supervisor position who is able to work 40 hours

April-November. The last few applicants have been working 5-10 hours on weekends until the summer starts and needed work is not being completed. In addition they feel that due to the increases in responsibilities of the department we really need a full time employee to oversee everything. Tom and AJ would like to request a change to the proposed FY17 budget to combine the positions of the Parks Director and Maintenance Supervisor. This change will make the Parks Director a full time, 30 hour position, leaving funds for a partial seasonal crew. They are proposing to ask fincom to transfer \$11,400 from the Maintenance salary line to the Parks Director line, and \$6,800 from the maintenance line to cover the health insurance costs. *They will attend the next Finance Committee and Board of Selectman's meeting to present this proposal.*

**Tom made a motion to accept the proposal, AJ stepped down and seconded, all approved (Dan abstained)**

*Dan re-joined the meeting.*

The board discussed the Tetreault field project. Dan has not been able to get much from Shea on the engineering study. Tom stated he also spoke with Shea as well and has not heard back other than they wanted to do a study of the ground water first. Tom would like to see this project move forwards for this summer and that requires us getting this study done ASAP, AJ and Dan agree. The board agreed to cancel with Shea and look for a new company to perform the work.

The board discussed the proposal from Ceruti Electric for the repair work at the Park. They have some questions on the pricing on the T-Ball project. Dan suggests the big project we need to look into is the basketball court lights. He would also like to see a quote for LED lighting as there may be some incentives through National Grid we can apply for. The board agreed to ask Dave for an updated quote for the Basketball, new outlet, replacement of the basketball electric panel, and t-ball panel repair projects, as well as add a quote to replace the 8 metal halide floodlights with LED's.

The board reviewed the minutes of the 3/22/16 meeting.

**Tom made a motion to accept the minutes of 3/22/16, Dan seconded and all approved.**

The board discussed the requested use from South Central Warriors. Currently the fields are booked by Nipmuc Youth Baseball (NYB). Tom stated that NYB will be meeting to discuss altering their schedule to offer this team some time. As this request is from a for-profit group, the non-profit NYB does have priority.

*Facility Use forms on file in parks office.*

AJ is interested in dedicating a facility, possibly the basketball court in his father's name. Allan Byrne Sr. Was very involved in the beginnings of the parks dept and town beach. Tom and Dan agree they would like to pursue this as well. AJ will bring the board some more information at their next meeting.

Dan discussed an event at Clough School by the soccer group. They are still working on a date but are planning a 1 day fundraiser. The board agreed the fee would be the minimum \$25 for Group 1.

The board reviewed the draft financial assistance policy (**Exhibit A**). Dan has gotten several requests and feels we should have a written policy. He has done some research and determined that the school sends out a confirmation letter for those who qualify and enroll in free and reduced lunch. The perks dept can request a copy of this letter to use as proof of qualifications for assistance. AJ and Tom agree.

**Tom made a motion to accept the policy as written, Dan seconded, and all approved.**

*The meeting was adjourned at 6:30pm.*