

Karen A. O'Brien

Chairman



A.J. Byrne

Joe Flaherty

TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600

Minutes

Wednesday, May 11, 2005

Attending: Karen O'Brien, A.J. Byrne, and Joe Flaherty

Guests: Joyce Gilmore, Bob Duplin

A.J. motioned to approve the previous minutes, Joe 2nd, approved.

Joyce Gilmore, Shea Engineering, discussed her desire to have a Bang Board installed at the tennis courts. Joyce stated that her husband, Fred, and her were willing to donate the board and install it if it could be approved. She also stated that the fence was in need of repair on the bottom edges. Joe motioned to approve installing a Bang Board in at the tennis courts with the assurance that the Parks Department would be notified prior to installation so that someone from the Parks Department could be there, A.J. 2nd with the contingency that Dick will look at the fence to do the repairs needed, approved. Joyce also looked into getting an 'as built' done for the new bathrooms, as it was not done last season. She stated that Fred is willing to do the 'as built' as a donation to the Parks Department.

The playground installation went well, Terry's meeting with Jeff Sienna of MIAA has been re-scheduled for Friday, May 13th. The area around the playground will have to be made accessible as it is covered with sand right now. After meeting with Jeff, Terry will draft a letter to 'My One Wish' regarding making the playground equipment accessible to all. The remaining playground equipment will be put in to storage until volunteers can install it at the Kids Korner Playground. Terry will check with Dick regarding where the equipment can be stored.

A.J. discussed the work at the portable classroom; Terry will contact the Building Inspector to see that it meets specifications for handicapped accessibility and that it is up to code. The cub scouts beach clean up has been changed to Saturday, May 14th; and they have volunteered to also take care of the area around the classroom. A.J. will go down to the beach Saturday and help out. Terry will get pricing for an 18' x 30' canopied structure for use by the recreation program. She will contact Dick Joiner and have him measure the area behind the classroom to see if it will fit there.

The Babe Ruth Field was discussed and should be completed as soon as possible. A.J. motioned that we put it out for bid to finish the Babe Ruth Field, Joe 2nd, approved. Terry will get with the Selectmen's Office to do so. Joe stated that the football and soccer booster clubs, requested 100 yards of the screened loom, to be used for the Miscoe Field. A.J. motioned to allow the football/soccer booster club to remove 100 yards of screened loom from the Babe Ruth Field to be laid at the Miscoe Field, Joe 2nd, approved.

A.J. motioned to adjourn the meeting, Joe 2nd, approved, meeting adjourned at 7:00 pm.

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Minutes

Wednesday, May 18, 2005

Attending: Karen O'Brien, A.J. Byrne, and Joe Flaherty

Guests: Sgt. Brian Massey

A.J. motioned to approve the previous minutes, Joe 2nd, approved.

Sgt. Brian Massey, Mendon Police Dept., stopped in to discuss the restrooms at Memorial Park. There has been a problem with individuals propping the doors open and making a mess inside the restrooms after the park is closed. Dick will be notified to re-set the timer from 10:00 pm to 8:30 pm, depending on when the basketball teams are finished playing.

A.J. motioned to approve the purchase of two (2) 18' x 30' canopied structures for use by the recreation program, Joe 2nd, approved.

Chris Hadfield, Mendon Men's Soccer League, filed a field use request for the use of the Soccer field on Colonial Drive, for Monday and Wednesday evenings at 6:00 pm, begins June 6 until August 31, 2005. The Bethany Assembly Academy requested the use of Memorial Field on Monday June 13, 2005. A.J. motioned to approve the field use of the Mendon Men's Soccer League, pending receipt of their proof of insurance certificate, Joe 2nd, approved. The Bethany Assembly Academy must submit the time period, the reason for the request, and proof of insurance prior to June 1, 2005, at which time the application will be reviewed.

Terry needs to submit a letter to Tony Brenna with "My One Wish" to request the completion of the playground by them with a copy to Maggie Hood as well.

A.J. motioned to adjourn the meeting, Joe 2nd, approved, meeting adjourned at 6:20 pm.

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Wednesday, June 1, 2005

Attending: Karen O'Brien
Staff: Terry Duplin

The Wednesday, June 1st meeting was cancelled due to no quorum. Karen and Terry discussed the Bethany Christian Academy's request for Field Use was approved, as there were no conflicts. Joan Siska with the Mendon-Upton School District applied to use the field and was approved, as there were no conflicts. Gordon Scott, Mendon Jr. Baseball/Softball League was approved for their summer league (w/the exception of June 19, July 11, 17, & 18, and August 1) pending the field usage fee. John Accica, Warriors Club Softball applied to use the field from June 5-August 28 (with the exception of June 19) approval was granted pending receipt of the Certificate of Insurance and the field usage fee.

Karen and Terry discussed the letter to Tony Brenna with "My One Wish" to request the completion of the playground by them with a copy to Maggie Hood. The letter will be completed this week. Terry will also send letters to Joyce & Dan Gilmore regarding their wish to install a bang board for the tennis courts. Also, one to Fred Lapham with Shea Engineering, thanking him and Shea Engineering for their donation and letting them know we are working on a means to demonstrate our appreciation for all they've done.

Terry will coordinate with the Recreation Program Director to purchase two-way radios, and purchasing supplies for both the program, snack shack, and lifeguard shack.

Terry will coordinate the donation of furniture for the recreation program with A.J.

The meeting ended at 5:30 pm.

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Wednesday, June 15, 2005

Attending: Karen O'Brien, A.J. Byrne, Joe Flaherty
Staff: Terry Duplin, Dick Joiner
Guests: Lawney Tinio

A.J. motioned to approve the May 18, 2005 minutes, Karen stepped down and 2nd, approved.

Dick came in to update the commissioners. The timer for the new bathrooms has been changed to 7:00 am to 10:00 pm during the week and 7:00 am to 8:30 pm on the weekends, due to the games being played at the field. Dick suggested an officer go by the bathrooms within a half an hour after the timers shut off. There have been teenagers jamming the doors open and making a mess inside the facilities in the evenings. Dick purchased two weed whackers for the maintenance crew and a new toolbox. Carol's display of flowers on the towns' islands received many compliments.

Lawney Tinio, Selectman, asked how everything was going and to discuss some phone calls he had received. Issues included whether there was a swimming lesson registration form, when the beach was opening, and complaints from last year involving the cleanliness of the bathrooms at the beach and undercooked food. Also discussed were issues involving the completion of the playground at the beach from 'My One Wish', and requests from last year for the Parks Dept. to take over the maintenance and usage of the Clough soccer field. Carol has been given the responsibility of maintaining the bathrooms each morning and SafeServ certification has been implemented at the Snack Shack. The playground needs to be made handicapped accessible by installing regulation 'flooring' to allow wheelchair access. As discussed previously with Jay Byer, the Clough field will not be taken over for this year. It will be looked at again in the fall.

Terry received a complaint from Karen Bridges regarding the Colonial Field usage over the weekend, after she had been informed there were no more weekend games scheduled until fall. The Soccer League had a make-up game that one day, there are no more games scheduled at this time, Mrs. Bridges was informed of the situation.

Terry is in the process of completing the bid requests for the completion of the Babe Ruth Field and should finish within the week.

Joe discussed having the recreation program registrations pre-paid for the last two or three weeks due to a high volume of individuals canceling at the end of the season last year. Terry discussed the program director's desire to allow all seasonal employees a free pre-designated meal at the snack shack this season. It was determined that the jr. counselors and snack shack personnel could eat for free and all others would pay half price.

A.J. will attend the special town meeting on June 27, 2005. A.J. motioned to adjourn, Joe 2nd, meeting adjourned at 6:19 pm. The next meeting is scheduled for Wednesday, June 29, 2005 at 4:30 pm.

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Wednesday, June 29, 2005

Attending: Karen O'Brien, Joe Flaherty

Staff: Terry Duplin, Anthony Gonzalez

Guests: Lauren Lukas, Christine Horn, Carol O'Brien, Kristin Martell, Anna Morin

Joe motioned to approve the previous minutes, with the exception of the times stated for the restroom timer. The timer should be set Monday-Sunday from 7:00 am-8:30 pm. Karen stepped down and 2nd, approved.

Lauren Lukas, Christine Horn, Carol O'Brien, Kristin Martel, and Anna Morin attended to discuss the following issues:

- 1) The landscaping at the beach being in poor condition. Such as a trash can laying on the ground upside down, the weeds out of control, large boulders in the way of children, and rusted volleyball bases left beside the beach house.
- 2) A broken piece of playground equipment.
- 3) Could we get stamps for individuals going into the beach for public swimming? Who is checking on the individuals who have paid? Are ID's being checked from individuals purchasing daily and/or family seasonal passes?
- 4) What is the number of students allowed per swimming lesson? Why are there lifeguards just standing around during lessons? The lifeguards are not paying attention and should be separated and should utilize the lifeguard chairs.
- 5) Are there regulations on how many swimmers there should be at the beach? What is the number or percentage of lifeguards to swimmers?
- 6) If flowers are donated, can the Parks Dept. provide loom?
- 7) There is a broken picnic table that is not used and rusty chairs, can these be removed?
- 8) When are we going to finish the playground and landscaping at the Beach?

The trash can, volleyball bases, weed control, ID checking, stamps for patrons, and the lifeguards standard operation procedures were addressed prior to the meeting. Anthony will check to ensure the new procedures are continued. The number of students per level is 15-25. The number of swimmers per lifeguard is 25-1, per the American Red Cross Regulations. Anthony will take care of the picnic table and chairs. Terry will look into getting some loom. A letter has been sent to My One Wish and Maggie Hood regarding the completion of the playground at the beach. Lauren Lukas suggested re-sending the letter certified mail.

Joe motioned to change Terry's hours for the summer accordingly; Monday 8:30am-2:30pm, Tuesday 2:30pm-4:30pm, Wednesday 1:00pm-5:00pm, Thursday 1:00pm-5:00pm., to begin immediately until September 1st. Karen stepped down and 2nd, approved.

Joe motioned to set the Family Season passes to \$45 for residents, \$90 for non-residents with a limit of 6 family members per pass; and the Daily passes to \$2.00 for residents per person, and \$4.00 for non-residents

per person. Individuals that do not have their ID available will pay the non-residents fee. Karen stepped down and 2nd, pending a check on the state/town regulations regarding pricing for residents/non-residents, approved.

Anthony discussed recreation and beach issues to include:

- 1) 4 freezers broken down in the snack shack
- 2) Broken screen at the snack shack counter, can we possibly replace this with a sliding glass opening?
- 3) There is limited access on the phone line at the portable classroom. Calls can be received but not made out. Can we possibly get full access on the phone lines with the use of a password?
- 4) There are circuit breakers blowing inside the snack shack due to the high electricity usage.
- 5) There have been complaints about the weeds in the right side of the beach and leaches, possibly get salt blocks for leaches and rake out weeds
- 6) Possibly have a Pepsi/Gatorade machine up at the field? To be discussed at a later date.
- 7) They would like to make some purchases:
 - a) A wagon for toting lunches etc.
 - b) A box for admissions, with tickets for passes
 - c) A suggestion box
 - d) A safe for overnight and a money box for admissions
 - e) Temporary grills and possibly hot dog machine
 - f) Paint, brushes, sandpaper and scrapers for beach house and snack shack

Joe would like the state guidelines checked regarding a minimum age for individuals working with children at the recreation program.

Terry will send a letter of approval to Susan Ethier, Fresh Air Host, regarding free passes at the beach for individuals volunteering to host inner-city children in their homes.

Joe motioned to adjourn; Karen stepped down 2nd, meeting adjourned at 7:02 pm. The next meeting is scheduled for Wednesday, July 6, 2005, 2005 at 4:30 pm.

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Wednesday, July 6, 2005

Present: Karen O'Brien, A.J. Byrne

Guests: Bob Duplin

Staff: Terry Duplin

After reviewing the previous minutes and discussion, A.J. motioned to accept the previous minutes with the exception of the change in times for the bathroom timers. A.J. noted the reason for setting the times previously from 7:00 am to 10:00 pm during the week and 7:00 am to 8:30 pm on the weekends was due to the basketball games played at the field in the evenings. Karen stepped down and 2nd with the change in the bathroom timers as voted previously at the Parks Commissioners meeting on June 15, 2005, approved.

A.J. suggested that pins be given out to season beach pass holders as opposed to tickets, as other communities have done this and it seemed to work out well. He also requested that more sand be put down at the beach, as there is not enough beach area for patrons. Karen tabled these for discussion for next season.

Karen and A.J. discussed the issue of adding more Jr. Counselors to the Recreation Program and it was agreed that the number of Jr. Counselors would stand as is for this year. In addition further discussion will take place at a later date regarding the possibility of adding additional Jr. Counselors for next years Recreation Program. Due to the lack of a larger enrollment, cut backs have already been made with the paid counselors and snack shack staff as reported by the Program Director

A.J. requested that a discussion take place regarding Terry's hours at an upcoming meeting.

Terry to write a letter to the Mendon Fire Department thanking them for taking the time to inspect our beach facilities and to request an earlier inspection for the coming seasons.

Terry met with Jeff at Vermont Tennis to inspect the tennis and basketball courts, she will be receiving an estimate by the end of the week. A.J. requested that Terry contact Jeff regarding the graffiti on the basketball courts and possible solutions prior to re-surfacing.

A.J. motioned to adjourn, Karen stepped down and 2nd, meeting adjourned at 6:15 pm.