

AJ Byrne, Jr.

Chairman



Joe Flaherty

Sue Barnett

TOWN OF MENDON

Parks & Recreation

Mendon Town Hall

20 Main Street

Mendon, Massachusetts 01756

508-473-0600

Mendonparksdept@comcast.net

Parks & Recreation Commission

Meeting Minutes

Thursday, February 4, 2010

Town Hall

Present: AJ Byrne, Sue Barnett, Joe Flaherty

Staff: Jenn Welch

AJ gave an update on the planning of the Mother and Son Social. The annual Easter Egg Hunt will be held March 27, 2010 with a rain date of March 28, 2010.

AJ gave an explanation of the Master Plan Committee and their goals and functions.

Jenn informed the board that the FY 11 budget was submitted to FinCom.

New 2010 Field Use Request form was approved. All field requests must be submitted on the new form. Jenn will contact all leagues with the new form.

Mendon Youth Baseball and Softball would like to hold a 24 hour charity baseball/softball game from June 12 – 13, 2010. Jenn contacted the police department and let them know of the event. An abutters list will be given to Mike Lynch. He will notify the residents in the area of the game.

At this time we have 1 registration for the February Vacation Recreation Program. We will give it a little while longer to see if there are any last minute registrations.

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**Parks & Recreation Commission
Meeting Minutes
Tuesday, February 16, 2010
11:30 am
Deluxe Pizza**

Present: Joe Flaherty, Sue Barnett
Staff: Jenn Welch

Dannielle Byrne's e-mail in regards to the Kids N' Us 2010 summer program was read and discussed. Field Trips are a great idea provided there is a minimum amount of children who can attend. If not, the trips should be cancelled. Jenn can look into cost of transportation for such field trips. We currently have a limited amount of money for supplies and activities. As enrollment increases, more money would become available. An inventory of the classroom games, sports equipment etc can be done by Jenn and sent to Dannielle. We have not had any success in the past with registrations during events held through out the year. Dannielle can use an hour of time for registrations at the Mother/Son Social to see how it goes. At this time the rate for the program will remain the same as 2009. Joe and Sue would like to meet with Dannielle and find out what her ideas are as well as give her direction and guidance. Jenn will invite Dannielle to the meeting on March 4, 2010.

Meeting adjourned at 1:00 pm.

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Parks & Recreation Commission Meeting Minutes Thursday, March 4, 2010 6:30 pm Town Hall

Present: Joe Flaherty, Sue Barnett, Dan Fluery
Staff: Jenn Welch, Dannielle Byrne

Dannielle presented her thoughts and ideas about the Kids N Us recreation program. She would like to have weekly themes and Field Trips scheduled once a month. The budget is self funded; therefore all field trips should have a minimum amount of children attending to cover the cost. If not, they would need to be cancelled. Dannielle will work on building the program. Any clerical work or phone calls that need to be made, Dannielle will let Jenn know. Advertising was approved for the Crier. Dannielle will work on a small initial ad for the next edition of the crier. New rates for the Kids N Us program were discussed.

Joe motioned to have the new rate be \$155 per week without daily lunch or \$175 per week including lunch, with the daily rate being \$36 without lunch or \$40 with lunch. Sue 2nd, approved.

Dannielle Byrne left the meeting at 7:45 pm.

Field Use Requests were reviewed and approved. Joe motioned to waive the Field Use Fee for Soccer, Sue 2nd, approved.

Beach opening was discussed. The Beach is to open on June 19, 2010. New ropes will be ordered for the lake. A 2 week pass for those who attend swim lessons will be offered right on the registration form. All lifeguards from last year are returning as lifeguards this year. All guards will be treated equally for hours worked with the exception of WSI's.

AJ Byrne joined the meeting at 8:00 pm.

Dan Fluery talked about the 20 X 40 Pavilion the scouts would like to build at Memorial Park. He will be seeking approval and funding from the CPA.

Jenn will contact licensed Septic Tank installers to get a quote to have the septic tank replaced at the Town Beach.

Meeting adjourned at 8:15 pm.

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Meeting Minutes

Thursday, April 1, 2010

Classroom, Memorial Park

Present: AJ Byrne, Sue Barnett, Joe Flaherty, Nancy Macari

Staff: Jenn Welch

The fields were toured to see their condition and make sure they are all set for the upcoming season. AJ pointed out the location of the proposed pavilion to be built by the scouts. Trees will be removed to make room for the pavilion. A path will also be cleared from the bathrooms to Veteran's Park.

Swim lesson fees were discussed. Jenn will look into what other programs charge and bring to the next meeting.

A sibling discount was discussed for the Summer Kids' N Us recreation program. Joe motioned for the fee to be as follows: \$155 first child without lunch, \$140 second child without lunch and \$175 first child including lunch, \$160 second child including lunch, Sue 2nd. Approved. No discount for the daily rate will be given to encourage people to sign up for the entire week. The 2010 registration form, specifically the field trips, was discussed. Some of the cost of transportation will need to be paid for by the attendees. A new form will be made up and posted on the website with a note saying when it was updated. Jenn is to ask Dannielle to make up a flyer to be inserted in the Town Crier.

A ceremony date for the dedication of Veterans Park was discussed. It was suggested sometime in June pending the completion of the plaques. Jenn will check with Alan to see when the plaques will be done.

Sue requested a receipt for the donation of the air hockey table. Jenn will send one to her.

Field Use Requests were looked over by the Commissioners. Jenn is to add Founders Park on the Field Request. A request by Inside Corner Baseball for use of Veterans Field was reviewed. At this time, we are unable to approve use until we have all Town leagues requests as they have first priority. Jenn will contact Softball, Lacrosse and Senior Baseball to see if they have any Field Use Requests. Soccer requested the additional use of Grover Field during April vacation. Sue motioned to approve use from 9 am – 1 pm, Joe 2nd. Approved. A letter from the Mendon Historical Society in regards to replacing the fencing surrounding the Society Museum was read. Jenn will send a letter supporting the idea and letting them know that in the future all requests must come thru the Parks Department first as they have jurisdiction over Founders Park.

The Commissioners would like the office at the Town Hall open for one day with set hours so the Towns people would know when they can come to the office for any information they may need. Jenn will pick one day and post the hours on the website. Setting a permanent meeting schedule for the upcoming season was discussed. The next meeting will be held, Monday, April 12, 2010 at 7 pm at the Parks Building at Memorial Park. Beginning Thursday, April 29, 2010, meetings will be held every other week. Jenn will bring a list of dates so the Commissioners can look over to make sure they are ok.

Meeting adjourned at 9:00 pm.

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Meeting Minutes

Monday, April 12, 2010

Classroom, Memorial Park

Present: AJ Byrne, Joe Flaherty, Sue Barnett, Jenn Welch

Guests: Nancy Macari

Chairman Byrne called the meeting to order at 7:00 pm.

Approve Meeting Minutes/Style and Use of Minutes

- Sue motioned to approve the April 1, 2010 minutes as amended, Joe 2nd.
Approved.
- More detail needed for future minutes

Field Use Requests

- Joe motioned to approve Inside Corner Baseball's field use request at \$35/hr, Sue 2nd. Approved.
- Sue motioned to approve Senior Baseballs summer field use request, Joe 2nd.
Approved.
- Joe motioned to approve Mendon Young Adult Basketball league's field use request with a waiver of the fee pending replacement of the basketball rims, Sue 2nd.
Approved.

Swim lesson fees

- Area swim lesson fees analyzed
- Hold off on increasing fees till after the override

Vegetation at Veterans Park

- 2 pear trees are most likely dead as well as a lot of the plants that were planted by Mr. Meehan. Dick to replace trees in spring. Contact to be made with Mr. Meehan.

Kids N Us Registration/Flyer

- Flyer to be approved at next meeting for insertion in crier.

Veterans Park Ceremony

- Ceremony sometime in June
- Ask Alan to move boulder to Veterans

Beach house repairs: update

- Gary Smith received all funding to begin work on beach house

Parking Lot: grading offer

- Rich Lareau offered to grade the parking lot at Memorial Field

Use of Memorial Field: Open Use during April Vacation

- Pick up baseball sponsored by the Parks Department during the week of April Vacation

Grover Field

- Parking a problem
- E-mail Tom Fichtner concerns about scheduling one game right after another

Dog

- Resident sent e-mail to AJ complaining about treatment received by a parks employee in reference to resident having her dog on the fields
- No dogs are allowed on fields

Meeting adjourned at 9:00 pm.

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Meeting Minutes Monday, April 29, 2010 Classroom, Memorial Park

Present: Sue Barnett, Joe Flaherty, Jenn Welch
Gues: Gordon Scott

Meeting commenced at 7:00 pm.

Approve meeting minutes

- Sue motioned to approve the April 12, 2010 minutes, Joe 2nd. Approved.

Field Use Requests/Soccer Inquiry

- Sue motioned to approve the Field Use request by Mass Madness Fastpitch Softball for available dates, Joe 2nd. Approved.
- Gordon Scott came in for inquiry only on availability of fields for fall soccer. Parking should not be an issue. Any conflicts with use will be resolved prior. Commissioners do not foresee any problems.

Rec Flyer Approval

- No flyer to review. Jenn to send one to Joe for copying for the Town Crier insertion.

Finalize Registration Form

- Kids 'N Us registration form finalized with the exception of fee for Lazerzone. Post to website.

Mowing of the Library

- Can only do what we can. Will try our best.

Junior Counselor Program/Swim Lesson Program

- Update Junior Counselor program with new dates and post to website. Put on website the delay in swim registration until the budget crisis is resolved.

Bonfire at 24 hour game

- Joe motioned to approve AJ's request for a bonfire during the 24 hour baseball game, pending approval from the Fire Department, Sue 2nd. Approved.

Meeting Dates

- List of upcoming meeting dates was looked over. Send to all members.

Veterans Field Dedication Ceremony

- Possible date of June 19th. Alan recommended carving in the large stone for Veteran's Park sign, much like Kimball did. Fabulous idea. Joe will look into it.

Meeting adjourned at 8:15 pm.

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Meeting Minutes Thursday, May 20, 2010 Classroom, Memorial Park

Present: Joe Flaherty, Sue Barnett, Jenn Welch
Guests: Shirley Smith, Mark Reil

Meeting commenced at 7:00 pm.

Approve meeting minutes

- Joe motioned to approve the April 29, 2010 minutes, Sue 2nd. Approved.

Field Use Waiver Request – Baseball

- Joe motioned to split the cost of the sink installation at the concession stand, \$825 credit towards Field Use Fees, Sue 2nd. Approved.

Field Use-Basketball

- Sue motioned to approve the use of the Basketball court by 508 Athletics, Joe 2nd. Approved.

Mark Reil – Beach program

- Mark Reil with the input of Shirley Smith would like to run a couple of children's educational programs at the Beach during the summer.
- We are willing to help with supplies. Great idea. Full support of the Parks.

AJ Byrne, joined the meeting at 8:10 pm.

Parking at Memorial

- Would like to add more parking spaces by cutting into a dirt area near the bathrooms. Maybe Alan can help.

Veterans Field Dedication Ceremony

- June 19, 2010. Time to be announced.
- Speak to Dick Grady about a speech for Jim Grant.
- Engraving of the rock will be done in June.
- Joe trying to get in touch with National Guard for the ceremony

Recycling

- Recycling barrels will be put up at the park after the start of the fiscal year. Would need to bring them curbside for pick up.

Budget

- AJ to speak to Dale about possibly keeping the revenue from the beach to pay for the Lifeguards.
- Sue motioned to eliminate the Beach Director Position for the upcoming season, Joe 2nd. Approved.
- AJ to contact Kathy LaFlash of the decision.

Landscaping and sign at Veteran's Park

- Most plants are coming back. Sue making contact with Fasalino, the landscaper, to replace dead plants and stake some trees.
- Check with the Selectmen about the Veteran's Park sign that Kevin Meehan had said he would put in.
- Sue cleaning up and pruning plants tomorrow.

Meeting adjourned at 9:00 pm.

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Meeting Minutes Thursday, June 3, 2010 Classroom, Memorial Park

Present: Sue Barnett, AJ Byrne, Joe Flaherty, Dan Byer, Dannielle Byrne, Jenn Welch

Meeting commenced at 7:00 pm.

Approve meeting minutes

- Sue motioned to approve the May 20, 2010 minutes, Joe 2nd. Approved.

Dannielle Byrne, Rec Update

- Registration packet for all enrollees will be e-mailed once child is enrolled.
- Dannielle to work 20 hours per week.
- Jenn to continue to get snacks for program.
- \$300 budget for supplies for the Kids N Us program. Walmart and Oriental Trading Company can be used. Jenn to open account at Oriental Trading Company.
- Joe motioned to approve Dannielle's request for vacation pay for the work she has done on the program, Sue 2nd. Approved.
- Participation for field trips should come close to covering the cost of the transportation. Open Field Trips to all by putting a sign down at the beach.

Landscaping at Veteran's Park

- Fasolino will not fix the work but will stake the trees.
- Irrigation and Rain Barrells approved for the plantings.

Bathrooms for All Night Game and Basketball

- Timers for bathrooms will be reset to stay open all night for the all night baseball game on June 12, 2010. The parks tent will be used as well. Bonfire approved. Will check with Alan to see if he has wood pallets we can use for the fire.
- Bathrooms will close at dusk for basketball games.

Veterans Field Dedication Ceremony

- Check with both families to see what date works for the ceremony in the early fall.

Old Business

- Remind the baseball association to make payment for the use of the Fields over the summer. Ask for update on installation of the hot water tank.

Meeting adjourned at 9:00 pm.

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Meeting Minutes Thursday, July 15, 2010 Classroom, Memorial Park

Present: AJ Byrne, Joe Flaherty, Jenn Welch

Meeting commenced at 7:00 pm.

Approved the purchase of a new phone for Jenn since hers is old and broken.

Sue entered the meeting at 7:20 pm.

Approve meeting minutes

- Sue motioned to approve the June 3, 2010 minutes, Joe 2nd. Approved.

Reorganization of Parks Board

- AJ suggested a reorganization of the board and someone else take a turn being the chairman. Joe volunteered for the position.
- Sue motioned to approve Joe as the new Chairman of the Board, AJ 2nd. Approved.

Discount beach passes for swim lesson families

- At this time no discount will be offered due to budget issues.

Baseball Summer Fee

- AJ discussed the request from baseball to waive the summer fee in lieu of the replacement of the concession stand door. Jenn needs to ask for an estimate to be brought to the next meeting prior to approval.

Swimming Lesson coverage next week

- Jenn and Caleb Barnett will cover the swim lessons in the morning. Michelle Massey's sister, Erin, will be able to cover when other guards are on vacation.

Veteran's Field Dedication: Date/Time

- Scheduled for September 11, 2010 at 11:00 am. AJ to change date on invitations and send out.

Recreation Program – Reduced Fee Request

- Dannielle already took care of the approval for a child with special needs who will be attending the program in the afternoon. The child is having services at home in the mornings and would still like to attend Kids N Us beginning at noon every day. A half day rate was implemented for the duration of the program.

Updates:

- Irrigation at Veteran's – Supplies have been purchased by Sue and will be completely installed in a few days. Sue will submit receipts for reimbursement.
- Budget - reviewed
- Cardboard Boat Race – All set for next week. Guards will be available to work. The library has kept in contact to discuss any details.

Old Business

- Field trips for the Kids N Us recreation program were again discussed. The number of children attending should come close to covering the cost of transportation. To cut down on the expense of the transportation, renting a 15 passenger van will be looked into rather than a bus. To cover more of the cost, increasing the \$5 additional fee to \$10 should be considered. Jenn to discuss with Dannielle.

Meeting adjourned at 9:00 pm.

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Meeting Minutes Thursday, July 29, 2010 Classroom, Memorial Park

Present: Joe Flaherty, Sue Barnett, Jenn Welch

Meeting commenced at 7:00 pm.

Approve meeting minutes

- Tabled till next meeting. Unable to print/e-mail due to computer problems at the Town Hall.

Well at Beach

- Brodeur pump gave an estimate of \$1200 for the pump and \$700 for a new water tank at the Town Beach. The current tank is too small and causes pump to fail sooner.
- Joe motioned to approve the installation of the pump, Sue 2nd. Approved.

Irrigation at Veteran's update

- The Commissioners toured the drip irrigation at Veteran's Park that Sue put in. Everything looks fabulous.
- The tennis courts and Memorial Field were also looked at. Sue will look into funding for the resurfacing of the tennis courts as well as a pole that is missing on the fence surrounding it.
- Some of the telephone pole benches surrounding the basketball court need to be replaced. Will have Dick take care of that in the spring.

Confirm dedication ceremony for 9/11/10

- Confirmed. No action taken.



Old Business

- Field Trips for Kids N Us program – Due to transportation costs and the time frame, a local trip needs to be found rather than Six Flags. Have Dannielle send suggestions to the Commissioners. For the Lazerzone field trip, rent one passenger van and Brett can drive. That should cover the number of children currently attending.

New Business

- Post summer hours on the Town Hall office door.
- Parking issues in Beach parking lot. Table for next meeting when AJ can attend.
- Closing of the beach – Beach to close on August 29, 2010 at 5 pm for the season. Snack shack will work over the weekend to clean out the shack completely and prep it for the work that needs to be done prior to next years opening.
- Talk to Alan about the feasibility of moving the flag pole to the Veteran's Center field area.

Meeting adjourned at 8:45 pm.



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Meeting Minutes Thursday, September 2, 2010 Classroom, Memorial Park

Present: Joe Flaherty, Sue Barnett, Jenn Welch
Guests: Tom Belland, Peter Reifarth

Meeting commenced at 7:00 pm.

Approve meeting minutes

- Sue motioned to approve minutes for July 15, 2010 and July 29, 2010, Joe 2nd.
Approved.

Shed request at Veteran's Park

- Peter Reiffarth requested to install a shed at Veteran's Park large field (to be known as Tetreault Field) for storage.
- Storage is needed for all as there is no place to put anything.
- Mark Cutler and Dave Wilkinson will do the work in the next month or so.
- Peter will mark with stakes where the shed will be located so the Commissioners can approve the location.
- Do not want to block the view of the future Veterans Park sign.
- Sue motioned to approve the shed, Joe 2nd. Approved.

Fence request for Veteran's Park

- Tom Belland requested the approval of the baseball league installing a permanent fence at the small field at Veterans Park (to be known as Grant Field).
- Black chain link fence with yellow safety on top with a gate in the middle.
- Commissioners feel it is more of a multi-use field and the fence would inhibit the use of other groups.
- Commissioners will walk the field and take a look at the proposed site.
- Tom said the work will begin on the infield of Grant field on 9/13/10.
- A water source will be needed to water the new sod.
- Notification must be given to the Commissioners prior to any work beginning on the Parks fields and/or parks.
- Tom said to send him the names of the Fields and perhaps BVT could make some signs for them.

Field Request process for 2011

- No action taken

Field Use Requests

Men's Soccer
Youth Soccer
Flag Football
Fall Baseball at Veteran's

- Sue motioned to approve all of the above Field use requests, Joe 2nd. Approved.

Dannielle Byrne – Reimbursement

- Went over receipts to find any expenses the Commissioners authorized, or were critical to the program since Dannielle was hired.
- A \$300 arts and craft supply limit was already used on June 20, 2010 at Walmart.
- To be fair, the receipts were looked through for anything unique we don't have that could be used again that the Commissioners were willing to approve.
- The only items we found that fit these criteria were the water guns and Simpsons puzzle.
- The classroom and beach house were searched for these items without any luck.
- Jenn will determine their whereabouts and if they are in the Parks possession and functional we will approve reimbursement.
- Let Dannielle know that she can remove any supplies that she purchased with her own money.
- Once the water guns and puzzle are located, the Commissioners will forward their recommendations to Dale for reimbursement approval.

Veteran's Field Dedication – Details

- September 11, 2010 at 11:00 am.
- Arrive at Main entrance to field near Veteran's Park Stone. Joe will give a small speech. The Tetreault and Grant families will give speeches as well.
- A reporter from the Mendon Town Crier will attend.
- Milford Daily news will do a story for the paper prior to the ceremony.

Budget

- No action taken

New Business

- Minutes to be sent to the Commissioners prior to the next meeting so that they may be reviewed.
- In receipt of Dannielle's folder. Follow up later.
- Sue investigated a grant for the Tennis Court repairs. She went over the grant qualifications.

Old Business

- Make note of the cost of the concession stand door at Memorial Field for possible reduction in the spring baseball field use fee.

Meeting adjourned at 9:10 pm.

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Meeting Minutes Thursday, September 30, 2010 Town Hall

Present: Joe Flaherty, Sue Barnett, Jenn Welch
Guests: Richie Schofield

Meeting commenced at 7:00 pm.

Approve meeting minutes

- Sue motioned to approve the September 2, 2010 minutes, Joe 2nd. Approved

Playground at Park

- Dick Joiner and Alan Tetreault notified Jenn that the playground was in need of repairs.
- Contact playground repair companies to have them come inspect the playground at Memorial Park.

Rich Schofield – Eagle Scout Project

- Richie presented the board with plans to build a 16X16 brick patio at Founders Park adjacent to the Historical Commission for approval.
- Will be used for events such as the Santa Parade and any ceremonies that take place.
- The project has already been approved by the Selectmen and the Land Use Committee.
- Will be funded by the Land Use Committee. Eric Peterson volunteered to excavate and remove materials.
- Work will begin on 10/2/10 and finish approximately one week later.
- Joe motioned to approve the patio, Sue 2nd. Approved.

Old Business

- Jenn will check with Peter to see if he had a chance to mark where the Baseball Commission would like to build the shed at Veteran's Park.
- Notify Dale Pleau that the Parks Department is in receipt of all keys from Dannielle and AJ Byrne. Request that he verify that the Mendon Parks email address has been deleted.

- Dannielle returned some of the arts and craft supplies, but there are still many items missing.
- Recommend no reimbursement for the receipts submitted by Dannielle for the puzzle and water guns.

Meeting adjourned at 8:20 pm.



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Meeting Minutes Thursday, November 8, 2010 Town Hall

Present: Joe Flaherty, Sue Barnett, Jenn Welch
Guests: Brandon Elliot

Meeting commenced at 7:00 pm.

Approve meeting minutes

- Sue motioned to approve the September 30, 2010 minutes, Joe 2nd. Approved.

Brandon Elliot – Eagle Scout Project

- Eagle Scout candidate from Troop 1 would like to build an outdoor fitness center around Veteran's Park.
- Four different exercise stations would be built with post saying how to do the exercise properly.
- Plans were presented to the board. Work will begin in spring 2011.
- Brandon will mark where he would like to build them and notify the board for prior approval.
- Sue motioned to approve proposal, Joe 2nd. Approved.

Field Use Requests

- Edits will be made to the Field Use Request form for the 2011 season. Will be brought to next meeting for approval.

Time Frame – Hiring for the 2011 Season

- Late winter/Early spring

Old Business

- Sue will check on Mulch for delivering and spreading at Veteran's Park.

Meeting adjourned at 8:30 pm.



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Meeting Minutes Monday, December 13, 2010 Pizzeria Uno

Present: Joe Flaherty, Sue Barnett, Jenn Welch

Meeting commenced at 6:00 pm.

Approve meeting minutes

- Sue motioned to approve the November 8, 2010 minutes, Joe 2nd. Approved.

Review Field Use Request Form

- Edits for the 2011 Field Use Request form presented to the Board for approval. Sue motioned to approve form as amended, Joe 2nd. Approved.
- New form will be sent to all leagues so they are aware of the changes and deadlines.
- Sue motioned to approve use for the Fishing Derby by the Lake Nipmuc Association, Joe 2nd. Approved.

Budget

- As instructed, a level funded budget will be entered into KVS.
- Balance for Gift Fund and Damage Fund to be emailed to board.

Old Business

- Mulch for Veteran's Park will need to wait till spring 2011.

New Business

- Part time Recreation Coordinator position for the 2011 Kids 'N Us program to be sent to the schools after the Holidays for posting.

Adjourn

- Meeting adjourned at 8:30 pm.