



TOWN OF MENDON

Parks & Recreation
Mendon Town Hall
20 Main Street
Mendon, Massachusetts 01756
508-473-0600
parkcomm@mendonma.gov

Meeting Minutes Monday, January 30, 2012

Present: Joe Flaherty, Sue Barnett, Mark Reil, Jenn Welch

Guests: Mike Lynch, Tom Belland, Dave Verrone, Tim Beder, Kevin Tempesta

Meeting commenced at 6:30 pm.

Zumba – Deb Fowler Clare

- Proposal for a Zumba class reviewed.
- Mark moved to accept proposal for Zumba, Sue 2nd, approved.
- Jenn will work with her on the logistics.

Field Improvements – Tom Belland

- The Mendon Junior Baseball league would like to do some improvements to the fields as follows:
 1. Move Single A field 5-10' towards Lowell Field.
 2. Add fencing by Single A field.
 3. Build a new exterior stairway to the snack shack.
 4. Rename the field to Kids 1st Field.
- Sue motioned to approve the renovations exclusive of the Field name, Mark 2nd, approved.
- Would like to hold a Day in the Park fundraiser, Saturday, June 9, 2012.
- Sue motioned to approve the fundraiser, Mark 2nd, approved.

Field Use Form

- Updates were made to the 2012 Field Use Form.

Playground/Tennis Redo

- Tabled till next meeting.

Adjourn

- Meeting adjourned at 8:00 pm.

MARK asks to accept proposal Zumba
Sue and Jenn will work w/ her
on logistics.

Zumba Proposal

Town of Mendon - Parks and Recreation Department

What is Zumba?

Zumba Fitness® is a Latin-inspired dance-fitness program that blends international music and dance steps to form a "fitness-party" that is fun and shows results. The program is based in traditional Latin dance steps and incorporates great music, movement, fitness and dance into one workout.

Since its inception in 2001, the Zumba program has grown to become the world's largest – and most successful – dance-fitness program with more than 12 million people of all shapes, sizes and ages taking weekly Zumba classes in over 110,000 locations across more than 125 countries.

Program Elements:

- **Duration:** Most community based programs run for 8-15 weeks and usually to coincide with school schedules (i.e. vacations, holidays, etc.). Each class runs 55-60 minutes.
- **Location:** Many community based Zumba classes use the school gym, school cafeteria, town hall meeting room or community house to hold the classes.
- **Student Fee:** Average area prices for Zumba classes run \$8-10. Most towns have resident prices and non-resident prices (which are higher). Town based Zumba classes are usually lower than average class prices at dance studios or gym, towns typically charge \$4-7 per student per class.
- **Instructor Fee:** For community sponsored Zumba classes, instructors are usually paid a percentage of the student fee. Typical percentage splits are (60-80% to instructor and 40-20% to the community program/recreation department).
- **Number of students:** This depends on size of the location where the class is held. Hopedale and Milford have an average of 30 participants per class.
- **Registration:** In most of the community Zumba classes in the area the recreation department/coordinates collecting the money and registrations and creates a class list of students which is handed off to the instructor. The instructor manages signing in each night. The students prepay for a session (i.e. 8-15 weeks) of the classes. There is no refund for classes not attended.

About me:

I am a licensed Zumba Instructor and also a member of the Zumba Instructor Network (ZIN). I currently work as a regular sub at the Milford Dance Center and also sub at the Community House in Hopedale. I have a background in dance and have a passion for fitness and helping people reach their wellness goals through Zumba.

This chart provides information on how a few surrounding town run their community based Zumba classes.

Town	Length of session	Fee per student	Location	Times
Milford Community Use Program	15 weeks	\$115 for residents/\$125 for non-residents	School Gym	Monday & Wednesdays 7:30 pm
Upton Recreation Commission	15 weeks	\$100	School cafeteria (night) Town Hall (day)	Tuesdays 7 pm Thursday 9:15 am
Medway (Zumba Gold)	6 weeks	\$90	Local Dance Studio	Monday and Wednesday 7:30 pm
Hopedale Community House	8 weeks (Fall, Winter and Spring)	\$15 for residents/\$30 for non residents*	Hopedale Community House	Monday & Thursday 7:15 pm Wednesday 3:30 pm

*Hopedale requires students taking Zumba to purchase a Community House Membership - \$15 for residents a year and \$30 for non-residents

Proposal:

With this information, I would propose the following for the town of Mendon. It is also important to note that currently there are no Zumba Classes listed for the Town of Mendon in the Zumba Instructor Network.

- Pricing: \$49 for an 8 week course starting in March (to allow time to market the program) and aim for a 10 person minimum in order to run the class. Split the revenue 65/35 (instructor/recreation department).
- Dates: Tuesdays t 7:30 (or TBD depending on availability of space).
- Location: TBD someplace with hardwood or tile floor would be preferred - carpet is difficult to teach on.
- Logistics: Instructor to provide sound system and also liability insurance (participants would be required to sign waivers).
- Marketing: Instructor to market the program through Zumba website and social media websites. Mendon Parks and Recreation can promote the class through email, websites, and other regular marketing channels.



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Meeting Minutes Monday, February 27, 2012

Present: Joe Flaherty, Sue Barnett, Mark Reil, Jenn Welch

Meeting commenced at 6:00 pm.

Sue motioned to approve the January 30, 2012 meeting minutes, Mark 2nd, approved.

Field Request – Nick Abruzzi

- Unable to accommodate. No space available.

Day in Park

- Some name ideas: Mendon Park Fest, Mendon Summer Fest and Mendon Fest.

Summer Programs

- Discussed swim lesson fees.
- Contact all former employees.

Parking

- Bounce ideas off of Chief Ernie Horn.

Disc Golf

- Kelly Farm property would be a great spot.
- Great idea for passive recreation.
- Will discuss further at a later date.

Old Business

- Check with Alan about playground repairs and mulch.

New Business

- Met with Board of Selectmen to discuss funding the beach for FY13.

Meeting Adjourned at 9:00 pm.

Joe Flaherty
Chairman



Sue Barnett
Mark Reil

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Meeting Minutes Wednesday, April 18, 2012

Present: Joe Flaherty, Sue Barnett, Mark Reil, Jenn Welch

Meeting commenced at 6:00 pm.

Kids N Us Program

- New forms were presented.
- Program overview along with Field trips was presented.
- Mark motioned to approve fees as follows: \$150 per week without lunch, \$175 per week with lunch, \$40 per day without lunch and \$45 per day with lunch, Sue 2nd, approved.

Sign at Veterans Park

- Sue motioned to approve sign advertisements at Veterans Park, Mark 2nd, approved.

Old Business

- None

New Business

- None

Meeting Adjourned at 7:15 pm.

9/18/12

Mendon Town Beach Swim Lesson Program

Proposal to restructure Swim Lesson Program

Lesson Schedule & Lifeguard Schedule:

We need to hire two guards to work 8:45-2:00 Mon-Fri. These guards will teach lessons. Then another six guards will fill in the other shifts.

The lifeguard schedule will be broken up into three shifts on weekdays. Swim lessons will have three time slots. 9, 10, and 11. They will be 45 min. long with a 15 min. break.

There will be two guards scheduled 8:45-2:00 pm. They will each teach one level of lessons. They will be helped by 2 more guards who will work 8:45-12:00.

At 11:45, the two guards working the long shift will have a 15 min. break while the 2 others clear the beach. At 2pm, two more guards will cover the afternoon shift.

On weekends, there will be three guards. One 11:45-7:00, one 11:45-3:30, and one 3:00-7:00.

To ensure that the lesson program does not lose money there will be a minimum limit on class size. The total payroll costs for 1 session of lessons would be \$1,300.00. We would need a minimum of 25 registrations assuming a resident fee of \$60. We need to increase the fees for lessons.

We should charge some admission fee for the beach. In the past, we charged \$2 and \$5 per person. This is too high. If we charge too much for admissions, people won't buy food.

Here are a few ideas:

\$1 or \$2 for everyone

\$1 resident and \$2 non

\$1 ALL children , \$2 residents, \$3 non.

Free for residents taking into account donations, \$1-2 non. Res.

We could also bring back the 1/2 price after 4pm to get more people later in the days. Or maybe \$1 each after 4pm?

Swim Lessons	
Time	Levels
9:00-9:45	5 & 3
10:00-10:45	4 & 2
11:00-11:45	6 & 1
11:45-12:00	Closed
12:00-7:00	Beach

Weekday Guard Shifts	
Shift	Time
1	8:45-2:00
2	8:45-2:00
3	8:45-12:00
4	8:45-12:00
5	2:00-7:00
6	2:00-7:00
Weekend Guard Shifts	
1	11:45-7:00
2	11:45-3:30
3	3:00-7:00

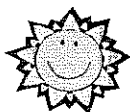
65/75

Propose M-Thur Friday make up

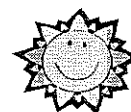
6 hours total lesson time

4/18/12

MENDON PARKS DEPARTMENT
2011 KIDS 'N US SUMMER RECREATION PROGRAM



NEW LOWER RATES



REGISTRATION:

Forms may be found on the Town's web site www.mendonma.gov and at the Town Hall. Completed forms may be mailed to the Parks Department, 20 Main Street, Mendon, MA 01756.

COST:

\$125 per week or \$30 per day (does not include lunch)
\$145 per week or \$35 per day (includes lunch)

All snacks are included in the tuition.
Checks may be made out to the Town of Mendon.
Payments submitted are **NON-REFUNDABLE**.
All payments are due 1 week prior to the week your child will be attending unless other arrangements have been made with the Parks Department.
First weeks payment is due with registration.

AGE:

Ages 6 - 13 years old.

PLACE AND TIME:

Parks Department
Building, Memorial
Park, Taft Avenue.
Monday - Friday
8:00 am - 4:00 pm
June 27 - August 19

ACTIVITIES:

Kickball, Softball, Street Hockey, Daily
Swimming, Arts & Crafts, Reading, Nature
Walks, Tennis, Gator Ball, Elimination, etc...

CONTACT INFO:

Call the Parks Department at 508-473-0600, or e-mail
parkcomm@mendonma.net with any questions.

FIELD TRIPS MAY INCLUDE:

Paw Sox Game, Mini Golf,
Breezy Acres Waterslides,
The Zoo and LazerZone!

9/18/12

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6	2:00-7:00
Weekend Guard Shifts	
1	11:45-7:00
2	11:45-3:30
3	3:00-7:00



4/18/12

Guard shifts:

First 2 are fixed, rest can rotate. I just wanted to make sure everyone would have enough hours.

Guard	Days	Off	Shift	Break	Length	#	Weekly Hours	Total Hours
A	M-F	Sa-Su	8:45-2:00	11:45-12:00	5.25	5	26.25	26.25
B	M-F	Sa-Su	8:45-2:00	11:45-12:00	5.25	5	26.25	26.25
C	Sa	Su-W	11:45-7:00	3:00-3:30	6.75	1	6.75	
	Th-F		2:00-7:00	15-min.	5	2	10	16.75
D	Su	W-Sa	11:45-7:00	3:00-3:30	6.75	1	6.75	
	M-Tu		2:00-7:00	15-min.	5	2	10	16.75
E	Sa	Su-T	11:45-3:30	none	3.75	1	3.75	
	Th-F		2:00-7:00	15-min.	5	2	10	
	W		8:45-12:00	none	3.25	1	3.25	17
F	Su	W-Sa	11:45-3:30	none	3.75	1	3.75	
	M-Tu		2:00-7:00	15-min.	5	2	10	13.75
G	Sa	Su-T	3:00-7:00	15-min.	4	1	4	
	W		2:00-7:00	15-min.	5	1	5	
	Th-F		8:45-12:00	none	3.25	2	6.5	15.5
H	Su	Th-Sa	3:00-7:00	15-min.	4	1	4	
	W		2:00-7:00	15-min.	5	1	5	
	M-Tu		8:45-12:00	none	3.25	2	6.5	15.5

Sue Barnett
Chairman



Joe Flaherty
Mark Reil

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Meeting Minutes **Thursday, August 30, 2012**

Present: Joe Flaherty, Mark Reil, Jenn Welch

Meeting commenced at 6:00 pm.

Current Maintenance Budget

- Review of current maintenance budget.
- Hours needed for the remainder of the Fall.
- Maintenance staff hours from now till the end of the season were set:
2 days a week for 8 hours a day for 4 employees.
2 days a week for 4 hours a day for 1 employee.

Sue Barnett entered the meeting at 6:30 pm.

Old Business

- None

New Business

- Update on Field usage by Inside Corner baseball.
- Request site improvement funding be restored to \$4,000 for goal.
- Inform the board of maintenance staff retirement and the need for replacement.

Meeting Adjourned at 7:30 pm.



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Meeting Minutes Tuesday, October 16, 2012

Present: Joe Flaherty, Mark Reil, Jenn Welch
Guest: Leonard Krygsman

Meeting commenced at 6:00 pm.

Approve Prior Minutes

- Mark motioned to approve the minutes of August 3, 2012, Joe 2nd, approved.

Playground Quotes

- Reviewed all playground quotes received.
- Joe motioned to choose option #2 from O'Brien & Son's for funding purposes at a quote of \$130,000, Mark 2nd, approved.

Recent vandalism to pavilion area

- Contact police about suspect reports and headline being put in the paper.

Maintenance retirement

- Talk to Alan and Amy about a party for Dick and Carol Joiner. Possibly use the Senior Center.

Len Krygsman – WCS

- Discussed drainage issues on Tetreault field. WCS will be putting in drainage hopefully prior to the first frost. Organic top dressing will be done in 1 year.

Summerfest

- Summerfest 2013 terms and conditions were discussed. Agreement to be written and brought to Board for approval at next meeting.

Old Business

- None

New Business

- None

Meeting Adjourned at 8:00 pm.

Sue Barnett
Chairman



Joe Flaherty
Mark Reil

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Meeting Minutes **Monday, November 5, 2012**

Present: Joe Flaherty, Mark Reil, Jenn Welch
Guest: Alan Tetreault

Meeting commenced at 7:00 pm.

Approve Prior Minutes

- Passed over for next meeting.

Summerfest letter approval

- Summerfest agreement was reviewed for approval. Will be sent out to Steve Orff, Summerfest Committee representative.

Maintenance retirement

- Alan joined the meeting to discuss a party for Dick and Carol Joiner. Several suggestions were made. Jenn to follow up on options and catering ideas.

Meeting Adjourned at 8:45 pm.

Sue Barnett
Chairman



Joe Flaherty
Mark Reil

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Meeting Minutes Monday, December 3, 2012

Present: Joe Flaherty, Mark Reil, Sue Barnett, Jenn Welch
Guests: Dan Fleury, Travis (Gametime)

Meeting commenced at 7:00 pm.

Approve Prior Minutes

- Mark motioned to approve the minutes of October 16, 2012 and November 5, 2013, Joe 2nd, approved.

Playground Plans

- Travis from Gametime presented some designs and ideas for the Memorial Park Playground. Travis will meet us at the site at a date and time to be determined to look at the area and submit some plans.
- Dan Fleury gave advice on designs and layouts that he thought would work based on his prior playground installation work.

Meeting Adjourned at 8:45 pm.