



TOWN OF MENDON
PARKS & RECREATION DEPARTMENT

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Meeting Date: 3/13/17
Meeting Location: Mendon Town Hall
20 Main St. Mendon, MA
Minutes Approved: 3/20/17

Members Present: Dan Byer, AJ Byrne, Tom Belland

Members Absent:

Parks Director: Dan Byer

Others:

The meeting was adjourned at 6:35 with Dan and Tom.

Dan reviewed the proposed contract from Diamond for fertilization. He noted the price went up \$20. Also the contract is missing the grub control treatment. Tom agrees we need to do that especially on the back fields. Dan will get an updated quote.

Dan discussed the issue with the Clough Well. He received an email from the school the previous day stating they have gone ahead with the drainage repair around the well. They decided the overflowing well needed to be repaired as it was damaging the field. They are requesting both Mendon Parks and Mendon Upton Youth Soccer pay 1/3 of the cost (approx. \$1,200) Dan explained they spoke with a well installer and there was no way to seal the well and prevent the overflow. This drainage system will divert the overflowing water away from the field.

The commission conducted the following interviews. Commissioners asked each candidate a stock set of questions

1. What is your previous work experience?
2. What is your availability?
3. How many hours are you interested in working?
4. Why should we hire you?
5. What are your thoughts on teamwork, how have you used teamwork in a previous position?
6. How do you take direction?

6:43 – Jack H

The commission interviewed Jack H for the position of lifeguard. Jack explained he has no lifeguard experience but just passed his certification a month ago. His previous work experience is bussing tables in restaurants. He is looking for 25-30 hours and has no vacations planned. He says we should hire him because he is a quick learner, takes his job seriously and is responsible. He feels that teamwork is important and when he worked at the diner he had to work with the wait staff to get the job done.

He has no issues taking direction and will ask for clarification if needed. Jack asked how many hours the shifts are and how the work and Dan explained.

AJ joined the meeting at 6:15

6:52 – Jacob Behrikis

The commission interviewed Jacob Behrikis for the maintenance position. His previous work experience is sticking at Toys R Us. He also has some experience mowing the lawn at his house. He is looking for a more outdoor oriented job and would prefer to work for parks rather than retail. He is looking for as many hours as possible. We should hire him because he is always on time and hard working. He has no issues taking direction from management even if they are close in age. He says teamwork is important to get the best outcome.

6:56 – Molly Gould

The commission interviewed Molly Gould for the rec program position. She is available in the summer and has no vacations planned. She has over 10 years of experience with 4H clubs and working as a youth leader. She has worked with kids for 3 or 4 years volunteering to teach them about animals and farming. She also has waitressing experience but is looking for more hours. She is looking for as many hours as possible up to full time. We should hire her because she is confident in her ability to get the job done. She says team work is important but each individual needs to pull their weight as well. She has no problem taking direction and is not afraid to ask for help if she needs clarification. She is willing to use creativity to get the job done. She has no problem taking instructions from someone younger. She asked about the schedule and hours and Dan explained. She also asked if she would be responsible for disciplining kids. Tom explained we have policies to handle behavior issues. Dan explained that Alan, our rec director, generally handles interactions with the parents.

7:06 – Olivia Onorato

The commission interviewed Olivia Onorato for the Rec program position. She is available as noted on her application with 1 vacation planned. She is willing to work as many hours as are available. She has 2 years of experience working with kids at Just A Wee Daycare. She also has experience caring for younger family members. She worked mostly with the infant and toddler rooms but has some experience with older kids too. We should hire her because she is a hard worker, enjoys her job, and won't call out. She agrees teamwork is important to maintain a positive relationship with coworkers. She would take an issue with a manager to a higher authority if there was a problem.

The commission discussed the candidates. All agree this year we have had exceptional applicants. The commission reviewed the pay rates. Dan explained that minimum wage is up to \$11 so they will have to take that into account. They commission reviewed the lifeguard wages. Tom suggests we offer returning employees \$11.50 instead of \$11.25. AJ would like to know the costs of that. Dan will research and get back to the commissioners.

AJ made a motion to hire the following 11 Lifeguards as the rates specified as follows, all pending clear background checks, Tom seconded and all approved.

Lifeguards - 3/13/2017		
Position	Name	2017 Rate
WSI Lifeguard	Carly Thibodeau	\$12.50
WSI Lifeguard	Julie Cavanaugh	\$12.50
Lifeguard	Noah Puchovski	\$11.75
Lifeguard	Rachel Thibodeau	\$11.50
Lifeguard	Thomas Cavanaugh	\$11.50
Lifeguard	Katelyn Lashley	\$11.50
Lifeguard	Olivia Scott	\$11.75
Lifeguard	Andrew Goyette	\$11.00
Lifeguard	Olivia Charbonneau	\$11.00
Lifeguard	Jacob Fernandes	\$11.00
Lifeguard	Jack Henderson	\$11.00

The commission discussed the snack shack position. All agree Jack is the best candidate for the position. AJ asked about backups. Dan explained Steph with the rec program worked in the shack in 2015 and could fill in. We could also tap Trevor from the Maintenance crew as he has some food experience.

AJ made a motion to hire the following 2 Snack Shack staff as the rates specified as follows, all pending clear background checks, Tom seconded and all approved.

Dan abstained from this vote.

Snack Shack – 3/13/2017		
Position	Name	2017 Rate
Snack Shack Employee	David Byer	\$12.00
Snack Shack Employee	Jack McCarthy	\$11.00

The commission discussed the maintenance crew. Dan reviewed the available hours. All agree it would be better to hire more staff at fewer hours. Dan says they could work 2 or 3 days a week and rotate rather than all 5 days and risk burning them out. Tom asked about Jimmy, Dan explained he has an internship but can work 3 days a week. The commission discussed and decided that it would be better to bring on a new employee rather than someone who is likely on their last season. The commission feels that Luke and Peter are very strong candidates who could one day take over. All agree to offer the position first to Jon Hilton, and then if he refuses, offer it to Jimmy.

AJ made a motion to hire the following 7 Maintenance staff as the rates specified as follows, all pending clear background checks with the understanding that we will offer the position to Jon Hilton first and keep Jimmy as an alternate, Tom seconded and all approved.

AJ Abstained from this vote.

Maintenance – 3/13/17		
Position	Name	2017 Rate
Parks Maintenance Supervisor	Tyler Cameron	\$13.00
Maintenance Crew Member**	James Perro**	\$11.25**
Maintenance Crew Member	Luke Tempesta	\$11.00
Maintenance Crew Member	Peter Pontzer	\$11.00
Maintenance Crew Member	Trevor Byrne	\$11.00
Maintenance Crew Member	Jacob Behrikis	\$11.00
Maintenance Crew Member	Jon Hilton	\$11.00

The commission discussed the rec program. Dan reviewed the pay rates with the commissioners. Tom suggests we pay the returning staff from last summer \$11.50 instead of \$11.25, Dan will research the numbers and let the commissioners know. The commission agrees we want to rehire all the returning employees. Dan says that Katherine and Steph may not be able to work the whole summer due to school conflicts. Dan reviewed and thinks we can offer 4 positions. He explained he would like to staff 6 a day but it depends on enrollment. AJ and Tom agree we should hire as many as we can. All agree that Silvana, Jennifer, and Diana are very strong candidates. The issue is the 4th position. The commission discussed the remaining candidates and agree on Sam Hilton.

Tom made a motion to hire the following 12 Rec Program staff as the rates specified as follows, all pending clear background checks, AJ seconded and all approved.

Rec Program – 3/13/2017		
Position	Name	2017 Rate
Recreation Program Director	Alan DeAngelis	\$18.50
Recreation Program Asst. Director	Jackie Welch	\$15.50
Recreation Program Sr. Counselor	Katherine Machione	\$13.00
Recreation Program Sr. Counselor	Stephanie Morrison	\$12.00
Recreation Program Counselor	Haleigh Mackinnon	\$11.50
Recreation Program Counselor	Paige Murphy	\$11.50
Recreation Program Counselor	Kyle Nocera	\$11.50
Recreation Program Counselor	Matthew Benoit	\$11.50
Recreation Program Counselor	Jennifer St. John	\$11.00
Recreation Program Counselor	Silvana Reid	\$11.00
Recreation Program Counselor	Sam Hilton	\$11.00
Recreation Program Counselor	Diana Richard	\$11.00
Recreation Program Counselor	Emma Crisfield	\$11.00

The meeting was adjourned at 7pm