

Evaluation of Parks, Fields and Recreational Areas Committee Meeting

November 26, 2012, 6:30 PM

Sanford Hall

Medway, MA

Minutes:

Meeting was called to order at 6:35 pm.

Attendance: Robert Reagan, Mark Diebus, Richard D’Innocenzo, Dave D’Amico, Tom Holder, Rob Pearl, Fred Sibley, Glenn Trindade, Ross Rackliff, Bill Seymour (Gale Associates), and Eric Roise (Gale Associates).

Each of the attendees introduced themselves and provided their respective roles during the evaluation process.

Bill Seymour provided the names of the primary contacts at Gale: Eric Roise, Wendy Hawco, and Lindsey Barbee. Tom Holder will be the primary contact at the town.

The Notice to Proceed is being reviewed by Gale’s attorneys and Bill thinks it will be returned to the town by the end of the week.

Bill asked what the committee’s expectations or pre-conceived notions were related to the project. The attendees replied that we are open to any and all suggestions that lead to the betterment of Medway and that there are no pre-set plans or expectations. We will rely on Gale’s expertise and experience in providing the town with a comprehensive long-term plan to meet the demands of active and passive recreational activities and to have the capacity to rest athletic fields periodically. The group then discussed the use of newly-purchased land and 2-3 other plots that could be available for field usage.

Bill outlined what will be needed to complete the project in the timeframe provided in Gale’s proposal, and tasked Tom with providing some of the info:

- Plot plans for the available land in town;
- Create a mark-up of Gale’s Community Perception Survey to suit Medway’s needs;
- Schedule three meetings (tentatively scheduled for December 17, 18, and 19) with field users from the schools, youth sports groups, and private users.

It will be very important to have the cooperation and timely responses from each of the users in order to stay on the timeline.

Bill questioned and the group discussed some specifics from the RFP related to constituents of each field/park/neighborhood. This may not be applicable.

Bill outlined the exact process Gale will follow to finish the project. First, a Facilities Evaluation will be started immediately which will entail a review of safety (sidewalks, backstops, steps, fencing, etc.), accessibility, field serviceability, geometric compliance, turf conditions/demand, and drainage. Gale will recommend near-term fixes based on this initial evaluation. Development of a Base Plan will determine existing and potential sites. A Program Assessment will analyze the town's demographics using the 2010 Master Plan as a guide and will administer a community survey to assist in determining town-wide wants and needs.

The three steps above will lead to Program Evaluation Meetings with each of the youth sports groups, MS and HS athletic departments, school maintenance staff, DPS personnel, public safety officials, and other interested parties.

A Master Planning Program will be formulated after analyzing the information from the Program Evaluation Meetings. Field demand and scheduling, facility needs, priorities, and enhancements will be part of this section.

Finally, a Master Plan and Operations and Maintenance Plan will be formulated and will lay out cost estimates, phasing plans, justifications, staffing, budgets, and best practices.

The timeline was reviewed with a goal of completing the entire evaluation by late February.

Gale will provide Tom with electronic versions of the Recreational Leader Questionnaire.

A Parks meeting will be scheduled for December 19.

The meeting adjourned at 8:25 pm.