

**January 2, 2013
Open Space Committee
Medway Senior Center
Oakland St.
Medway, MA 02053**

BOARD MEMBERS PRESENT:

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	x	X	x	X			
Absent with notice					X	X	X
Absent without notice							

The meeting was called to order by the Chairman at 7:00 pm at the Medway Senior Center.

Comments from the Public:

There were no comments from the public.

Review of the minutes:

On a motion made by Jim Wickis and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from December 4, 2012 with the noted revisions.

Members:

The Committee discussed the status of Glen Murphy and the Committee is comfortable with him attending in April. There are no other members interested in serving as liason from Conservation Commission.

Update on status of Idylbrook PARC Grant:

There is no update on the PARC grant.

Update on status of Amphitheatre Property Plan:

There continues to be more improvement with cutback cuttings at the Amphitheater Property. The goal is to have the brush pile pulled out by the middle of April. There is no update on the parking. Paul will continue to follow-up on this with both an email and telephone call.

There was a suggestion to have April 27, 2013 be the weekend when the installation of the split rail fence can be completed. The parking would need to be completed prior.

The Chairman indicated that she walked the site and did some cutting. There was not a lot of trash observed. There was discussion about clearing near the

swimming rock to create a vista from the water area, up to the river. The Committee agreed that this is a good idea. This would allow for the view of the two scenic spots. Member Wickis will work on this through the winter. There was further discussion about having and creating a natural path on the top of Village St. at the corner which belongs to the town.

Village Street Canoe and Fish Pier Update:

The Chairman will follow-up with Bruce on this issue.

Community Farm:

Member Wickis communicated that the Conservation Commission is in support of having a trail there as long as there is no moving of soil. The intention is to clear brush. This will be completed as an eagle-scout project.

The Committee would like to see signage at this site. It would be helpful to have trail maps with arrows.

Draft of Land Gifting Guidelines:

The Open Space Committee has reviewed the land gifting guidelines. The Committee is comfortable with how the document is worded. The Chairman will follow-up with an email to the Town Administrator.

Budget Update:

The Chairman will submit the budget including money for signage.

Trail Sign:

The Chairman will put signage into the FY2014 budget. The Committee wants consistency with all signs.

Parks and Recreation Review Update:

The Board of Selectmen have initiated this RFP process for the Parks and Recreation review through consultants. The Open Space Committee would like to be part of this process since this is part of the master plan.

The Committee would like to do a site walk at Oak Grove and also at the Briggs property. The Committee will be setting up a date and time in the future.

There was a concern brought up in regard to ATV's at Idylbrook. It was observed that snow mobiles had made a mess. There are no signs posted about ATV's. There was a suggestion about putting up gates.

There was also an observation of the rising beaver dam at Idylbrook. The lodge is enormous. It was suggested that we could put in a diverter. Some of the trails are now wet. This will have to be addressed at some point.

The Chairman indicated that the estimate for the four acre parcel will be ready by the end of the week.

The members reviewed a map of the Open Space parcels in Medway which was created by Member McMallam.

Next Meeting:

The next meeting date is February 5, 2013 at 7:00 pm at the Senior Center, 76 Oakland Street.

Adjourn:

On a motion made by Paul Marble and Pat McMallam, the Board voted unanimously to adjourn the meeting at 7:48 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

**April 2, 2013
Open Space Committee
Medway Senior Center
Oakland St.
Medway, MA 02053**

BOARD MEMBERS PRESENT:

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	x	X	x		X	X	X
Absent with notice							
Absent without notice							

The meeting was called to order by the Chairman at 7:00 pm at the Medway Senior Center.

Comments from the Public:

There were no comments from the public.

Review of the minutes:

On a motion made by Jim Wickis and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from January 2, 2013 with the noted revisions.

Clean-Up Day:

The Clean-Up Day is scheduled for April 27, 2013.

Update on status of Amphitheatre Property Plan:

There continues to be more improvement with cutback cuttings at the Amphitheater Property.

Paul and Pat will build a footbridge at Amphitheater.

There could be a combined kiosk and picnic table.

The Committee discussed that the kiosk (logo). The size will be downsized. The design will be approved by all open space properties in town. This design is being revised and the Design Review Committee will issue a letter with approval. Hopefully this could be approved by next month. The kiosks will be big enough for the designated spots at Idylbrook.

The canoe launch kiosk is premature at this point. We would need to show other landing.

The footbridge and trail is another idea for the eagle project. This is the last key point.

Parking Area:

Paul will follow-up with Fred tomorrow. There was discussion about how do we introduce this in a public type of way. We need to let the public know that this is available. It was suggested that this could be done through literature at town meeting. Another suggestion was to put up a picture for the website and place an article in the local paper.

Jim would like to develop a trail map and guide and print. This will provide a description of what would be seen when they walk around. There could be a holder at the sign. It was suggested that this could be also left at the library.

The seniors are starting a walking trail group. It would be great to include our paths. It was recommended that someone call friends of the elders and let them know about out trails.

Canoe Launch RDA:

The Committee was informed that the original order of conditions need to be registered. Glen will follow-up with Bruce.

The Chairman thinks that the order needs to be redone since it notes the Town of Westwood.

Once the work on this is completed, there will need to be a certificate of compliance prepared.

Bruce will contact the State and let them know about the Order of Consitions. The project will then need to go out to bid.

Community Farm Trail:

The Committee discussed having some work days at the community farm trail. The Committee viewed some disks which will be used for markings. The Committee further discussed purchasing 50 disks for \$100.00. These are made of aluminuim. This is an easy marking project. Mike will follow-up on how the design is progressing.

Park Survey Results:

Mike communicated that there will be a draft with maintenance plan for park. This will include short term goals. This will be completed by the end of the month. There will also be a finalized report. A presentation will be provided. There were some preliminary results of the survey. This is still on the website. Tom noted that this will assist with the FY2014 budget.

The Committee reviewed the survey information. The Committee wants to see the demographic data.

The Committee communicated that the Wicket Property would be great for bicycle trails.

Bruce noted that one thing he noted missing from survey were handicap facilities.

Mike will let the members know when the presentation will take place.

The Committee is in receipt of an email from Pat relative to having a fishing derby for the 300th Committee. The Committee thinks this is a good idea and go ahead with it.

Railtrail Meeting in Milford:

Paul attended a railtrail meeting in Milford. It was very informative. He communicated that we have a regional coordinator for trails in the Metrowest. Paul will get his name. He has a list and map of all trails biking, walking, in MA. There was a packet presented on the trails throughout Massachusetts. Paul will send to all. Milford trail.org.

Bruce provided a map with the open space parcels through town.

Next Meeting:

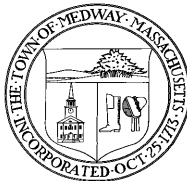
The next meeting date is May 7, 2013 at 7:00 pm at the Senior Center, 76 Oakland Street.

Adjourn:

On a motion made by Paul Marble and Pat McMallam, the Board voted unanimously to adjourn the meeting at 7:48 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary



Town Of Medway Open Space Committee

155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
Bruce Hamblin
Patrick McHallam
Glenn Murphy
Mike Francis

Meeting Minutes on May 14, 2013

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	x	x	X	x	x	x	x
Absent with notice							
Absent without notice							

The meeting was called to order at 7:00 pm by the Chairperson, Tina Wright.

Amphitheatre Property Plan:

The Committee indicated that there was a lot of debris and trash at the Amphitheatre.

There needs to be follow-up with Fred Sibley regarding the parking. The Committee would like to do some more work in June with possible a drainage ditch and small pipe. This will need to go to Conservation Commission. Member Murphy will follow-up with the Conservation Commission. Member Francis will follow-up in relation to Senior Service. Town Counsel will need to be contacted about the boundary.

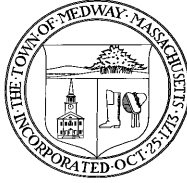
Village Street Canoe and Fish Pier Update:

The Committee was informed that this project will start as soon as the funds become available.

Walking Trail at Medway Farm:

The trails are walkable. The Committee is still waiting for signs. There will need to be a maintenance plan in place on how and who will maintain this. There also needs to be discussion about the funding .

The Committtee wants to prioritize properties twchich may be acquired. The Committee wants to look at first priorities and second priorities. The Trail study was completed.



**Town Of Medway
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155 Village Street
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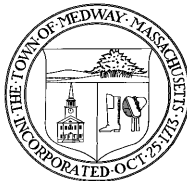
Tina Wright will draw up a tactical plan.

At 8:25 pm, Glenn Murphy made a motion that the meeting be adjourned, seconded by Pat McHallam. All voted in favor of this motion.

The next meeting of the Medway Open Space Committee will take place on Tuesday, June 6, 2013, at 7:00pm at the Senior Center.

Respectfully Submitted,

Amy Sutherland



**Town Of Medway
Open Space Committee**
76 Oakland Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
Bruce Hamblin
Patrick McHallam
Glenn Murphy
Mike Francis

**Meeting on Tuesday, June 4, 2013
At 7:00 pm.**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	x	x	X	x	x	x	x
Absent with notice							
Absent without notice							

The meeting was called to order at 7:00 pm by the Chairperson, Tina Wright.

Minutes:

May 14, 2013:

The minutes from the May 14, 2013 meeting will be voted on at the next meeting.

Amphitheatre Property Plan:

Member Wickis showed the members various perennials from the Amphitheatre. This area was recently mowed. Member Wickis met with Fred Sibley and Karen the Conservation agent at the site to discuss the parking. There is enough room for four parking spaces. The conservation agent is comfortable with what is being proposed. Fred will put in the gravel. Member Marble will follow-up with Fred about the start date for this.

It was also suggested that a small bridge be put in instead of a drainage pipe. There may be an eagle scout who could construct this bridge. Member Marble informed the committee that he will meet with the superintendent of schools about having the seniors do community service at the Amphitheatre Property.

Member Murphy will contact legal counsel in regards to the access property and to get clarity about parking.

The Committee would like to have residents stop using this area as a dumping ground.



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76 Oakland Street
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Walking Trail Community Trail:

There was an update on the Community walking trail. The Committee discussed setting up a time to pull the poison ivy. There was a recommendation to get some wood chips. The trail needs markers. The kiosks are planned for the parking lot. The eagle-scout is looking for sign off on this project. The markings will need to be put in place. The Community farm is looking for more planting areas. There was a recommendation to have five pressure treated posts installed.

The signs have not been finalized by the Design Review Committee.

Village Street Canoe and Fish Pier Update:

The Committee was informed that all necessary forms have been submitted. We are waiting for the State to begin. The Town of Medway is second for project completion. The Town of Dedham is before us.

CPC Funding:

The Committee discussed going to CPC about getting funds to create a brochure for the trails. Member Marble will provide Member Wickis with a schematic overlap map design.

The Committee would also like to explore getting money for 32 pressure treated posts for the various sites.

Idlybrook Trail:

The trails at Idlybrook need some work. Photos were shown of the logs which were placed in the water. This is a conservation issue.

Walnut Property:

The Chairman will place a phone call to Darcy in regards to the Walnut property. The map was reviewed. There are 50-60 acres on site.



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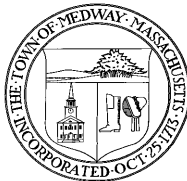
Tina Wright, Chairman
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Glenn Murphy
Mike Francis

At 8:45pm, Glenn Murphy made a motion that the meeting be adjourned, seconded by Pat McHallam. All voted in favor of this motion.

The next meeting of the Medway Open Space Committee will take place on Tuesday, July 2, 2013, at 7:00pm at the Senior Center.

Respectfully Submitted,

Amy Sutherland
Secretary



Town Of Medway Open Space Committee

155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
Bruce Hamblin
Patrick McHallam
Glenn Murphy
Mike Francis

Meeting Minutes on September 3, 2013

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	x	x	x				x
Absent with notice							
Absent without notice							

The Chairman called the meeting was called to order at 7:13 pm.

Reorganization:

Nominations were taken for the Chairman of Open Space Committee.

Chairman:

On a motion made by Paul Marble and seconded by Jim Wickis, the Committee voted unanimously to nominate Tina Wright as the Chairman of Open Space Committee.

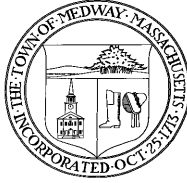
Vice Chairman:

On a motion made by Tina Wright and seconded by Paul Marble, the Committee voted unanimously to nominate Jim Wickis as the Vice- Chairman of Open Space Committee.

Clerk:

On a motion made by Tina Wright and seconded by Mike Francis, the Committee voted unanimously to nominate Paul Marble as the Clerk of Open Space Committee.

The Committee discussed getting refocused and possibly putting together teams to complete various tasks. There was a suggestion to have a group such as Friends of the Trail Committee. The Committee discussed that there were various items which the Department of Public Service agreed to assist in regards to maintenance of various sites and this has not taken place. It was recommended to come up with a list of all the sites which need maintenance along with a



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calendar and provide this to DPS with follow-up. The Committee is still in need of crushed stone for the Ampitheatre and also posts. The Town needs to take some ownership in assisting with the maintenance.

Mike explained that the report from the fields study was extremely informative. Part of the plan was to have quarterly meetings. The Open Space Committee would like to be included in this part of the planning. The Open Space Committee would like to be the advocates for this.

There was a suggestion to have a joint meeting with Parks and Recreation to discuss the report and the various aspects of the active and passive recreation.

Amphitheatre:

The Committee is still trying to get the parking lot completed. Member Marble has put various calls into Fred Sibley.

The Committee would like to have a work day in October.

Member Marble will contact the school about having the students do community service.

Walking Trail at Medway Farm:

The trails are walkable. The Committee is still waiting for signs. There will need to be a maintenance plan in place on how and who will maintain this. There also needs to be discussion about the funding .

The Committtee wants to prioritize properties which may be acquired. The Committee wants to look at first priorities and second priorities. The Trail study was completed.

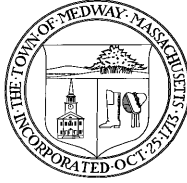
Tina Wright will draw up a tactical plan.

Kiosks:

The design for the Kiosks did go to the Design Review Committee. It was suggested by Jim to send an email to the Conservation Agent to make sure it is ok to place these in the specified areas. There will need to be a materials estimate so the Committee can go to CPC for funds.

Tasks to Complete:

Telephone: 508-533-3291
Email: openspacecommittee@townofmedway.org



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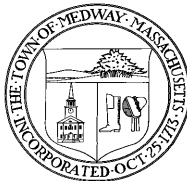
- **Parking Lot Amphiteater**
- **Kiosks**
- **Maintenance Plan for open space areas**
- **Posts**

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the Committee voted unanimously to adjourn the meeting at 8:50 pm.

Respectfully Submitted,

Amy Sutherland



Town Of Medway Open Space Committee

155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
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Patrick McHallam
Glenn Murphy
Mike Francis

Meeting Minutes on October 1, 2013

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present		x	x	x			x
Absent with notice							
Absent without notice							

The Vice Chairman called the meeting was called to order at 7:10 pm.

Amphitheatre Parking Lot & Bridge:

The Committee was made aware that the eagle-scout project was completed and the bridge is safe for crossing. The Town consultant performed an inspection. The bridge is not ADA compliant.

Website:

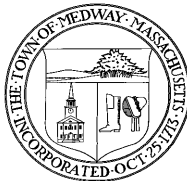
Member Marble will have a meeting with the IT representative for the Town to provide the trails as part of the service engine. He is planning on setting up a meeting for the first week of November.

Tentative Work Day:

The Committee would still like to have a tentative work day on October 19, 2013. The parking area is almost completed. The funding for fencing was approved.

Projects:

There was discussion about finishing the stairs at the amphitheatre. This would include four 8x8 timbers for six steps. The total for this project would be \$300.00.



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CPC Items:

There was discussion about the materials needed to complete various projects.

1.	Posts (20) Farm, Idylbrook, Amphitreatre	\$400.00
2.	Trail Markers (50)	\$100.00
3.	Kiosks (4) (plywood, plexiglass, roofing shingles, 4x6 posts)	\$1600.00
4.	Timbers 8 x 8 or 10 x 10	\$ 300.00
		Total: \$2,300.00

Village Street Sidewalk:

Member Francis presented pictures of the sidewalk near the police amphitheatre. The compaction is very soft. The Committee is in agreement that these need to be reinforced. The Committee would like Glen to follow-up with the Town Counsel in regards to being able to work on this area due to conservation issues.

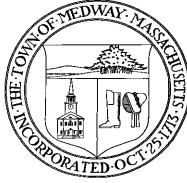
Member Wickis will follow-up with the Chairman on this.

Parks and Recreation Meeting:

There will be a Parks and Recreation meeting on October 30, 2013 at 6:30 pm. Member Francis will be attending this meeting. There was discussion about having a representation from Open Space at the meetings.

Gail Report:

Member Francis attended a meeting on the Gale Report recommendations and which of the options will be implemented. It appears that the committee is favoring the high school option. Member Francis did bring up to the committee the need for trails. The trails were not shown on the plans but after Mike spoke with the committee, it was recommended that the corridor and the connectability of side trails be shown. It was also mentioned that there should be a line item to



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indicate the budget with a trail component. The plans will be finalized in the next week. The financing is being explored.

The Committee thought it would be beneficial to have a town wide trail reference with guide. This could be placed on the website. Member Wickis presented a map which referenced the various trails throughout town.

Tasks to Complete:

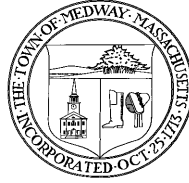
- **Get on Board of Selectmen agenda to present maintenance plans.**
- **CPC funding for \$2,300.00.**
- **Maintenance Plan for open space area provide to DPW Director**

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the Committee voted unanimously to adjourn the meeting at 8:50 pm.

Respectfully Submitted,

Amy Sutherland
Approved November 2013



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
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Patrick McHallam
Glenn Murphy
Mike Francis

Meeting Minutes on November 5, 2013

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	X	x	x	x			x
Absent with notice							
Absent without notice							

The Vice Chairman called the meeting was called to order at 7:10 pm.

Acceptance of Minutes October 3, 2013:

On a motion made by Jim Wickis and seconded by Paul Marble, the Board voted unanimously to accept the minutes from October 3, 2013 were accepted with revisions.

Grant:

Member Wickis will be working on a grant application for parks and trails. He attended a meeting with the State regarding the types of grants which are awarded. The deadline for submittal is February 2014. The grant is for \$50,000. It was suggested that the grant which was submitted in the past could be used as a template. The Committee felt it was important to include multi-use areas within the grant submittal. It was suggested to use access point off of Village Street. The grant could include walking, picnicking, fishing, and canoeing. Another suggestion was to include the big connector trail at Briggs. Another suggestion was to finish the Ampithearte. There was discussion about the river map could be worked into the grant. There was a river highlight shown and created by Pat from the last meeting. We could do an intertown collaboration.

Sidewalk Village Street:

Member Francis shared color renderings of the sidewalk. It was suggested that this be contracted out due to the slope. This may need to be engineered. The committee does not want this to be wood.



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The Chairman Tina will get the old grant application from Consultant Carlucci.

Maintenance Plan:

Member Marble will go to the Board of Selectmen to discuss the maintenance plan of the Open Space areas. The goal is to have the town put this as a budget item within the DPS budget.

There was discussion also about the DPS making the kiosks for the various open space areas.

Amphitheatre project:

The Committee was pleased that the DPS completed the work on the parking lot at the Amphitheatre. There is no handicap sign but there are a total of three spaces. Fred Sibley indicated that noted he would like to can expand to four spaces. The next task would be to install the split rail. The grass seed was planted.

The Committee discussed that a sign for handicap cannot be installed since it does not comply with the standards. The trail is not ABA compliant but the lower part of the trail could be could included in the grant as being ABA compliant.

Public Announcement about Amphitheatre:

The Committee discussed completing a hand out at town meeting which would show the open space parcels. This could include maps and directions.

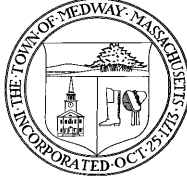
Member Marble and McHallam will meet with IT staff to get maps and links on website.

Member Wickis and McHallam will are creating something for town meeting.

Open Space and Trails Update pamphlet:

List of trails maps:

- Choate
- Idylbrook
- Ampitheatre
- Things to come wound include: canoe launch, Brigg trails and farm trail.



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Maintenance Items:

Member Marble wanted to go schedule a time for maintenance at Idlybrook. There needs to be some trimming back of branches. This work could be done in an 1 ½ hours. There are also some briars which need to be removed. An email will be circulated to set up a date and time.

Member Francis was not able to attend the Parks and Recreation meeting due to illness, but will try to attend the next meeting.

Some of the Committee members would like to attend the next CPC meeting.

Tasks to Complete:

- **Get on Board of Selectmen agenda to present maintenance plans.**
- **CPC funding for \$2,300.00.**
- **Maintenance Plan for open space area provide to DPW Director**

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the Committee voted unanimously to adjourn the meeting at 9:00 pm.

Respectfully Submitted,

Amy Sutherland