



Town of Medway
Board of Park & Recreation Commissioners
155 Village Street
Medway, Massachusetts 02053
(508) 533-3275 508-321-4985 (Fax)

Ross Rackliff

Sean Murphy

Paul S. Mahoney

Meeting Minutes
April 27, 2016
Medway High School

In attendance:

Park Commissioners: Ross Rackliff, Sean Murphy, Paul Mahoney

Other: Shirley Bliss, Emily Towle

Youth Group Representatives: Cheryl Richardson, Lyle Core (Medway Soccer), John Farrell, Bill Hoye, Jean Garvey,

The meeting was called to order at 6:37 pm.

Approval of Meeting Minutes- 03/30/2016

A motion was made by Mr. Mahoney to accept the 03/30/2016 meeting minutes as amended, motion was seconded by Mr. Murphy. All were in favor.

✚ **Mini Libraries-** It will be a semi-permanent installation. The project team will be responsible for the operation and maintenance of the libraries. Mr. Mahoney stated that some layout changes might happen at Choate Park in the next few years. Commissioners unanimously supported the project idea.

A motion was made by Mr. Mahoney to install two mini- libraries at Choate Park and get approval from Mr. D'Amico before ground breaking, seconded by Mr. Murphy. All were in favor.

✚ **Memorial Bench-** Ms. Gina Gardy attended the meeting. Her son passed away few years ago. She intends to donate a bench to the town. Commissioners expressed their support to the idea. Mr. Mahoney agreed to discuss the project with Ms. Tina Wright. Mr. D' Amico stated that anything within 25" of the creek is not allowed.

A motion was made by Mr. Murphy to accept the bench donation from Ms. Gardy, seconded by Mr. Mahoney. All were in favor.

✚ **Tractor purchase for Turf fields-** Mr. Mahoney narrowed his research to ZENTRAC. They specialize in snow blower equipment and the tractor weighs around 1400lbs. Pre- approved monies will be used for the purchase.

✚ **Parking at Turf fields-** Members discussed the issues associated with parking at the turf fields. Discussion included having some signs to regulate parking around the fields and if needed take the help of Medway Police Department. It was agreed that the issue should be dealt with the posting of signs first before making any further decisions. Ms. Bliss will also send an email to all groups that have rented the fields



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and inform them of the parking issue and about the fines that will be levied if rules are not followed.

Cassidy Concession Stand Work- Currently the concession stand is allowed to operate with the current configuration. They are working towards irrigation control. Automatic frying machine is currently being used to fry food. Current hood on the grill does not extend and is posing a fire hazard. Town has informed them of this and they agreed to make remedies to correct the situation. It was agreed that a new hood will be purchased by the next season.

Open Discussion-

1. There was discussion about lighting at the fields. Discussion included installing an automated system, give keys to the groups to on and off the lights, to pay the night janitor for over time. Mr. D'Amico suggested hiring a person to do this task instead of paying overtime.
2. Guidelines for the fields: Mr. Rackliff stated that concrete usage/cancellation policies should be established and implemented. Discussion included a recent last minute cancellation by the lacrosse group. Commissioners stated that the group should be charged a fee since it's a last minute cancellation. Ms. Bliss will send the draft usage/cancellation policy language to the members.
3. ASBA Application- Mr. D' Amico gave an update to the Commissioners. Turf fields will be a candidate for applying to these funds.
A motion was made by Mr. Mahoney to approve the Town to apply for the ASBA 2016 award application to update the turf fields, seconded by Mr. Rackliff. All were in favor.
4. Ms. Bliss asked the Commissioners about amounts to be collected for events. It was discussed that 50% payment should be made during the time of booking and the remaining before the event.
5. There was discussion about the fields getting very dark when the lights are off by 10:00PM. Ms. Bliss will send emails to the groups renting the fields. She will alert them to the fact that the lights will go off by 10:00PM.
6. Commissioners asked Ms. Bliss to put together the schematics of the emergency plan.
7. Mr. Mahoney informed that the Town Administrator presented the Choate, middle school, and Oakland field renovation projects to the Board of Selectman.
8. There was a question about painting the turf fields. Commissioners stated that Parks Commission will take care of it. Invitation was extended by youth group members to attend the Maddie event on May 14, 2016.
9. Ms. Richardson presented the Concession Stand March reports to the Commissioners. She agreed to share the document with the members via google docs. She explained the workings of the concession stand and explained how the profit is distributed. Moving forward Mr. Murphy asked Ms. Richardson to send an



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email to the Commissioners if any booster clubs don't show up to do their volunteer hours.

Friends of Medway will be meeting with the Town Administrator next week. Grid Iron asked the youth football groups to show their account books. An email was sent by Grid Iron to the youth group. Commissioners asked the group members not to respond to the emails from Grid Iron. Members stated that Grid Iron should attend the Parks meeting to get any of their questions answered. It was agreed that all the High School booster clubs will be invited to the next Parks meeting. It will be on the next meeting agenda. Booster clubs are manning the concession stand during the Memorial Day event.

A motion was made by Mr. Murphy to adjourn the meeting at 8:15PM, motion was seconded by Mr. Mahoney. All were in favor.