



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

Mike Tudino Debi Rossi Sean Murphy

APPROVED ON 11-28-2018

Meeting Minutes
November 01, 2018
HS Guidance Area

In attendance:

Park Commissioners: Debi Rossi, Mike Tudino
Other: Julie Harrington

Meeting was called to order by the Chair, Mr. Tudino at 6:33PM.

Meeting Minutes:

07-25-2018: A motion was made by Ms. Rossi to approve the minutes of 07-25-2018 meeting as amended, seconded by Mr. Tudino. All were in favor.

09-26-2018: A motion was made by Mr. Tudino to approve the minutes of 09-26-2018 meeting as amended, seconded by Ms. Rossi. All were in favor.

Public Comment:

None.

❖ **Discussion Items:**

Chair, Mr. Tudino said a vote will be taken at the November town meeting to increase the number of parks commission capacity from 3 to 5 members. Three members will be elected and the other two will be appointed. It's not clear as to who will be responsible for making the appointments. Members said it would be good for the candidates to have some background in sports/ fields/facilities.

❖ **Park and Recreation Policies and Procedures-**

- Members went over the draft 2019 winter programs document for Parks & Recreation department that was distributed by Ms. Harrington. They spent some time reviewing the "General Information" section of the document.
- Ms. Harrington said the document has not been reviewed by the legal department yet.
- Some highlights/ programs in the document include 2019 Snow Sculpture contest, annual Medway Park and Recreation fishing derby, summer concert series. Members liked the content and the programs presented in the draft. They commented that all these programs should run through Parks & Recreation.

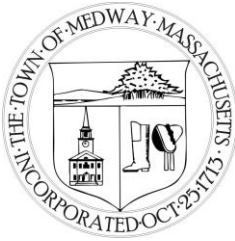


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- Mr. Tudino asked about the tracking mechanism for the revenue generated through these programs. Ms. Harrington said she plans on creating a revolving account for this purpose and get approval at the town meeting. Members asked if the new revenue could be added to a “separate bucket” in the existing Parks revolving account instead of creating a new one. Ms. Harrington will follow up with Ms. Carol Pratt to find out about the options.
- Ms. Harrington will get the program documents printed next week. In addition to providing the document on the website, the hard copy will be mailed to the town residents. They will also be available in the town hall, senior center, and library.
- The goal is to open the program registrations by November 30th, 2018. There was some discussion on printing/ mailing the fliers for this season. The estimated cost is around \$3000. As a cost cutting measure, the option of virtual mailing was discussed.
- Ms. Harrington said an individual will not be able to complete the registration until the payment is made.
- A new brochure will be created for spring/ summer.
- Ms. Harrington reported that the Medway Parks and Recreation webpage went LIVE today. Members liked the look and feel of the webpage.
- As a comment, Ms. Rossi suggested adding an option on the webpage indicating that other in-town youth groups/ organizations could advertise/ make announcements on the webpage.
- For any vendor based program(s), financial aid will be provided in the form of discounts (up to 25%).
- ***A motion was by Mr. Tudino to approve the 2019 Winter Program - Medway Parks and Recreation brochure as it pertains to the format layout, programs, and general information page, seconded by Ms. Rossi with the change that the term “Field” will be changed to “Facility”. All were in favor.***



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❖ **Discount to Coyotes (Quint Moore) –**

- Ms. Harrington spoke with Mr. Moore about the issue where his team was moved twice from the scheduled fields last year. Per Ms. Bliss (former Medway Fields Coordinator), a credit should have been given to his team but it never happened. After some discussion members agreed that Coyotes will be charged \$125/ hr. for weekend field(s) usage. It was also agreed that discounted rates will not be applied before Thanksgiving.

A motion was made by Ms. Rossi to approve the discount (\$125/ hr.) to coyotes due to the displacement of the Coyotes by the HS soccer team, seconded by Mr. Tudino. All were in favor.

❖ **Town of Medway Fields/ Facility Usage Policy –**

- Members went over the draft Medway Fields Policy document. Some changes to the language and content on permitting, payment cancellation, etc., was discussed.
- Pg. 2- #12: changes to the language was discussed. The language will read “Town of Medway Recreation Department Facility Rental Policy.”
- Ms. Harrington talked about the town legal department asking for user signatures on the permits and members were opposed to the idea. Discussion ensued on the appropriate language for permitting. Ms. Harrington will follow up with Mr. Boynton on this topic.
- Ms. Harrington will make changes to the draft addressing the comments made at the meeting today. The document will be voted at the next meeting.

❖ **Open Discussion:**

- Commissioners talked about inviting Community Ed. members in December/ January to introduce/ inform them about the Parks programs for the year.
- Mr. Tudino talked about denying the Holliston Youth Flag Football request for using the grass fields.
- Ms. Harrington talked about Coach Harvey’s request for renting all three fields for three hours. Members were ok with the request.

A motion was made by Mr. Tudino to adjourn the meeting at 8:19 pm, seconded by Ms. Rossi. All were in favor.

Next meeting is on November 08, 2018 at 6:30 PM. Location: HS Guidance Area.