



**Town of Medway**  
**Board of Park & Recreation Commissioners**  
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Medway, Massachusetts 02053  
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Ross Rackliff      Sean Murphy      Paul S. Mahoney

Meeting Minutes  
January 27, 2016  
Medway High School

**In attendance:**

Park Commissioners: Ross Rackliff, Sean Murphy, Paul Mahoney  
DPS: Dave D'Amico, Deputy Director  
Other: Shirley Bliss,

The meeting was called to order at 6:45 pm

**Discussion on Financial Reporting-** There was a discussion on the format of financial reporting for future use. Commissioners agreed to follow the spring, summer season format of financial reporting. They went over the financial reporting for the North, Hanlon, Grass maintenance, and South fields. School Committee has the unspent/available funds from Hanlon field. Yearly expenses on the grass fields was estimated at \$36,000. Discussion also included the option of receiving payment for using the fields in advance of the event/tournament. North field has not generated much revenue during the year compared with the other grass fields. Teams/groups should be charged for using the fields for warm-ups and wrap up's before and after the games.

**Discussion on Field Snow Cleaning-** The rates for field rentals should be lowered between December<sup>1<sup>st</sup></sup> – February 28<sup>th</sup>. Members discussed the option of purchasing a tractor for the town that could be used for snow removal. Preliminary estimate to purchase the tractor is \$41K. Mr. Damico recommended renting snow removal equipment for this year and Medway DPS staff will be on call and clean the snow. Payment will be made from Town funds. Mr. D'Amico agreed to investigate into the option of purchasing a tractor and also into the option of renting the snow removal equipment and having Medway staff clean it. Members agreed that adequate public outreach should be done to inform the availability of Medway fields. The discussion about the purchase of the tractor will be taken up in August.

**Review Reservation/ Cancellation Policy-** Full payment should be made fifteen days prior to using the fields. 100% refund will be given if the field cannot be used due to a severe weather related reason. A clear reservation/cancellation policy will be drafted by the Commissioners. Members agreed to use the reservation policy for this calendar year.

**Cassidy Field Improvements-** Mr. D'Amico met with Mr. Tom Emeril from Medway League Baseball. He presented the list of items that were discussed at the meeting. List includes general improvements at Cassidy Field and Choate Park. Request also includes additional lighting (during tournaments) at the fields, upgraded electrical system, and parking. There was discussion about demand for bigger baseball fields (50'X70').

**Field Contracts/ Permits-** Mr. D'Amico presented the revised/updated field usage policy (draft) to the Commissioners for their review.

**Open Discussion-**

There were no items for open discussion.

**Motion made by Mr. Mahoney to adjourn the meeting at 8:20PM, seconded by Mr. Murphy. All were in favor.**