



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
February 24, 2016
Medway High School

In attendance:

Park Commissioners: Ross Rackliff, Sean Murphy, Paul Mahoney
Other: Shirley Bliss, Michael Boynton, Dennis Crowley, Youth Group
Representatives: Mike Damon, Bill Hoye,.....

The meeting was called to order at 6:32 pm.

Mr. Mahoney joined meeting around 6:50 PM.

Approval of Meeting Minutes- 12/02/2015, 1/11/2016, 1/27/2016

A motion was made by Mr. Murphy to accept the meeting minutes from 12/02/2015, 1/11/2015, and 1/27/2016, seconded by Mr. Rackliff. All were in favor.

Discussion on Field Snow Cleaning- There was discussion as to who will be responsible for making a decision to use or not use the fields during snow season after they are rented. Members stated that as long as it's not a safety issue, it will be up to the groups who rent the fields for the event to make that decision. The rental rate for the fields is at \$40/hr. As of February 24, 2016, fields are booked for the months of March, April, and May. The revenue so far is \$12,800, 19,000, and \$33,000. Members requested Ms. Bliss to provide at the next meeting a excel spreadsheet with summaries of amount spent and amount left from last year. Members discussed the procedures to adopt for snow cleaning after a snow storm. Options included hiring personnel for snow cleaning Vs having Medway DPW staff do the job. The cost of maintenance of each field is \$14,000 per year. Members expressed that payments received must be properly allocated to the field accounts that it was received for. Decision was made that 50% deposit should be paid before the actual event date.

Update of Facility Dude for Scheduling-

Facility Dude has the capability to capture the data on per field per rental basis but Town did not have the administrative rights/license for facility dude to capture that data. Schools department owns the administrative license to School Dude and accounting department might have limited access under that scenario. Medway DPS uses facility dude for in-house maintenance activities.

A motion was made by Mr. Mahoney to approve administrative costs for facility dude at \$2,500 per year (maximum limit), seconded by Mr. Murphy. All were in favor.

Update on Turf Snow Removal- Mr. Boynton stated that DPS can take up the snow removal task if the equipment is less than 2,500lbs and has a PTO snow blower in the front. Medway staff will be engaged to complete the job. There was a discussion on purchasing a tractor for snow removal and the means to fund the purchase and capital funds were discussed as an option. Mr. Murphy



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provided some background of last year's discussion on this issue. Decision was made that revenue from turf fields will be added to the capital account. With the available funds, decision was made to fix the softball field. There was resistance from the youth groups on that decision and as part of the discussion it was decided that in the future they will be informed and allowed to be involved in the process. Mr. Mahoney will provide quotes for the purchase of a tractor. At the next meeting a quote for tractor purchase and the funding scenario will be provided to the Commissioners.

Review Financials- Commissioners noted that the goal is to earn \$50,000 per field per year over the next 10 years. It takes \$380,000 per field to replace the turf. Mr. Crowley asked the Commission if there will be a separate account where funds will be added periodically. Those funds could be used to replace the turf when the need arises. He asked if there was a mechanism or system in place where the funds in the account cannot be accessed until and unless there is some approval from the Board of Selectman. Mr. Rackliff asked the procedure to have such an account in place. Mr. Boynton agreed to check this with the Town Accountant. One option would be to transfer monies from different field accounts into the stabilization fund during the annual town meeting. On the topic of advertising funds, Mr. Boynton said they will be credited to the field accounts. The expectation should be to transfer \$50K-\$75K per field to the stabilization fund every year. Members reiterated their goal to set aside \$100K per year in the stabilization fund.

A motion was made by Mr. Mahoney to write a letter to the Board of Selectmen requesting to create a turf stabilization fund and to transfer \$25,000 from Hanlon field revolving fund subject to authorization from the town accountant, seconded by Mr. Murphy. All were in favor.

Open Discussion-

- Mike Damon (Medway Youth Flag football), Bill Hoyer, Medway Youth Football, requested that a field be made available every Saturday morning for youth flag football. The field at middle school is rented for practice (Monday night) for \$1800 for the field (per season) with \$11 per kid. Pre-Season for youth flag football starts on August 1, 2016. High School field will be used on Friday night. Saturday games will be played on the back field of middle school. Turf fields will be charged on hourly basis (\$40/hr.). A phone calling tree will be established for the youth groups to reach out to during games.
- Decision was made that the Committee will draft a letter to Mr. Ryan Jetti, Franklin Recreation Department, informing him about the cancellation of the inter-municipal agreement between the two communities.

A motion was made by Mr. Rackliff to send a thank you letter to Mr. Jetti, Franklin Recreation Department, seconded by Mr. Murphy. All were in favor.

- Mr. Boynton stated that the Board of Selectman will discuss the cancellation of the inter-municipal agreement topic at the March 7, 2016 meeting. Agreement is between Medway Board of Selectman and Franklin town counsel.
- **A motion was made by Mr. Rackliff to request the board of selectman to vote to withdraw the inter-municipal agreement between Medway and Franklin, seconded by Mr. Murphy. All were in favor.**



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- Ms. Bliss will draft a letter to Community Ed about the rates of using the fields and send it to them before March 7, 2016 meeting.
- Mr. Boynton noted that Medway custodians are working overtime and stated that those costs should be built properly into the system.
- Members expressed their support to have Mr. Damico as Parks Commission liaison.
- Mr. Crowley noted that there is a new Communications Director in Town.
- Mr. Crowley also noted that all outstanding balances on the turf fields will be closed. They will be rescinded at the town meeting or will be used on a needed item. \$200,000 (approx.) balance is available.

Motion was made by Mr. Rackliff to adjourn the meeting at 8:22 PM, seconded by Mr. Murphy. All were in favor.