

Open Space Committee Members

Tina Wright, Chair
Denise Legee, Vice Chair
Charlie Ross, Clerk
Mike Francis
Bruce Hamblin
Jim Wickis
Joanne Williams



TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

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Open Space & Recreation Plan Task Force Members

Matthew Hayes, Chair
Paul Atwood
David Blackwell
Tim Fagerson
Denise Legee
Deb Rossi
Glenn Trindade

APPROVED – March 16, 2021

Joint Meeting Minutes

Open Space Committee with Open Space and Recreation Task Force
Tuesday, October 20, 2020 7:30 pm
REMOTE MEETING

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's Orders imposing strict limitations on the number of people that may gather inside in one place, no in-person attendance of members of the public will be permitted at this meeting. Members of the OSRP Task Force will participate remotely via ZOOM. Access to the meeting for the public via ZOOM will be provided; see meeting access instructions at the end of this agenda.

Open Space Committee Members

Attendance	Tina Wright	Jim Wickis	Denise Legee	Charlie Ross	Joanne Williams	Mike Francis	Bruce Hamblin
Present	X	X	X	X	Arrived at 8:00pm	Absent	Absent

Open Space and Recreation Plan Task Force Members

Attendance	Matt Hayes	Denise Legee	Paul Atwood	Deb Rossi	Glenn Trindade	David Blackwell	Tim Fagerson
Present	X	X	X	X	Absent	X	Absent

Also present: Susy Affleck-Childs, Bridget Graziano, and Dave D'Amico

Tina Wright called the Open Space Committee meeting to order at 7:37 pm.
Matt Hayes called the OSRP Task Force Meeting to order at 7:37 pm.

Purpose of the meeting is to continue to share information on what the respective boards, committees and departments are doing to implement the recently approved Open Space and Recreation Plan.

The group reviewed action items #17 through #52 of Table 9-1 of the OSRP Seven Year Action Plan. **(See Attached)**

#17 Tina stated this is ongoing; Joanne and Denise are working with DPW on this. It is being addressed as needed. Lovering Street/Adams Street - Glenn was going to give an update. Jim Wickis thinks the Neelon Lane area and the area by the police station should be added to this section because there is no access or parking at those locations. There is parking on the side of the road. Jim mentioned that the railroad bed all the way to Millis is used by various residents and access to this should be looked at again. Matt thinks we should have a meeting to discuss major issues with open spaces.

#18 Tina stated the Planning and Economic Development Board is doing this and Susy will update us as needed.

#19 Tina stated we have talked about this in #1-16 but we are not perfect and have some communication issues but we have made progress and it is ongoing. We need to look at the funding for baselines in the future to set priorities.

#20 Tina asked if we should have a sub-committee for this. Identify 3-4 priorities and decide how to approach the land owners and present a plan at the next quarterly meeting. Debi asked if the Town has a grant writer. Bridget said she and Stephanie Carlisle have written several grants but they can't write them all. If there is something Open Space needs, she is willing to work on it. Tina stated it would be nice to have a list of upcoming grants that we could review at the quarterly meeting. Susy stated she and Bridget get info about grants from the state and try to funnel that information to them. Dave D'Amico suggested looking into capital funding for a grant writer. Tina suggested trying to get funding for Ms. Espinoza to write some grants as she writes grants part-time in the winter.

#21- #24 and #22 We know there are priority lands - Cassidy, Briggs etc. We should make a list of the top 3-4 we want to tackle and establish sub-groups to work with the owners. Open Space will make a list and bring it up at the next quarterly meeting. Paul, Susy and Bridget will be invited to the next meeting to discuss the various land parcels.

#25 Open Space will continue to look into this. Joanne stated the trail is very uneven from dirt bikes riding over it but if you can get volunteers with shovels they can fix it pretty easily. Susy stated it would be good to do a mini-master plan for the rail trail which will be a multi-year plan due to the legal ownership issues. She mentioned that MAPC is working with adjacent towns and are very interested in regional rail-trail planning.

#26 Susy stated we have the Land Management Plan for the Adams Street meadow but this piece of land is under the jurisdiction of the Board of Selectmen, not the Conservation Commission. Need to discuss and commit to the use of the property. Bridget stated the Adams Street field was purchased with CPC money and it was a pet

project for Jim and Bridget. Bridget stated it is under the Conservation Commissions jurisdiction not for ownership but for wetland protection. The parcel incorporates the field, part of the walking trail and part of the wetland.

#27 Charlie and Joanne are working on this with GIS Coordinator Fran Hutton Lee.

#28 - #33 Tina stated Susy and the board are actively working on this and Susy will continue to update the Open Space Committee. # 31 is for the Planning Board. # 33 Pocket Parks – Planning of these should be discussed with Agricultural Committee and the board continues to work on this with the developers. Joanne asked about the status of the little park on Deerfield. Tina stated it has been cleared twice and it is difficult to maintain. Joanne stated we might be able to get a group of volunteers to invest in it. Matt thinks it would be great to get the neighborhood involved. Joanne volunteered to canvass the neighborhood and see if there is any interest. She will update us at the next meeting. Dave Blackwell asked about the pocket park on Mechanic Street. Dave D'Amico stated the DPW will be involved in managing it.

#34 Tina stated they are working with Bellingham and Franklin on the Charles River Meadowlands area. Nothing has been done with Holliston yet but it is on their radar when the opportunities arise. Joanne spoke with the Holliston Trail Committee about the cross use of trails in our two communities.

#35 Tina stated there is some reluctance from the utility companies to work with us on this. Joanne stated they are clear cutting under the power lines and leaving clumps of certain bushes. She recently spoke to the foreman and he was very receptive to leaving natives there when possible. She asked about the winterberry. He said if they are covered with bittersweet then they will take them out. Joanne stated he was receptive if we work with them and they flag the ones they would remove and we could remove the invasive plants. Joanne needs to know who to speak to about this. Tina stated we should develop a process that we implement. Who should have the initial discussion with the utility companies? Dave D'Amico stated he will check with Tree Warden Steve Carew as he might have a contact person.

#36 and #37 Susy and Paul will work on this and update everyone at the next meeting.

#38 Tina stated she, Jim and Joanne walked the property and it was very wet. We might want to defer this to a later date rather than 2021. Debi Rossi stated they are looking at the VFW property for multiple uses as well.

#39 Develop a coordinated marketing campaign. Tina stated we might want to have a separate meeting with various people from different groups to see what everyone is doing and coordinate it better than we already are. This might be a project for Sandy Johnson and to get the School Committee involved. Tina could help coordinate a Zoom meeting on this.

#40 Charlie, Joanne and Julie are working on this. Charlie stated the Medway Trail Club group is made up of private individuals. The Medway Open Space page consists of him and Richard and he posts things there.

#41 Tina thinks everything is pretty well marked. Denise is working on Millstone and will finish that area soon.

#42 Tina stated this falls under developing a coordinated marketing program. Jim is doing some of this now and will continue to do that. Charlie stated you would want to generate the content and put it into a marketing form and distribute it.

#43 ties in with #42. We should get the teachers involved. Tina will reach out to Tim Fagerson on the School Committee.

#44 Tina stated this is happening and ongoing.

#45 This is a topic for CPC. Matt will bring this up at one of their meetings.

#46 This is ongoing. Julie, Jim and the Trail Club have been doing a lot.

#47 Joanne stated she spoke with the Cultural Council about the Beaver Project. She is working with Jim Wickes on signage and applying for a grant.

#48 This was discussed earlier in the meeting.

#49 Joanne has been doing a lot of this out on the trails.

#50 We are currently doing this. Tina asked if we should present something to the Board of Selectmen. Dave D'Amico stated February might be a good time. Joanne stated November might be a good time to tell them what we've done in the spring and fall and wrap that into a budget discussion to lay groundwork for a FY22 budget allocation.

#51 They will have discussions with the School Committee.

#52 This was addressed earlier in the meeting.

Review and approval of minutes of the October 6, 2020 OSRP Task Force Meeting

Debi Rossi made a motion to approve the meeting minutes as amended from the October 6, 2020 OSRP Task Force meeting. David Blackwell seconded the motion and all members stated aye they were in favor.

Decide on Next Meeting:

It was decided the next meeting will be in mid-March.

Adjourn

Charlie Ross made a motion to adjourn the Open Space meeting at 9:14 pm. Joanne Williams seconded the motion and all members stated aye they were in favor.

Paul Atwood made a motion to adjourn the Open Space Task Force meeting at 9:14 pm. Debi Rossi seconded the motion and all members stated aye they were in favor.

Respectfully submitted by,
Tracy Rozak
Recording Secretary

Table 9-1: Medway OSRP Seven-Year Action Plan

ACTIONS		Responsible Party	Timeline	Potential Funding
LAND MANAGEMENT				
1	Complete baseline document reports (BDR) for Town-owned open space/conservation areas; prioritize properties that have been acquired with CPA funds (see Table 5-7)	CC, DPW, OSC	On-going	CPA
2	Complete management plans for Town-owned open space/conservation areas	CC, DPW, OSC, PC	On-going	CPA
3	Mark boundaries on properties with completed BDRs	CC, DPW, OSC	2020-2023	CPA
4	Develop detailed biological inventories (plant and animals) for properties of high ecological value (Chicken Brook corridor, Charles River corridor); report rare species to NHESP for documentation/certification	CC, OSC	On-going	CPA
5	Establish annual monitoring program for properties with BDRs and management plans	CC, DPW, OSC	2019	CPA
6	Secure funding for additional DPW personnel to perform maintenance on Town-owned open space/conservation areas; consider creation of a “land management fund”	BOS, DPW, CC	2019-2020	
7	Seek advice from MACC about appropriate uses of Conservation Commission’s Trust Fund to determine if funds can be used to support conservation assessment and planning activities on Town conservation lands	CC	2019	
8	Establish a volunteer stewardship program to assist with maintenance of conservation areas (general maintenance, invasive species control, biological inventories, etc.)	OSC, CC	On-going	
9	Establish guidelines for the use of pesticides and herbicides on all Town-owned lands (conservation areas, parks, recreation facilities, road rights-of-way)	DPW, CC	2020	
10	Establish sound practices for managing invasive species on Town-owned land; implement invasive species control practices	CC, DPW, PC, OSC	2020	
11	Establish rules and regulations for Town-owned properties with public access about dog use, horse riding, trash, ATV use, snowmobiling, etc.	CC, PC, BOS	2019	

12	Review Town bylaws, rules, and regulations and amend to allow dogs and their owners to access trails	CED, OSC, Parks, Animal Control	2020-2021	
13	Establish water management program for Town-owned lands to optimize water conservation	DPW, CC, PC	2019	
14	Establish Memorandum of Understanding with local condo associations responsible for open space maintenance – Millstone, Pine Ridge, Charles River, Williamsburg	CED, CC, TC	2020	
15	Establish a forest stewardship program at the Klein Conservation Area; consider acquisition of abutting properties between Choate and High School for creation of a Town Forest	CC, OSC	2021-2025	DCR
16	Trail benches – identify locations for benches and advocate for funds to purchase benches	OSC	2020-2025	CPA, DCR
17	Evaluate public accessibility and parking at conservation areas and develop and implement plans for improvement	OSC, CC, BOS, DPW	On-going	CPA, DCR
18	Identify subdivisions with drainage parcels and explore opportunities for connections with open space parcels	PEDB, CC, OSC	2022-2025	
19	Implement strategic improvements to management practices on Town-owned land as indicated in Appendix B – Town of Medway Lands - Recommendations	All boards and committees	On-going	CPA
LAND CONSERVATION				
20	Stay informed about grant program land conservation; communicate with grant program administrators about lands of interest and seek their guidance about how to best structure a competitive grant application; submit grant applications for all eligible projects	OSC, CED, CC	On-going	DCS Grants
21	Develop working relationships with landowners and understand the types of opportunities for conservation that may be appropriate for each parcel (easements, conservation restrictions, fee acquisition, etc.)	OSC, BOS, CED	On-going	
22	Strategically pursue lands of conservation and recreation interest (easements, conservation restrictions, fee acquisition, etc.)	OSC, BOS, CED, CPC	On-going	DCS Grants, CPA, DAR
23	Acquire properties adjacent to the Medway Community Farm and other agricultural	BOS, AC, CPC,	On-going	DCS Grants,

	properties for expansion of farm operations	OSC		CPA, DAR
24	Work with farmers across Medway to seek permanent protection of farmland	BOS, AC, CPC, OSC	On-going	DCS Grants, CPA, DAR
LAND USE AND ENVIRONMENTAL PLANNING				
25	Develop a rail trail master plan from Holliston Street east to Millis; secure funding	CED, MAPC, OSC	On-going	CPA, DLTA
26	Establish preferred use of Adams Street Conservation Area	BOS, CC, OSC	2019	
27	Work with Medway's GIS Coordinator to upload new open space GIS layers developed through BDRs, management plans, and annual monitoring, for use by Town staff and residents	GIS, CED, CC	2019-2025	DLTA
28	Continue to promote open space conservation and cluster developments through permitting requirements for new residential development	CED, CC, PEDB	On-going	
29	Open Space Residential Development – Evaluate allowing by right with Site Plan Review rather than through Special Permit, and amend Zoning Bylaw	CED, CC, PEDB	2019-2020	
30	Conduct a Zoning Bylaw review to assess how opportunities to implement Green Infrastructure and conserve open space are either incentivized or not encouraged; amend Zoning Bylaw to incentivize the implementation of Green Infrastructure and/or conservation of open space	CED, CC, DPW, MAPC	2019-2020	DLTA
31	Explore options within the Zoning Bylaw to allow farming operations to pursue other commercial enterprises for diversification of farm revenue and enhancement of farm viability (e.g. manufacture, production and sale of goods and services derived from farm products, such as micro-brewed beers)	CED, PEDB, AC	2021-2023	
32	Revise OSRD and ARCPUD regulations to require boundaries of open space parcels be surveyed and marked prior to conveyance to the Town	CED, PEDB, CC	2019-2020	
33	Utilize opportunities to develop pocket parks on vacant Town-owned lands, new subdivisions, new commercial/industrial developments/redevelopments; develop program for working with neighborhoods on pocket park design, construction and stewardship	CED, BOS, DPW	On-going	DCS Grants
34	Communicate with neighboring communities to explore opportunities for trail	CED, MAPC, OSC	On-going	DLTA

	connections, particularly in Holliston, Millis and Bellingham, and to create larger blocks of contiguous open space			
35	Work with the local utility companies to allow public access along utility rights-of-way	TC, DPW, TM, BOS, OSC	2019-2025	
36	Collaborate with Agricultural Commission to identify programs to preserve and support local agriculture, including the use of Agricultural Preservation Restrictions (APR)	AC, BOS, CC, OSC	2019	DAR
37	Inventory existing farms and farm products; develop marketing brochure for local farm products	AC, CED,	2019	DAR
38	Prepare park master plan for former VFW property on Holliston Street, recently acquired by Town	CED, PC, OSC, DPW, TM	2019-2021	CPA, DLTA
EDUCATION AND OUTREACH				
39	Develop a coordinated marketing campaign that includes all the education and outreach tasks identified here	CC, EPFRAC, PC, OSC, CED,	On-going	
40	Promote and market trail maps available for Town lands	OSC, CC, CED	On-going	
41	Continue to develop directional and wayfinding signs for all publicly accessible parks, conservation areas, open spaces, and recreation facilities.	PC, CC, OSC, EPFRAC	2019-2025	CPA
42	Educate residents about invasive species control practices through workshops and outreach materials (brochures, etc.) to be developed.	CC, OSC	On-going	
43	Develop programming with Medway Schools to engage kids in the local environment; develop outdoor classroom at a local conservation area or on school grounds	MPS, CC, OSC	2020-2025	
44	Promote Town website as source of information about recreational resources, trails, and conservation lands; develop instructional video about how to find info on website	CED, OSC, PC, CC	2019-2021	
45	Design and implement signage for CPA funded projects and properties – “This property was purchased using Community Preservation Act Funds”	CPC	On-going	CPA
46	Sponsor community education events at local parks and conservation areas; develop brochures, fact sheets, lecture series, videos, etc. about topics	PC, OSC, CC	On-going	

47	Develop interpretive signs/displays for place-based learning in conservation areas about plants, animals, natural communities, and historical significance	OSC, CC	2022-2025	CPA
48	Evaluate public accessibility and parking at conservation and open space areas; develop and implement plans to provide or expand access.	OSC, DPW, CC	On-going	
ORGANIZATIONAL CAPACITY				
49	Encourage community participation with the OSC to support sustained implementation of OSRP	OSC	On-going	
50	Continue communication between and among Town boards and committees; consider holding a regular all Town board meeting	All Boards and Committees	On-going	
51	Coordinate outreach about open space initiatives with School Department; utilize Community Update and school administration newsletters as outlets	SC, OSC, CED	On-going	
52	Dedicate Town resources to grant writing, and developing strategic partnerships with conservation entities (state agencies, land trusts, etc.) to leverage capacity to implement action items	TA, BOS, CED	On-going	

See map depicting the OSRP 7 Year Action Plan on the following page.

In addition to the above, the OSRP Task Force developed a specific list of recommendations for addressing recreation and open space opportunities for existing Town owned open space and recreation lands. See Table 9-2 in Appendix C.