Meeting Minutes

July 10, 2018

Medway High School (Guidance Area)

**In attendance:**

Park Commissioners: Debi Rossi, Sean Murphy, Mike Tudino

Others: Rich Coakley (MYB & MYC), Glenn Trindade, Dave D’Amico (DPW), Tony Logan (MYL), Rob (MY Soccer), Nick (Scorpions), Mike Damon, Flag Football.

Meeting was called to order by the Chair, Mr. Tudino at 6:37PM.

Meeting Minutes:

***10/24/2017***:

***A motion was made Mr. Tudino to approve the minutes of 10/24/2017 as presented, seconded by Mr. Murphy. Ms. Rossi abstained.***

***01/10/2018:***

***A motion was made Mr. Tudino to approve the minutes of 01/10/2018 as amended, seconded by Mr. Murphy. Ms. Rossi abstained.***

***02/28/2018:***

***A motion was made Mr. Tudino to approve the minutes of 02/28/2018 as presented, seconded by Mr. Murphy. Ms. Rossi abstained.***

***03/28/2018:***

***A motion was made Mr. Tudino to approve the minutes of 03/28/2018 as amended, seconded by Mr. Murphy. Ms. Rossi abstained.***

***05/31/2018:***

***A motion was made Mr. Murphy to approve the minutes of 05/31/2018 as amended, seconded by Ms. Rossi. All were in favor.***

Discussion Items:

1. **High School Concession Stand Upgrades update-**

* Mr. D’ Amico provided an update on this item. He said he aware of the popcorn machine request for the concession stand. He had a phone conversation with Ms. McDonald and discussed the prep work required and had requested Patty to get some price quotes for the machine. He explained the process to procure the machine. The Town will issue the PO for the purchase of the machine once the invoice is submitted. The PO is usually for $2500 dollars.
* Mr. Tudino reminded Mr. D’Amico about the concession stand ceiling hole issue that was brought up by Ms. McDonald at the last meeting. Mr. D’Amico said he has not heard about the issue and said he will look into the matter. As long as the hole is not over the cooking area, it should be ok for operational purposes.
* There was discussion on potential tournaments during Labor Day weekend and the need to have the concession stand open by that time. Members said plan should be to have the stand open and operating by Labor Day.
* Mr. Ruggeri said Youth Baseball has two frialators and that’s the need at this time. He said it might be hard to operate with one. Members confirmed the initial estimate for the frialator (includes double baskets) is $4,700.

1. **Oakland/ Choate/ Middle School Project updates-**

* Mr. Tudino reported that he made a recent visit to the Middle school and that the work on the tennis courts haven’t started yet. Mr. D’ Amico said the work is expected to begin on July 27th. Contractor is confident the work will finish before the school begins in fall. Ms. Rossi talked about the need to move the storage facilities on site. Mr. D’ Amico said there’s no official plan to move them. They can be moved to the back to ensure they are not a hindrance to construction activities. He added that they don’t have to be moved for construction purposes. Mr. Tudino talked about moving the stacked up soccer nets against the fence on the back end and two containers. He said there’s lot of plant overgrowth in the area.
* **Choate Park**- Re-design was taken up as there were design issues with storm water system at the parking lot location. Plan was to have infiltration under the parking lot. Poor soils were encountered during digging operation. Test pits should have be conducted but were never done. Sewer line work began today. With all the changes, tennis court will end up at a slightly higher elevation than what’s shown in the plans and has resulted in abandoning a sidewalk that connects from the pedestrian entrance into the parking lot. A pedestrian signal at this location which is a part of the Rt. 109 project will have to be eliminated. Plan called for two granite way markers inside the project. There was debate on the location and content on the markers. It was discussed that the area needs an overall sign plan. The parking lot construction is four weeks behind schedule at the moment and the construction is expected to be complete by October 1st.
* ***Oakland Project***- Work is going well with few change orders. There are some electrical work challenges. Project is two weeks behind schedule at this location. Mr. D’Amico said the irrigation system is installed and working. Mr. Ruggeri said the fields will be used full time after the Labor Day weekend. It will be younger kids playing on these fields. The topic then shifted to parking demand at the location. With the construction activity eliminating some of the parking spots and parking needs of seniors and families of kids playing on the fields, the demand for parking spaces has risen. Reps asked if parking on the horse farm side was a possibility. Mr. Trindade said the town could reach out to them.

1. **VFW**
2. **Current league/ schedule:**

Adult Softball league currently booked for VFW field until August 24th now needs it until November 4th. They are currently playing Mon- Fri between 6:30 – 9:00PM. The agreed fee is $100 per night. The group is scheduled to play 100 games in 10 weeks. There was discussion on the high electricity bills at VFW. The MYS representative reported that about 6 – 10 lights at VFW are not working.

***A motion was made by Mr. Tudino to extend the rental of VFW to MY softball team from September 1st 2018 to November 4th, 2018 for 5000 dollars fee which includes lights, lining and grooming of the fields and continuation of the portal potty, seconded by Mr. Murphy. All were in favor.***

1. **Financial Update-**
2. ***Fiscal Year End June 2018 Summary- Revenue/ Expenses, reconciliation between MUNIS and field scheduling/ invoicing system (facility dude)*** - Ms. Rossi met with the town accountant, Ms. Pratt. She was shown the MUNIS system. Ms. Rossi now has the data for the actual revenue received and expenses paid. She is comparing this information with the invoices on Facility Dude to ensure they are all matching up. She will come back to the next meeting to discuss any issues.

1. ***Outstanding Invoices***- Members went over the outstanding invoices.

Blackstone Millville Music Association has an event scheduled in September. Bolts payment was received today. Medway Youth Soccer check was received today and is short of $300. There was discussion on higher electricity bills (yearly) for the town fields. Ms. Rossi volunteered to reach out to Larry Ellsworth (Energy Commission Chair) to find some creative ways to reduce electricity bills. Discussion included changing the light bulbs to energy efficient lights. Mr. Trindade recommended reaching out to Island Lighting owner to find out some good ways to reduce town electricity costs.

1. **New Recreation Director update**

Mr. Tudino said Julie Harrington is the new hire for the town as the new recreation director. She starts in the position on Monday. She will be reaching out to all the in-town and out-of-town groups to get a better understanding about the groups. He described all the new responsibilities she will be taking over in the new position. One of the goals will be to make the process more efficient. He added that she won’t be a full time scheduling coordinator. That will only be a part of her responsibilities. She will be the point person for youth sports, senior recreation programs, liaison with the Community Ed department. She will work on FY2019 fields schedule and FY2020 budget. Her office will be located in the High School.

1. **Summer Field Schedule review**
2. ***Idyllbrook Field***-

Knowing that Medway Youth Soccer is not using the field, Mr. Tudino said all the nets (six) are out and scattered on the field. They cleaned up everything two weeks ago. He wanted to know who was using the field. He recommended the MYS rep. to lock up their equipment when not using the field. The town is at risk if a group is using the field without informing the town departments. Mr. Tudino said steps should be taken to ensure that incidents like these don’t happen on town fields. Mr. D’ Amico said the town is not at risk as long as the services are provided for free/ unpaid. Mr. Murphy guessed that high school kids might be using the field.

1. **Field Schedule Update-**

Mr. Tudino distributed two spreadsheets (draft) with draft/proposed fields schedule for 2018.

Mr. Damon said their group does not appear on the schedule. MYL is scheduled to begin the season on July 19th on Lamson field and they have the field on Thursday nights. Members agreed to update the schedule with the missing information.

Mr. Tudino talked about the three posts closest to the back practice area in the middle school. On the three posts there are 8, 9, and 8 lights. There are two lights that are already turned back. He asked if 4-5 lights on each post could be turned back to ensure that Flag Football has enough lighting. Mr. D’ Amico said it could be done.

Mr. Tudino talked about lighting in the grass fields in the middle school. On the topic of lighting, Mr. Damon asked if a field could be permitted to two programs simultaneously (split the field). This way the existing lights can be used more efficiently. The idea was not favored by the Commissioners. They said many issues come up between the groups and this should not be another reason to increase the conflicts. Mr. Damon was asked if the group is willing to pay $7000- $8000 for generator lights. He did not agree to the idea. Mr. Tudino asked if VFW would be an option for Flag Football and Mr. Damon’s response was no. He was willing to consider that option if the field is levelled. There are about 30-60 kids in Flag Football program that use the fields. There was a question on the number of grass fields in Medway that are not lit and if town would allow putting portable lights on those fields. The fields without lights are the Oakland, Idyllbrook, middle school, McGovern. Commissioners responded that they would allow putting portable lights on the fields.

Members and the youth group reps. went over the field allocations for different groups for 2018 season. Mr. Tudino had a discussion with Mr. Booth about reallocating their three hours on Mondays from 6-9PM to two 7:30-9PM shifts. That’s the only change made. MY Soccer currently on Lamson on Tuesday, Wed., and Thursday moved to North field to allow Medway Youth Softball to use Lamson.

***Hanlon Field***: There are lot of black outs on Hanlon field. The field is unavailable for 11 nights. It’s blocked off until 7:30 PM for high school activities. Due to heavy activity on Mondays and Fridays, it will not be rented on those two nights. NE Revs. will be on Hanlon field between 7:30 – 9PM on Tuesdays, Wednesday, and Thursday.

North field will be reserved for MY Soccer on Saturdays as an option. On Fridays MY Lacrosse requested Lamson field between 6-9PM. They will be using Lamson for most Friday’s. It was discussed that NE Revs. Did not request any time for October/ November.

It was agreed that Flag Football will have the practice field on Monday night.

After some discussion it was agreed that MY Soccer will not use Charland or the practice field on Saturday.

Mr. Damon as an option offered to pay more if they are allowed to select the fields. He did not favor the idea of paying more for playing in the back field on Saturday.

It was agreed that Scorpions will be on Grass fields on MON and Fri and pay for the lights. They don’t need the turf field (Lamson field) on Mondays as proposed in the draft schedule.

MY Soccer is willing to use the grass fields and not use Charland from Mon – Fri. Rob will check with his Committee and get back to the Commission on this approach.

Mr. Tudino asked the youth group reps. to email the commissioners back with the schedule/ changes discussed at the meeting today to ensure that everyone is in agreement with what was discussed.

* **Summary of following meetings attended by Debi:**

1. Ms. Rossi attended the 06/04 BOS meeting 06/04- Decision was made to rename Oakland Park playground as Paul DeSimmone Camp Sunshine Playground. He is the former BOS and Medway resident. Mr. Trindade said he was also a big supporter of Camp Sunshine program.
2. EPFRAC meeting 06/11: Ms. Rossi attended the 06/11 EPFRAC meeting. At that meeting she came to know about the $55,000 cost estimate to build the walking trail at Oakland Park. Mr. Trindade said there should be funding available to build it.

**Open Discussion**:

* Mr. Tudino talked about the public forum conducted for the Open Space Recreation Plan update. It was about the open space update process and the review of the actual plan (draft has been submitted to the state). It’s a seven year action plan. Parks Commissioners were requested to provide a letter of support to the plan. Letter will be sent to the Executive Office of Energy and Environmental Affairs (Division of Conservation Services).

***A motion was made Ms. Rossi to authorize Mr. Tudino to write a Parks & Recreation letter of recommendation for the Open Space and Recreation (draft) Plan, seconded by Mr. Murphy. All were in favor.***

* Mr. Trindade encouraged the members to consider projects to improve/ build new fields in town. He requested to meet with youth groups this fall to understand and come up with a plan to fund the engineering, design work, and preparation of bid documents. Required funds could be requested at the spring town meeting. With the design work completed, funds for construction could be requested at the fall town meeting. With everything in place, construction activity could begin in the spring of 2020. He said concepts were developed few years ago but should be reexamined to see if they still fit the current needs. Commissioners said EPFRAC is already considering building new fields and improving existing fields in town. Mr. Tudino said town needs to become the master with what it has now in terms of the fields schedule rather than thinking about expanding the capacity in town. He said there have been inefficiencies and the existing capacity has not been used properly. He also added that lighting the fields should be the top most priority at this time. Mr. Trindade encouraged the youth group representatives to attend one of the future BOS meeting to express their needs to get the process begin.

***A motion was made by Mr. Tudino to adjourn the meeting at 8:54 PM, seconded by Ms. Rossi. All were in favor.***

Next meeting is on July 25, 2018 at 6:30 PM. Location TBD.

Respectfully Submitted by,

Sreelatha Allam