Meeting Minutes

August 23, 2017

Medway High School (Guidance Area)

**In attendance:**

Park Commissioners: Paul Mahoney, Sean Murphy, Mike Tudino

Other: Shirley Bliss, Barry Smith, Beth Hallal (Health Director), Board of Health, Lyle Core, Rich Coakley

Mr. Mahoney called the meeting to order at 6:38 pm.

* Meeting Minutes:
* **4-10-2017**: ***A motion was made by Mr. Murphy to approve 4/10/2017 minutes as presented, seconded by Mr. Mahoney. Mr. Tudino abstained.***
* **4-26-2017**: ***A motion was made by Mr. Murphy to approve 4/26/2017 minutes as presented, seconded by Mr. Mahoney. Mr. Tudino abstained.***
* **5-31-2017**: ***A motion was made by Mr. Tudino to approve 5/31/2017 minutes as amended, seconded by Mr. Mahoney. All were in favor.***
* ***6-28-2017***: ***A motion was made by Mr. Tudino to approve 6/28/2017 as presented, seconded by Mr. Murphy. All were in favor***.

* Discussion:
  + ***Scoreboards***-

Middlesex Savings Bank will donate a scoreboard with their business name on top. The last date to apply for the space is end of August. There was some discussion on limiting the amount of time a banner could be on the scoreboard.

* + ***Stabilization***:

Mr. Mahoney said Warrants for November town meeting will open on Monday 8/28. Commission has until September 18th to decide the amount for Stabilization fund. There was discussion on Town Administrator’s previous comment on having separate stabilization fund was each turf field.

Members discussed to meet before September 18th to discuss the wish list (five year plan) provided by youth groups and decide the amount to add to the stabilization fund for the fall meeting. There was discussion on the immediate need for lighting in the fields and youth groups expressed that it should be made a priority. Mr. Mahoney stressed that Commission will take feedback from youth groups before prioritizing the spending on the fields. This exercise is to come up with a wish list of items for programs for the next five years. Members asked the youth group reps. to email the Commission with the list of items that they expect to see implemented on the fields in the near future. Mr. Tudino recommended a second meeting once the lists from youth groups are received with the wish lists, get some more clarification on fields accounting and also to figure out warrant article. Discussion ensued on the final amount to be added to the stabilization fund.

***A motion was made by Mr. Tudino to transfer 100K (total) from Parks revolving fund to turf stabilizations funds for the November town meeting, seconded by Mr. Murphy. All were in favor.***

***A motion was made by Mr. Mahoney to request Ms. Carol Pratt to change the name of South field to Maddie Lamson field in Munis, seconded by Mr. Tudino. All were in favor****.*

* + **Mobile Lighting Update-**

Mr. Mahoney is working with an associate from Red Bull on the pricing.Mr. Tudino received quotes from United Rentals. There was discussion on lighting on the fields and field rentals starting in September. Discussion ensued on how soon the lighting is required on the fields and how many. Mr. Tudino will seek more quotes on the rentals.

* + ***Concussion training requirements and hypodermic needle disposal***-

Ms. Hallal discussed this item. She distributed copies of “Medway Board of Health Head Injuries and Concussion in Youth Athletic Activities Played on Town Owned Property Rules and Regulations” and training requirements and explained the regulations briefly. She recommended training/ implementing concussion policy on youth groups including high schools kids that use Medway fields. She stressed the importance of not touching the used/ disposed hypodermic needles and recommended using gloves if they were to be touched. She said needles are being discarded at inappropriate places. Members asked for a short narrative/ memo detailing the needle removal procedure(s). Mr. Trindade said content should be posted on the website and alert town police when there are needle sightings so that they can be disposed quickly and safely. She said any entity under Medway School Department should be given training. Mr. Mahoney asked if Community-Ed. should also be asked to follow the training requirements. Ms. Hallal will check with the Board of Health on this matter. Mr. Murphy said it’s important for the Commission to know from in-town and out-of-town groups if they are following the concussion requirements. Mr. Tudino asked the format in which the compliance requirement can be reported to the Board of Health. Mr. Tudino requested to check if submitting a spreadsheet (with the names and other details of individuals who took the training) would suffice the requirement. She stated that all youth group coaches should be certified and the kids are expected to read the regulation. Mr. Core said coaches of Youth Football have already been doing this for some time. However, information on their certification was not being shared with the Board of Health. She said certificates should be submitted to Board of Health 5 days before the season begins. Mr. Trindade said it should be ok for youth groups to send a letter to Board of Health indicating that coaches are aware of the concussion requirements. He said it is BOH’s intention to bring awareness on this topic but not to be punitive.

* + ***Guard Rail installation along HS access road near pavilion***-

Mr. Murphy did not support the idea. Mr. Smith said installation of guard rail will make it tough for snow removal. Members asked Ms. Bliss to keep reminding youth groups not to park along the access road. No action will be taken at this time.

* + **General condition of grass fields-**

Mr. Smith reported that general condition of grass fields are good.

* + **Middle School bathroom rental-**

Mr. Core talked about some issues with using bathrooms at Middle School. There’s been a verbal agreement between Soccer and Flag Football to split the bathroom rental costs.In total there are five portal potties being used by youth groups. Rental costs for each portal is $88 per month with one cleaning. Mr. Smith will talk to Ms. LaPan and find out the cost of renting six portals at three locations from April-November. 2 @ Middle School, 2 @ Idyllbrook, 1@ Center field.

***A motion was made by Mr. Murphy to approve 6 portal potties at three field locations (with one handicap accessible portal at each location) and the amount not exceeding $700 per month, seconded by Tudino. All were in favor.***

* + **Website update-**

Mr. Tudino provided an update on this item. He met with Mr. Boucher to discuss the requirements. He said it won’t be a fancy web page but will be an exclusive page with Parks related content. Mr. Tudino will share some web page content ideas with the members. Maps for each field location will be part of the Parks web page.

* + **Turf lighting access-**

Ms. Bliss, Mr. Pearl, Mr. Core, and the janitors currently have access to turf lighting**.** Mr. Tudino said more people need access to turf lighting.

* **Update from Shirley**:
  + **Calling tree/Contact list** – In addition to contact details of Parks Commissioners, contact list will also include information of people who address field lighting issues (Mr. Core, Mr. Pearl, and Ms. Bliss have access to turning on the field lights).

On behalf of Mr. Pearl, Ms. Bliss reported that soccer nets and clips will be delivered tomorrow**.** She said the cost is $1800.

* **Open Discussion**:
* There was discussion on the frequency of field fluffing during the year. Mr. Murphy will talk to Ryan (last name missing) regarding this topic.
* There was discussion about an incident where fields were shut down due to bad weather and created some confusion among town officials. Mr. Murphy said under rainy conditions, fields should be shut down.
* Mr. Mahoney asked DPS Director, Mr. D’ Amico to provide draft field shut down protocol/ procedure to the Commissioners at the September Parks meeting. (AGENDA ITEM)
* Snow Removal Policy for Outside Groups----AGENDA ITEM for next meeting.

***A motion was made by Mr. Tudino to adjourn the meeting at 9:15 PM, seconded by Mr. Mahoney. All were in favor.***

Next meeting is on September 27, 2017 at 6:30 PM at Medway High School

(Guidance Area).

Respectfully Submitted by,

Sreelatha Allam