

**TOWN OF MEDWAY
OPEN SPACE COMMITTEE
155 Village Street,
Medway, MA 02053
MINUTES**

**OPEN SPACE COMMITTEE
MEDWAY**

Meeting on January 15, 2008

Present: Bruce Hamblin, Pat Mchallam, Glenn Murphy, Dawn Rice-Norton, John Schroeder, Jim Wickis

The meeting began at 7:05pm.

Comments from the public. David Hoag gave an overview of the work of the previous Open Space Committee.

Several positions on the Committee were approved.

Chairman. A motion was made by Jim Wickis and seconded by Glenn Murphy that John Schroeder serve as Chairman. This was approved by all the members present.

Vice-Chairman. A motion was made by Glenn Murphy and seconded by Dawn Rice-Norton that Bruce Hamblin serve as Vice-Chairman. This was approved by all the members present.

Clerk. A motion was made by Dawn Rice-Norton and seconded by Glenn Murphy that Jim Wickis serve as Clerk. This was approved by all members present.

Representative to Community Preservation Committee. A motion was made by Dawn Rice-Norton and seconded by Bruce Hamblin that the Chairman, John Schroeder, serve as the representative of the Open Space Committee to the Community Preservation Committee. This was approved by all members present.

There was discussion of the major tasks of the Committee that could be delegated to a subset of members. Except for the Open Space Plan, all the tasks were deferred to the next meeting when the elements of each task could be detailed.

Open Space and Recreation Plan. The need for a new Plan is essential for organizing the efforts of the Committee, for interacting with other agencies (government((town, state, federal)) and with NGOs), and for describing the goals of the Committee to town residents. Because this Plan needs to be developed as soon as possible, the Chairman will investigate the possibility of hiring a

consultant from PGG Associates, which developed such a plan in 2004. In conjunction with this, the Vice-Chairman will contact the Department of Conservation and Recreation for updates of requirements for such a plan.

Other discussion:

The Open Meeting Law. Glenn Murphy will present a summary of this law at the next meeting.

Budget request, for office supplies and services, for \$500.00 has been submitted to Susy Affleck-Childs.

Open Space Committee Logo. The need for such a logo was discussed and will be developed at a later meeting.

Property acquisition possibility. An open space of approximately 15 acres has recently become available. It is adjacent to Briggs Farm and to Chicken Brook. Discussions with the owner, Board of Selectmen, and the Community Preservation Committee have been ongoing. A proposal for purchase of the property using CPC funds will be presented at the Special Town Meeting on January 28, 2008.

Agenda for the next Committee meeting includes assignment of major functions of the Committee to members, a review of the previous Open Space Plan, further discussion of the Open Meeting Law, and criteria for 'open space.'

A motion was made by the Chairman and seconded by Bruce Hamblin to adjourn the meeting at 9:12pm.

Submitted by Jim Wickis, Clerk

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OPEN SPACE COMMITTEE
MEDWAY

Meeting on January 29, 2008

Present: Patrick McHallam, Glenn Murphy, John Schroeder, Jim Wickis

Absent: Bruce Hamblin, Dawn Rice-Norton

The meeting was called to order at 7:12pm by the Chairman.

1. There were no comments from the public.
2. A motion was made by John Schroeder and seconded by Patrick McHallam to approve the minutes of the meeting of January 15, 2008. All voted in favor. Per the advice of Susy Affleck-Childs, a paper copy of the minutes of each meeting will be kept by the Clerk. When the Committee website has the capability, minutes will also be available there.
3. Open Space Committee General Bylaw. There exists no Town bylaw establishing the Committee. A proposal for such a bylaw will be presented at the next Town Meeting. There is a need for a concise mission statement for the Committee, and possible mission statements will be discussed at the next meeting.
4. The upcoming Land Conservation Conference was discussed. Several members plan to attend.
5. Committee website. Patrick McHallam continues to work on its development.
6. Mapping and GIS. Patrick McHallam brought maps, from a Massachusetts goevernment website, for Committee members. These maps, current as of a year ago, indicated public and private open space land parcels for the town of Medway.
7. Open Space Plan. The need for such a plan is critical to the success of the Committee. A unanimous vote was taken to approve the Chairman's presentation of a proposal to the Community Preservation Act Committee. This proposal recommends the hiring of the consultant who developed the 2004 Open Space Plan, so that he can make the plan current.
8. Land Protection Action Team. Jim Wickis proposed, and Glenn Murphy seconded, that the Chairman, John Schroeder serve as the lead member in approaching land owners regarding open space possibilities on their property. All voted in favor.

9. Rivers and streams. John Schroeder moved, and Glenn Murphy seconded, that Patrick McHallam serve as the lead person for open space activities related to rivers and streams. All voted in favor.

10. Trails. The Town's Trails Committee would like to subsume its activities under the Open Space Committee. Further discussion on this was postponed to a later meeting.

11. Open Meeting Law. Glenn Murphy explained the essentials of this law so that all members could become familiar with its requirements.

12. 50 Winthrop Street. Town Meeting of January 28, 2008 voted to have the Community Preservation Act Committee purchase this property for open space. John Schroeder moved, and Glenn Murphy seconded, that the Committee recommend to the CPC the purchase of the property. All voted in favor.

13. Master Plan Update Committee. John Schroeder moved, and Glenn Murphy seconded, that Jim Wickis serve as liaison to this committee. All voted in favor. This will involve some changes in the scheduling of OSC meetings to avoid conflicts with the Update Committee meetings.

14. The meeting adjourned on a motion by Glenn Murphy, and seconded by Patrick McHallam, all in favor, at 9:05pm.

The next meeting will be on February 26, 2008, at 7:00pm.

Submitted by Jim Wickis, Clerk

TOWN OF MEDWAY
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Meeting held on March 25, 2008

Present: Patrick McHallam, Glenn Murphy, Dawn Rice-Norton, John Schroeder, Jim Wickis, Tina Wright

The meeting was called to order at 7:07pm.
There was no public comment.

The minutes of the meeting on February 26, 2008, were reviewed, corrected and approved.

Proposal to CPC for Open Space Plan Funding. John Schroeder reported that the CPC approved funding for PGC Associates to develop a current Open Space Plan.

Open Space Committee website. Patrick McHallam reported on the considerable progress being made on the website. This is accessed through TownofMedway.org. The site now contains links to other relevant websites, meeting minutes, Committee members, and modules for mission overview, announcements, and upcoming meetings. There is also capacity for emails to be sent to the Committee. There was discussion of adding photographs and a mailing list to the site. Patrick will continue to modify the site in response to Committee suggestions.

Overview statement. Dawn Rice-Norton will develop a statement that will represent the Committee's mission.

Open Space Plan Goals Review. Tina Wright presented a review of previous plans and accomplishments, and outlined the critical issues. There is a clear need for development of both goals and objectives, and she gave examples of these. As a result, Committee members will statements of goals for discussion and approval at the next meeting.

Water Resource Protection. Patrick McHallam presented an overview of state and federal guidelines. He described the Medway aquifers, which included the Chicken Brook area. This will be used in the identification of priority parcels.

Requirements for Development within the Resource Area of a Perennial Stream.

Glenn Murphy explained the basic elements of protection of riparian areas under state laws and their local implementation. This will have direct bearing on the land acquisition and management efforts of the OSC.

A motion to adjourn was made by Dawn Rice-Norton and seconded by Patrick McHallam, all voted in favor. A motion to move to executive session was made by Dawn Rice-Norton and seconded by Tina Wright and all voted in favor. The open meeting was adjourned at 9:48pm, and the Committee moved into executive session.

Submitted by Jim Wickis, Clerk

TOWN OF MEDWAY
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OPEN SPACE COMMITTEE

Meeting on April 29, 2008

Present: Patrick McHallam, Glenn Murphy, John Schroeder, Jim Wickis, Tina Wright

The meeting was called to order at 7:05pm by the Chairman.

1. There were no comments from the public.
2. A motion was made by Tina Wright and seconded by Glenn Murphy to approve the minutes of the meeting of March 25, 2008.
3. There was a discussion of mapping public lands in Medway. Patrick McHallam will explore printing a large map to show current and potential open spaces in Medway.
4. Open Space Plan. There was a misunderstanding with the consultant in the timing of the new Open Space plan. The goal will now be to have the plan written before July 1.
5. OSC website. Patrick McHallam described the addition of new elements to the website, including photographs. It was decided that the OSC clerk will send any requests from citizens for photographs to appear on the site to Susy Affleck-Childs, including anyone who wants to be on the OSC mailing list.
6. The mission statement and goals were put into a near-final form. They will be sent to all Committee members for a final review by email.
7. Criteria for evaluating potential open spaces were developed. These will receive a final review at the next meeting.
8. The article for Town Meeting approval of the OSC was reviewed. A motion by Jim Wickis was made to present the article to the Town Meeting, seconded by Glenn Murphy, and approved by all members.
9. A business located in town is requesting to buy two small parcels of land from the town. The sale appears not to thwart a potential trail for citizens, and is not opposed by the OSC.
10. A motion to adjourn was made by Tina Wright and seconded by Jim Wickis and approved by all. The meeting adjourned at 9:54pm.

The next meeting will be on May 27, 2008, at 7:00pm.

Submitted by Jim Wickis, Clerk

TOWN OF MEDWAY
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OPEN SPACE COMMITTEE

Meeting on June 24, 2008

Present: Glenn Murphy, Dawn Rice-Norton, John Schroeder, Jim Wickis, Tina Wright

The meeting was called to order at 7:12pm by the Chairman.

1. There were no comments from the public.
2. A motion was made by Tina Wright and seconded by Dawn Rice-Norton to approve the minutes of the meeting of May 27, 2008.
3. The summer schedule was discussed. Meetings will continue regularly throughout the summer. The next meeting, on July 22, will begin as a joint session with the Planning Board. At approximately 8:00pm, the OSC will move to its regular room and continue its own session.
4. Organizational Goals/Objectives with timeline for 2008/2009: there was a lengthy discussion that involved developing objectives for the Committee for the coming fiscal year, using goals and objectives suggested by the consultant, Gino Carlucci, as a springboard. Two major objectives are the Open Space Amazing Race and a quarterly newsletter. (See Appendix A for full listing of the objectives.)
5. Progress report on Open Space Plan: the Chairman reported that this is nearing draft stage. It will be reviewed at the meeting in July.
6. The OSC web site continues to add features. The Friends of Open Space have been requested to boost general knowledge and use of the site.
7. The Open Space Priority Ranking System has been completed and will be subjected to a Committee vote at the July meeting.
8. Other action: the OSC has sent a letter to Representative Vallee in support of the state environmental bond issue.

The meeting was adjourned at 9:04pm after a motion by Glenn Murphy and a second by Dawn Rice-Norton, with unanimous member approval.

The next meeting will be on July 22, 2008, 7:00pm, starting at the Planning Board.

Submitted by Jim Wickis, Clerk