



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
Bruce Hamblin
Patrick McHalam
Glenn Murphy
Mike Francis

Meeting Minutes on January 7, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	X	X	X	X	X	X	X
Absent with notice							
Absent without notice							

The Vice Chairman called the meeting was called to order at 7:10 pm.

Village Street:

Member Murphy has been in touch with town counsel regarding Village Street and the title work. The goal of open space is to get this identified and to be able to have some public usable space.

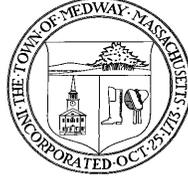
Parks and Recreation:

Member Francis indicated that he attended the December 18, 2013 meeting for Parks and Recreation. It was recommended to have the Parks and Recreation, Department of Public Works, and Open Space collaborate on a regular basis. It was suggested that they meet on quarterly basis. It was suggested that we invite the Parks and Recreation to our February 4, 2014 meeting.

Action Items:

- Town wide open space map and brief description of amenities and street location. These could be printed and provide at library or on website.
- Kiosks designs – researched the commercial examples and options were provided with website links.
- Parks and recreation identified property entrance signs; we could collaborate with them and get this done.
- Street signage for the Idylpark and directional signs to direct to parks

Telephone: 508-533-3291
Email: openspacecommittee@townofmedway.org



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- Trail markers
- Maintenance/management plan and the needs for timing.
- Suggested go to CPC and get funding.

The Committee is in support of collaborating with the parks and recreation. They do not think a consultant would be needed to tell us what signs would be needed. The consensus is that this has already been determined. Maybe we could hire someone to do the town wide map. This has been on the agenda for months but has not been completed. The Friends Group idea is a good suggestion, but who wants to start this group.

Member Wickis noted that we need to ask CPC for money and come up with budget priorities.

Open Space could help Parks and Recreation to look at the multigenerational areas. This needs to be determined. Dave Damico will be at the Parks and Recreation meeting. The focus could be on kiosks and signs. There needs to be unity when a presentation is made in front of the Board of Selectmen.

Member Marble presented a list of the projects for the members to view and discuss.

Amphitheater:

- Improve steps
- Benches/picnic tables
- Material for path along river trail
- Put in crushed stone path
- Complete trail/fencing

Idylbrook:

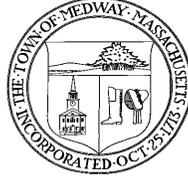
- This is not handicap accessible. This could be an agenda item for Parks and Recreation.
- Restore the wall and get rid of the invasive.

Canoe Launch:

- ACOE to complete launch platform.

Town Farm:

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- Purchase posts and install for trail.

Choate:

- Make sure the trail gets done to the high school.
- It was suggested to work with Parks and Recreation to make sure this gets done. There will be a planning meeting in February. This may include a site walk.
- The trail and bench at Choate is not handicap. This was done for the 300th. The grade is not appropriate for handicap.

Oakland Park:

- There may be a trail, but the thought is that it crosses private property.
- Take steps to purchase parcels which are unknown parcels.
- In the Gail report this was identified as a high area of interest.
- Sign needs to be lit or lighting somewhere on corner. This would make it visible.

Earth Day:

- There was a suggestion to clear the rock wall from the invasive. This could be an earth day project. Their goal is to set up two teams.

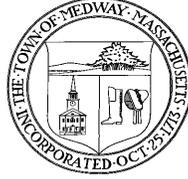
Kiosks:

Member Francis will bring samples of the kiosks to the February meeting when Parks and Recreation Committee are in attendance.

- Farm
- Briggs
- Idylbrook
- Oakland
- Amphitheater
- McGovern

Signs:

- Deerfield
- Police station for canoe launch
- Kingston Lane and trail markings



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- McGovern (entrance sign)

Budget:

The Commission needs to come up with what we need for budget items. Open Space does not have the resources to be able to get this work done. It was recommended that we discuss the budget items with Department of Public Service.

Open Space Priorities:

1. Kiosks: \$10,000:
2. Sign \$500.00(10)
3. Trail Posts \$500.00
4. Trail Markers \$500.00
5. Maps/brochure of summary of trails \$2,500
6. Fence CPC funds
Stairs
Steps to river

Items for Assistance by DPS :

- Mow amphitheater 4 times
- Fencing
- Crushed stone trail \$10,000 and not including labor
- Engineering Village Street

Maps:

The Commission discussed putting printed copies of the maps at the library. It was suggested to put the pamphlets in the local newspapers or the gazette. There has been a meeting with IT to put this on the website.

It was suggested to publicize those who help by providing a certificate or tee-shirt.

Canoe Launch:

The contract for bids will be going out. The goal is reward this before June 30, 2014 with construction beginning July 1, 2014.



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Stairs:

Another goal is to replace stairs to make them wider. These need to be redone. This may require some engineering. The commission would like these to be 4 ft. wide. A cost estimate will need to be provided.

The Commission would like to invite the new Conservation Agent to the meeting in March 2014.

Adjourn:

On a motion made by Glen Murphy and seconded by Jim Wickis, the Committee voted unanimously to adjourn the meeting at 9:20 pm.

Respectfully Submitted,

Amy Sutherland



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Mike Francis

Meeting Minutes on February 4, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	X	X	X	X		X	X
Absent with notice							
Absent without notice							

Parks and Recreation Members Present:

- Bob Reagan
- Ross Radcliff
- Dave Damico

Also Present was Board of Selectmen member Richard D'Innocenzo.

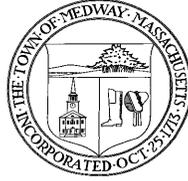
The Chairman called the meeting was called to order at 7:10 pm.

The Commission was holding a joint meeting with the Parks and Recreation Commission. The focus of the discussion with the Parks and Recreation Commission was how they can work together to maximize the resources and town land which is used for both active and passive recreation for all people throughout town. The open space committee though it would be beneficial to work together to expand on some of the ideas.

The open space committee wanted to discuss the noted below:

Discussion Items:

- Maintenance of trails and fields.
- Signage
- Kiosks



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Parks and Recreation explained that the engineer firm from Gale Associates will have the schematic plan prepared by February 24, 2014 in regards to the fields. There will be the inclusion of trails. It was recommended that once the schematic is done, a meeting should be set up with all the various boards and committees.

Discussion of Fields:

The next item discussed was field maintenance. It was indicated that to maintain a level field it was about \$10,000. The Gail report did estimate that it costs more money for the artificial turf, but the town gets more player uses. The cost for the turf cannot come from CPC funds; this would need to be a separate warrant article. If the town were to go with natural field, there would need to set aside funds to maintain the field. Another concern with the natural field is that there is a two year waiting period when reseeding and maintaining. A cost analysis should be completed including the total cost for over the life of the turf.

The Committee discussed that there will also be a trail behind the baseball field. There are concerns about the wetlands. There may also be some mitigation needed.

Signage:

Both committees were in agreement that there needs to be consistency and uniformity with signage on parks and trails.

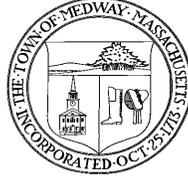
Member Hamblin recommends that there be created a proposal which could be reviewed by the Design Review Committee. They do provide recommendations about specific types of fonts and lighting. It was suggested that the new logo for the town branding be used.

There was agreement that there needs to be signs for at various parks and open space areas.

It was suggested to reach out to other towns to see what they may use for signage.

The open space committee does not have a budget line item to purchase signage.

It was also recommended to reach out to various design firms and have them come up with a design along with a system for naming the fields and trails.



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It was also suggested that the Parks and Recreation, DPS and Open Space go to Board of Selectman with the ideas about signage.

Member Wickis is concerned that the cost of having someone design this is going to very expensive.

One member mentioned that the art departments at the high school may be able to come up with a creative design.

Kiosks:

Member Francis distributed samples of kiosks which could be built at the various open space areas. These kiosks would have the various trail maps for residents to have while walking the trails.

The open space committee informed the parks and recreation members that a breakdown of cost has already been done.

The parks and recreation members liked the idea of the kiosks.

It was suggested submitting something for the annual town meeting.

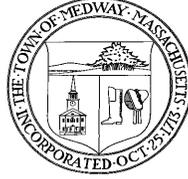
Selectmen D'Innocenzo will be bringing this up at the next Board of Selectmen meeting.

The total amount needed would be \$25,000.

Once money is allocated for the kiosks, these will need to be constructed on site. This is something that needs to be worked out. It is the hope that DPS can assist with this.

Next Steps:

- Set up a committee and look at a three year plan. Have this be a group to execute the tasks.
- Set up next quarterly meeting.



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- Attend a CPC meeting as a collaborative effort with Parks and Recreation, and Open Space.

Maps:

The Committee discussed having a town wide map for fields and trail. It was also mentioned that some towns have printed brochures which show trails, parks and open space.

Dave Damico suggested that it would also be good to have a PDF document or a quick link for facilities and fields. The Town Administrator has various resources and maybe she can redirect the committee. Dave Damico will check with Suzanne.

There was a suggestion to speak with someone on the Thayer Committee about sign.

Maintenance Plan:

The Committee discussed that all the properties purchased by CPC needs to have a maintenance plan. In regards to conservation land, the town has put the restrictions on this, but you are to have an independent third party make sure it is being maintained.

Next meeting joint meeting with Parks and Recreation will be May 28th.

The joint meeting with the parks and recreation adjourned at 9:00; but the open space committee continues their regular meeting.

Amphitheater:

Member Wickis informed the committee that someone had driven into back of the trail and left ruts in the dirt. This was the second time it was done. The Committee would like to get some type of fencing or barrier up. Member Wickis also shared that the path is definitely being used since he saw many footprints on the path.

There was a recommendation to call the police and see if they can drive by the area every once in a while.

Steps to river:

Open Space still has a goal to have a path to river with stone materials. This project needs to go to the Conservation Commission. There may need to be some engineering for the path. This also needs to be handicap accessible.

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The plan is to keep this as a meadow.

Member Wickis will ask to be on the Conservation Commission agenda.

Canoe Launch:

The bid documents for the canoe launch went out and will be submitted by April. The schedule is to start the construction in July, 2014. The state will be funding this. The maintenance of this will need to be done by the town.

Website:

There was a meeting with the IT representative and there have been changes to titles, and search engines. Some new links have been added. This continues to need refinement.

Earth Day:

The date for Earth Day is scheduled for Saturday, April 12, 2014.

The two properties which will be worked on will be:

- Idylbrook (rock wall)
- Amphitheater

The Commission would like to send out an email to volunteers who participated last year. It is the hope that the Commission can get 20 to 30 volunteers. The event will be from 8:00 -11:00 am. The committee will be cleaning-up the vines on the rock wall.

Millstone Village:

The Committee was made aware that there is a new development which is adjacent to Iarussi Way. This proposal will have about 20 acres of open space. The Millstone Village is planning on retaining ownership.

The Chairman will call Susy Affleck-Childs to inquire about this project.

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the Committee voted unanimously to adjourn the meeting at 9:15 pm.



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Respectfully Submitted,

Amy Sutherland



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Meeting Minutes on March 4, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	X	X	X	X	X	X	X
Absent with notice							
Absent without notice							

The Vice Chairman called the meeting was called to order at 7:30 pm.

Minutes:

January 7, 2014:

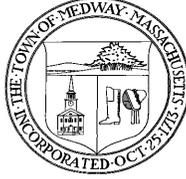
On a motion made by Glenn Murphy and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from January 7, 2014.

February 4, 2014:

On a motion made by Pat McHallam and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from February 4, 2014.

Millstone Village:

The Committee was made aware that there is a new development which is adjacent to Iarussi Way. This proposal will have about 20 acres of open space. The Millstone Village is planning on retaining ownership of the open space. The committee would like something in writing if this is to remain private and will be maintained by the private developer. Susy Affleck-Childs wanted to invite the open space committee to a meeting to discuss this. What happens if the homeowner's association goes belly up or becomes bankrupt? There will be an easement and would like a representative from open space to discuss the trail. Bruce Hamblin will volunteer as the representative. This piece of land ties into Iarussi Way.



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Action Items:

- Follow-up on who will maintain/ provide something written – Paul
- Decide layout option for trail – Pat
- Appoint a member to discuss this with engineer - Bruce

CPC Field Update:

Mike Francis went to a field update meeting last week. There were three options presented. The current recommendation of committee is to go with revised option to go with option (1a) smaller and the trail was discussed about that it is laid out in a straight line. There was discussion about moving the trail a little closer to the wetlands instead of a straight line. The other point was this is the main connector trail to Choate Park. The Committee would not like the trail right on the sidelines. All options have a retaining wall. The parking lot is accessed from Adams Street. There is a parks and recreation meeting tomorrow night which they will present the revised plan.

Recommended:

- Talking with Board of Selectmen about concerns.
- The Committee wants to recommend a buffer of between 35 to 100ft. on back east side of Idyllbrook and the area does not get clear cut. Member Francis will provide the suggestions.

Amphitheater/Village St.

The Committee was made aware that town counsel recommends that this needs to be discussed in executive session. This can be placed on the April agenda.

Earth Day:

The date for Earth Day is scheduled for Saturday, April 12, 2014.

The two properties which will be worked on will be:

- Idyllbrook (rock wall)
- Amphitheater

The Commission would like to send out an email to volunteers who participated last year. It is the hope that the Commission can get 20 to 30 volunteers and will assign two teams. The event will be from 8:00 -11:00 am. The committee will be cleaning-up the vines on the rock wall.



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Canoe Launch:

The schedule is to start the construction in July, 2014. The state will be funding this. The maintenance of this will need to be done by the town.

Signage CPC:

The CPC meeting suggested that this should be an eagle-scout project. The Chairman communicated that the number one issue is the fact that there are no markings or trail signs. There are not enough eagle scouts to complete this. The asking amount was \$25,000.00. The goal is to brand the look. The Chairman will go to April meeting with the location and three designs and put this on warrant to get this approved.

Member Francis created another tab and summarized the list of signs for the Medway Parks, Open Space and Fields.

Member Hamblin did mention this to Design Review Committee and wanted a list of the signs to begin to conceptualize ideas. It was suggested that some brainstorming session be done in regards to the sign. The Design Review Committee meets every two weeks. Member Francis will send the information to Design Review Committee on behalf of the committee.

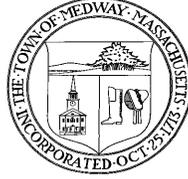
Action Items:

- Select Kiosk
- Review various entrance signs
- Approve Design

Amphitheater Update:

The Chairman went to CPC and informed them about the idea for stairs. They did not think that this would require an engineer.

There was a recommendation to contact Norfolk County Engineer from path to river. This would need to be ADA compatible. The county can survey the land for work proposed. Would



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they place on map the trail and stairs? This may not be feasible and the engineer would provide some recommendations on how to complete this.

Action Item:

- Member Wickis will discuss this with Conservation Commission
- Discuss this with Norfolk Engineer about slope – Jim Wickis
- Come up with a plan for funding
- Member Marble will follow-up with Tom Holder
- Discuss a fishing platform

The Committee discussed how to get the carting machine on a platform. Does this need to be engineered. This would need to be protected by the weather. The town could have the Department of Public Works dig out around it. This might break if we move it. This could be a focal point. As far as a shelter, you could build a shed cover with some slab benches. This could be near the parking lot.

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the Committee voted unanimously to adjourn the meeting at 9:40 pm.

Respectfully Submitted,

Amy Sutherland



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Meeting Minutes on April 1, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	X	X	X				X
Absent with notice							
Absent without notice							

The Chairman called the meeting was called to order at 7:30 pm.

Kiosks:

The committee reviewed photographs of kiosks presented. The samples range in price from \$4,000 to \$1,200.00. The consensus of the Commission is to go with the kiosks which are in the \$1200.00 -\$2500.00 range.

Information within Kiosk:

The Commission would like to include maps, and information regarding the sightings at the open space area. This would include the variety of birds which have been sighted. It was suggested to have a listing of the sports schedules posted on the kiosks at the fields.

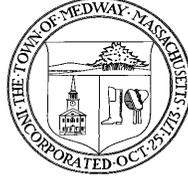
Member Wickis would like to increase the publicity about open space.

The goal is to get the kiosks installed within the next year. The Commission will follow-up with Tom Holder to see if this is a realistic goal since his department will be doing the installation.

Task to complete:

- Create the content of what will be placed inside the kiosks.
- Decide if the case should open and if it is cork board and with Plexiglas
- Laminate maps.
- Allocation of money pursue funding.

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- Meet with Department of Public Works to make sure there is space for the signs on certain specifically noted land.
- Request \$2,500 for each kiosks/content. (11 total). Seeking \$25,000.
- The commission likes the sample kiosk from Vermont.

The commission is in agreement that they want to be consistent with the look of the signs and they want them to blend in with the community. There would be 11 locations.

Member Wickis will do research on the history for the Amphitheatre which could be included within the content information for the kiosk.

Gale Report (Fields):

Member Francis did email Tom Holder about the buffer and the trail. This information was provided to the representatives of the Gale Report.

Town Maps/GIS Update:

The Committee still would like to see the town website improved with links to the fields and maps. Member McHallam is working on this item.

Member Marble will reach out to the IT department again.

Minutes:

March 4, 2014:

On a motion made by Jim Wickis and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from March 4, 2014.

Earth Day:

The date for Earth Day is scheduled for Saturday, April 12, 2014, 8:00 – 11:00.

There are nine people signed up.

The two properties which will be worked on will be:

- Idyll brook (rock wall)
- Amphitheater



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There are some areas of invasives which needs to be cleared where the bridge is. Another task is to grade the trail in the back.

Millstone Village:

Member Marble and Wickis attended the Planning and Economic Development meeting to discuss the open space land at Millstone Village. The applicant is not allowed to block access. There will be signs at site and there will be maintenance. There is a zoning enforcement officer that does the enforcement of this area. They are looking to set up a site visit ASAP. The Conservation Commission agent would like to be part of the site walk. The plan is to set this up for Friday. Member Marble will follow-up with email.

Member Wickis will be liaison with Conservation agent about a site visit.

Amphitheater:

Member Wickis did speak with the Conservation Commission about the trail at the Amphitheater. She did perform the site visit. There needs to be an estimate for the cost for steps, materials, and digging.

The Committee was made aware that there is a regional trail manager which may be some assistance to us. Member Marble will provide Member Wickis with the contact information.

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the board voted to adjourn the meeting at 8:45 pm.

Respectfully Submitted,

Amy Sutherland



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Meeting Minutes on May 6, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	X	X	X	X		X	X
Absent with notice							
Absent without notice							

The Vice Chairman called the meeting was called to order at 7:08 pm.

Public Comments:

65 Village:

Resident Gary Kendig was present and provided a sheet which noted concerns about noise, protection, disturbance or any issue living close to this. He wanted to see a rendering. He was upset to see so much area cleared and disturbed. He was hoping to see plans for the cartaking. His concern is also the maintenance of the area and operating hours. This resident supplies a memo with concerns. Hope that is will be policed and monitored. He wanted to know if there is some plan he could see. Will there be an issue with use after hours. Will there be some sign for no loitering. He is concerned about trespassing people were coming from the area which was just cleared. This happened enough to put up no trespassing signs. One of the signs in the back were removed.

Selectmen Trindade explained that if there is a problem with the boat launch, police will be there if there is an issue. If a sign is needed the town will put one up. This is a good thing, but if it is a problem for people who live there, they will fix it.

There are no plans for lighting.

There are resources online about launches and there are maps on-line. Member Marble will provide the links to the abutter.



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The resident wanted to know who to contact if there is a problem.

Bruce informed the resident that the plan was submitted to the Conservation Commission.

Canoe Launch:

Member Hamblin indicated that the contractor for the canoe launch will be starting. Bruce also spoke with a contact from ADA to make them aware that this project was going on.

Selectmen Trindade wants to make sure that with the ADA requirements will not hold up this project and will not add additional costs.

There will be a kiosk there.

Expiring Terms of Office:

Jim is interested in serving again
Bruce would like to serve again
Glen does not want to seek re-appointment

Paul has a person who may be interested.

Removal of Warrant Article:

Selectmen Trindade informed the committee that the article for the Wickett property will be dismissed .

Gale Report (Fields):

This will be an article for vote at town meeting.

Member Hamblin noted that two issues need to be addressed by Design Review Committee:

- Pads for bathroom (long-term goal)
- Bubbler

Selectmen Trindade communicated that this would be a change order and would cost more money.



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
Bruce Hamblin
Patrick McHallam
Glenn Murphy
Mike Francis

Chairman Wright disagrees with water bubbles at the field.

Member Francis communicated that the trail placement was addressed and the trail is in the woods and not on the side line.

Town MAP (GIS):

A map was sent to Mr. Damico. Member McHallam will follow-up.

The committee was made aware that there are recreational trail maps with codes which can be scanned into phone to produce maps.. Member Marble indicated that this is something he can do.

Signage:

There is a warrant for signs for \$25,000.

Minutes:

April 1, 2014:

On a motion made by Jim Wickis and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from April 1, 2014.

Earth Day:

The Earth Day cleanup did take place on Saturday, April 12, 2014. It was successful.

Millstone Village:

Member Marble and Wickis attended the Planning and Economic Development meeting to discuss the open space land at Millstone Village. The applicant is not allowed to block access. There will be signs at site and there will be maintenance. There is a zoning enforcement officer that does the enforcement of this area. They are looking to set up a site visit ASAP. The Conservation Commission agent would like to be part of the site walk. The plan is to set this up for Friday. Member Marble will follow-up with email.

Member Wickis will be liaison with Conservation agent about a site visit.

Amphitheater:

Telephone: 508-533-3291
Email: openspacecommittee@townofmedway.org



**Town Of Medway
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155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
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Glenn Murphy
Mike Francis

The Committee was made aware that there is a regional trail manager which may be some assistance to us. Member Marble will provide Member Wickis with the contact information. There was some flooding issues at the site. It was suggested to have DPS look at this during the next rain event. The focus continues to be getting rid of the invasives.

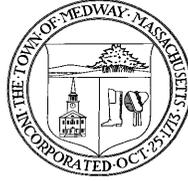
Jim indicated that he has tried to contact the DRC Chairman and the email keeps coming back undeliverable. He will contact Susy.

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the board voted to adjourn the meeting at 8:45 pm.

Respectfully Submitted,

Amy Sutherland



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
Bruce Hamblin
Patrick McHallam
Glenn Murphy
Mike Francis

Meeting Minutes on June 3, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Glenn	Bruce	Mike
Present	X	X	X				X
Absent with notice							
Absent without notice							

The meeting was not opened until 7:30 pm when the Chairman arrived.

Millstone Village:

Engineer, Rob Truax was present to discuss the open space area at Millstone Village. He communicated to the Committee that the parking access for the open space area will not be on Iarussi Way. The trails and parking would be located on the easterly side. The applicant will be attending then next planning board meeting to finalize the trail. This will be documented on the final plans. The abutters were comfortable with the new location of the trail access.

The parking will be within the development. There was an existing trail and it has not been agreed to in the plan. The land near the power lines is very wet and some of the yards are cleared to property lines. There is a nice high area for parking.

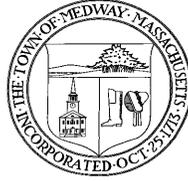
Parking:

On a motion made by Paul Marble and seconded by Jim Wickis, the OpenSpace Committee voted unanimously to approve the parking plan Millstone Village as presented.

Iarussi Trail:

The Committee took attendance of those residents present to discuss the Iarussi Trail.

There were several abutters present with concerns about the Iarussi Trail. The Open Space Committee explained that this trail was walked by some of the open space committee members



Town Of Medway
Open Space Committee
155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
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Glenn Murphy
Mike Francis

and the conservation agent. There is nothing planned for this trail. The initial path is owned by the Conservation Commission. One of the goals is to connect the trail throughout town and this trail would make it possible. This is not the trail for today, but trail for tomorrow.

The residents were concerned that there was nothing noted in their deeds about walking paths behind their homes. The residents knew it was never going to be touched since it was conservation land. They were told that it was protected. One of the residents mentioned that there are rare species in this area.

Member Wickis responded that there are no rare species in Medway.

The residents indicated that a good portion of this area is wet.

The Open Space Committee indicated that they do not have the ability to fill in wetlands to make a trail. This is a decision by the Conservation Commission. The town would need to formally submit a notice of intent.

Member Wickis provided the background information about this site letting the residents know that some years back the planning board did not follow up on a walking path and this was left for a committee like this and we have not been approached directly by anyone about this. Member Wickis indicated that he does not like where the trail is unless the neighbors agree. The open space committee would not go for a trail like that. The larger objective is to have a connection with Chicken Brook.

Member Marble noted that we do not want to limit to what may happen, but we do not want to ruin anyone's backyard.

Abutter Murphy responded that the idea of trails are good as long as we work together on how to minimize the impact of the neighborhood. It is appropriate to use it, but let's figure out a way to work together. This is right in the direct backyard of some of the abutter. There are wetlands which do pose a problem. He is willing to work with the committee.

The abutters want to be notified of when this moves forward. The Committee responded that they can certainly look at the posted agendas to see if it will be discussed.



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Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
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Glenn Murphy
Mike Francis

Abutter from 1 Iarussi Way is concerned about the devaluation of property.

The Chairman responded that noted that the walkways/trails can go within the buffer and trails often go through the wetlands. We would like the trail to go on the east side and work to put in a buffer. The trail on the west side is already there but it is overgrown.

The Open Space Committee communicated that they are at least a year away from putting the trail in. The Open Space would make a recommendation to the Conservation Commission. There will need to be a more definitive plan.

Member Wickis communicated that it is not a good idea to have a trail around the houses and in the backyards.

A point person from the neighborhood was appointed.

Minutes:

May 6, 2014:

On a motion made by Jim Wickis and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from May 6, 2014.

Canoe Launch:

The canoe launch is progression. Soil is being taken out and crushed stone is being brought in. s

Amphitheater:

1. There have been complaints about water and flooding. There was an email sent to Tom Holder who is in charge of DPW. There has not been a response back. Silt is coming down the hill from the gravel parking. There may need a culvert to fill in the gully or drain trough up toward the hill. Suggested maybe doing a rain garden.
2. Member Wickis left a message for Consultant Marchetti from Tetra Tech about the engineering study for a stone dust path to water. There has been no follow-up from him. It was suggested that contacting Susy Affleck-Childs might help.
3. Member Wickis met with the Design Review Committee regarding the big piece of equipment. It was suggested we consider this a historical piece.



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Tina Wright, Chairman
Jim Wickis, Vice-Chairman
Paul Marble - Clerk
Bruce Hamblin
Patrick McHallam
Glenn Murphy
Mike Francis

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the board voted to adjourn the meeting at 8:45 pm.

Respectfully Submitted,

Amy Sutherland



**Town Of Medway
Open Space Committee**

155 Village Street
Medway, Massachusetts 02053

**Meeting Minutes on August 5, 2014
Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Mike	Laura
Present	X	X	X	X	X	X
Absent with notice						
Absent without notice						

The meeting was opened by member Wickis at 7:05 pm.

John Schroeder was present and provided pictures of benches with plaques noting the loved one in memory. Mr. Schroeder got the idea from another town and thought this would be great for Medway. These benches could be added around town in the open space areas. Another idea is to also include the planting of a special tree in memory of a loved one. This undertaking would be of no expense to the town.

Mr. Schroeder is seeking to get in writing a recommendation in support from Open Space Committee. The cost for the benches is \$550.00. He will be going to the Design Review Committee next.

There was asked about how the donations for this will work.

Mr. Schroeder responded that the hope is that the parks department will do the installation for free. There is also a possibility that the parks department can get a better price on the benches. As far as the donations, this will need to be worked out.

Another suggestion was made for a possible granite slab. It would be great to work with the local granite company.

The Committee liked the idea of having a back with hand rest.

It was suggested having several different choices to select from.

The tree warden can provide a list of trees and where they could go to purchase those.

This could also be a remembrance and memorial for something such as graduation class.



Town Of Medway Open Space Committee

155 Village Street
Medway, Massachusetts 02053

On a motion made by Paul Marble and seconded by Pat McHallam, the Committee voted unanimously to support the initiative for benches/plaques as presented by Mr. Schroder.

Reorganization:

The Committee was made aware that member Hamblin was not appointed to the Open Space Committee by the Planning Board due to poor attendance.

Chairman:

On a motion made by Paul Marble and seconded by Mike Francis, the Committee voted unanimously to appoint Tina Wright as the Chairman to the Open Space Committee.

Vice Chairman:

On a motion made by Jim Wickis and seconded by Pat McHallam, the Committee voted unanimously to appoint Paul Marble as the Vice Chairman to the Open Space Committee.

Clerk:

On a motion made by Tina Wright and seconded by Paul Marble, the Committee voted unanimously to appoint Jim Wickis as the Clerk to the Open Space Committee.

Member Bockoven would like to serve as a liaison for conservation commission.

Eagle Scout Project Village Street:

Eagle Scout trail which was at upper Village Street is not being maintained. The Committee discussed that this will need to be only mowed only 20 ft. up to the trail. It was suggested to ask the DPW again and also speak with the Board of Selectmen.

Member Marble will contact the selectmen and will put together proposal. It was also suggested to hold a sub-committee meeting which could to include Conservation Commission, Parks and Recreation, DPS and a member of the BOS. Member Marble will contact the BOS and will get on their agenda.

The Committee did discuss that they would like a few parking spots, but the police department was not in favor of this. They also were no in favor of signage.

60 Village Street Update:

Member Wickis indicated that he has sent out an email recommending that engineering plans be developed. A proposal came back from Tetra Tech. A scope of services was provided which included adding the steps to river for the canoe access.



**Town Of Medway
Open Space Committee**
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Chairman Wright did email Glenn Murphy and he will contact the other Attorney. This information will confirm the town's ownership.

This will be presented at Fall CPC meeting and they will ask for no more than \$20,000.00.

The survey work would be from a prior survey. This price was factored in. A topographic survey will probably need be done. The fence was approved two years ago.

Amphitheater:

Member Wickis has spoken with the DPS about the rain and drainage at the Amphitheater. To date, there has been nothing done.

Member Marble did take pictures of the piece of equipment and will be contacting museums to see if this is a historic piece.

Canoe Launch:

The Canoe launch looks great. There was discussion about cleaning brush at the Millis side. People are canoeing there. There was a discussion about if there will be railings on the launch for fishing There is a large tree in the middle of the river which is blocking canoes. There are also tires in the river.

Member McHallam used it and there were some large trees which need to be removed before the pond. It is going to be difficult since they are in the river. The river is shallow. There are two spots.

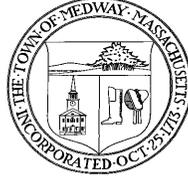
Soil is being taken out and crushed stone is being brought in. The Committee discussed having an opening celebration or event. They also wanted to recognize Bruce Hamblin for all his work on this project.

Member McHallam will email whoever maintains the website to ask them to put something in about the canoe launch.

Gale Report Fields:

The fields project is breaking ground and this is on track as scheduled. Member Francis will be notified when the trails are being put in. It was also suggested that the Conservation Commission Agent be present.

Sign Update:



**Town Of Medway
Open Space Committee**

155 Village Street

Medway, Massachusetts 02053

- Member Francis went to the Parks and Recreation meeting and showed them the kiosks. They are in favor of the project.
- Photos were provided. Mike received email about a reference in favor of this company.
- The goal is to have these installed by November.
- There was \$25,000 budgeted for kiosks and brochures.
- The Committee will need a formal invoice for paying the bill.

Minutes:

June 3, 2014:

On a motion made by Jim Wickis and seconded by Paul Marble, the Open Space Committee voted unanimously to approve the minutes from June 3, 2014.

Seacord Property:

The Chairman received an email about the Seacord Property. It is a one acre lot. Member Wickis looked at the site. The site has some big trees but all the rest is dense with invasive. Parts of this are wet. There is really no value. The challenge with this site is that it does not provide connectability to other open space areas.

On a motion made by Paul Marble and seconded by Jim Wickis, the Committee voted to not recommend pursuing the Seacord Property.

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the board voted to adjourn the meeting at 8:45 pm.

Respectfully Submitted,

Amy Sutherland
Approved 9/2/14



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Meeting Minutes on September 2, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina	Jim	Paul	Pat	Mike	Laura	Bruce
Present	X	X	X	X	X	X	X
Absent with notice							
Absent without notice							

The meeting was not opened until 7:00 pm when the Chairman arrived.

Minutes:

On a motion made by Laura Bockoven and seconded by Paul Marble, the Committee voted unanimously to accept the minutes from August 5, 2014 with the noted revisions.

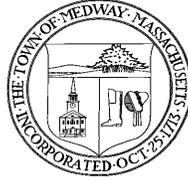
Canoe Launch:

Some of the committee members attempted to clean up and remove trees in the river. One of the trees is very large. There is a concern that this tree will become dangerous to the canoers. There was also a homemade rock dam built which made navigation difficult. The Conservation Agent and DEP should also be notified. For a short term solution, something needs to be done to allow the canoes to get through. It was suggested to do one more work session. There are several tires which needs to be removed. Member Marble volunteered to assist with the removal and will bring them for disposal at the transfer station. He will contact Tom Holder to make sure he can bring the tires down to be disposed.

The Chairman informed the Committee that the Conservation Agent did walk the site. The project has not been released yet. She was not happy with the barrier on the west side on the edge since there will be run-off. This will need to be reseeded. There was also discussion about the maintenance of this area. There were invasive which need to be removed. Bridget indicated that she could put some of this in her budget.

It was suggested to go to CPC for funding on the following items:

- Rain garden
- Bench
- shrubbery



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

There was discussion about holding an Opening Ceremony. The Committee would like to have this advertised in the local papers.

Opening Ceremony Ideas:

- Ribbon Cutting
- Open house between 1-3
- Parking may be an issue
- Invite Board of Selectmen along with possible representatives from the State
- Acknowledge the family who donated land,(a sign and invite representatives from family)
- Engage Charles River Watershed
- Invite Fish & Game
- Pick a date for Ceremony

There was a suggestion that a caution sign may be needed at the entrance. This will need to be handled by the DPW since they make and install the signs.

Amphitheater:

The Chairman walked the amphitheater site with the Conservation Agent and the new Town Administrator. It was suggested to go with a 3/8 compact stone instead of stone dust. There was also discussion that the parking spaces need to be better delineated. Many of the invasive plants are coming back. The Conservation Agent indicated that she could get someone there in a week to clean this area up. Bridget indicated that she would talk with Tom Holder about maintenance of this area. The area was mowed once by the town.

The Committee does not think an independent contractor is ideal, but agree that the maintenance would get done.

In regards to finance there has not been a budget for this and there needs to be a set budget item to maintain open space.

The Committee wants clarity on why Thayer House is being maintained but other open space areas are not. The maintenance plans were put in place but have not been implemented. An email



Town Of Medway Open Space Committee

155 Village Street
Medway, Massachusetts 02053

has been set to the Department of Public Works, but the Committee has not received communication back.

Briggs Trail:

Member Francis forwarded an email about the Briggs Trail. The Committee wants to be on the distribution list to inform us when the trail phase is going to be started. The Committee is assuming that this will be last phase of the construction. It was recommended that the Conservation Agent also be part of this discussion. She will be doing part of the flagging. Member Francis also wants to be present for this. The Chairman took the Conservation Agent to the site and it was walked. The Committee suggested setting up a time to walk the site with the Conservation Agent, DPW Director and the Open Space Committee. The Chairman will follow-up to all parties to determine a date and time.

Sign Kiosks:

- Pressure treated posts
- Roof Color options: (green)
- Paint sign and letters. (white)

The money has been approved at town meeting. The cost of kiosks is coming in below budget. There will be money for brochures.

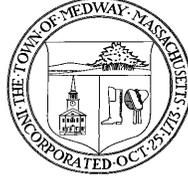
There is a commitment from DPW to build and install. There has been information provided to them about how to install.

These will be delivered in October 2014.

Brochure:

The Chairman met with a graphic artist about the brochure idea. A draft sample was provided. The following were suggested:

- Include GPS mapping – Pat could assist with this aspect
- Agreed with the Tri-Fold
- Provide a mapping key
- Provide a PDF of brochure for website
- Provide a link on website where the selected area “Idylbrook” will then have a link to the trail with directions.
- Seek a quote to mail these to every household.
- Insert in Medway/Millis News



**Town Of Medway
Open Space Committee**
155 Village Street
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There was discussion about going with a bigger brochure which would be a four-fold instead of three fold. This would cost more money. A follow-up cost estimate will be provided.

It was suggested that this information can then be provided at each of the kiosks. It was recommended to put a QR code on the Kiosk and brochure. This could also be on the website, link etc. Member Marble will look into this.

Website:

Member **McHallam** will work on putting on map links on the website.

Other Projects:

Future Canoe Launch:

Member Hamblin will check with State about a canoe launch near Shaw Street. There are easements for two parcels. There are some erosion issues. This could be a good observation area and it has the possibilities for many things. The issue would be parking. Some members do not think this is an ideal location. Member Hamblin will look at the various locations.

The Open Space Committee would like to invite the Town Administrator to the next open space meeting which is scheduled for Tuesday, October 7, 2014.

On a motion made by Paul Marble and seconded by Mike Francis, the Committee entered into executive session to discuss the possible purchase of property. The Committee will not enter back into open session, but will adjourn their meeting from executive session.

Roll Call Vote:

Pat Marble	aye
Bruce Hamblin	aye
Pat McHallam	aye
Mike Francis	aye
Tina Wright	aye
Laura Bockoven	aye

The open session adjourned at 8:45 pm

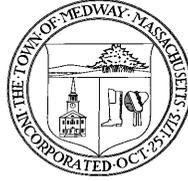
Respectfully Submitted,

Amy Sutherland



Town Of Medway
Open Space Committee
155 Village Street
Medway, Massachusetts 02053

Recording Secretary



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Meeting Minutes on October 7, 2014

**Medway Senior Center
76 Oakland Circle**

Attendance	Tina Wright	Jim Wickis	Paul Marble	Pat McHallam	Mike Francis	Laura Bockoven	Bruce Hamblin
Present	X	X	X	X	X	X	X
Absent with notice							
Absent without notice							

The Chairman opened the meeting at 7:00 pm.

Minutes:

On a motion made by Jim Wickis and seconded by Paul Marble, the Committee voted unanimously to accept the minutes from September 2, 2014.

Conservation Agent:

The Conservation Agent Bridget Graziano was present at the meeting.

There were several items discussed regarding the open space and conservation land.

The Conservation Agent communicated some of her goals.

Goals:

Open Space/Conservation Management Plan:

The town should have an open space management plan for the open space parcels in town along with any of the land owned by the Board of Selectmen. Currently, the Conservation Commission has a conservation land trust and it has over \$100,000.00. The purpose of this money could be for land acquisition. If the land was purchased with CPC funds, there should be a stewardship.

The maintenance of the open space parcels could be done by the DPW but if this is not their intention, then Bridget noted that she could put maintenance in her budget. The management plan needs to be done along with providing baseline documentation. For example, if there are nesting bird on a particular parcel, or if a resident is encroaching onto this land it needs to be



Town Of Medway
Open Space Committee
155 Village Street
Medway, Massachusetts 02053

documented and at times enforcement needs to occur. The timing and maintenance of this land is important to the wildlife habitat.

Regional Connections:

The regional connections is important to look at the continuous habitat among surrounding communities.

Conservation Restrictions:

There needs to be an inventory done throughout town of the conservation restrictions placed on specific property. The Chairman indicated that any land purchased by CPC funds needs a conservation restriction and full management plan. The State requires that when CPC uses its funds for land, the town needs to show how the land is being used.

The Conservation Agent indicated that a Conservation Restriction this was just done for Millstone Village.

If this has not been done with the various parcels, then a priority list should be created and those conservation restrictions need to be completed. Bridget indicated that there is a basic template for these restrictions, but this cannot be the focus of her job, but she is willing to assist.

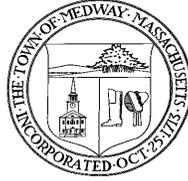
It was recommended to put together a land management team to address these issues.

The Chairman indicated that a representative will be coming to the next CPC meeting to discuss conservation restrictions and land management.

The goal is to look at the sites and identify what needs to do in terms of enhancements which might be made over a period of time. There should be something strategic for each parcel. This needs to be a step by step process. There are graduate students which could do an ecological plan review. There would do this on each parcel and provide a final document to the town. When the town goes to apply for grants, there needs to be progress shown.

Member Francis recommended that the Gale Report be used as a reference guide, since there was a matrix was already created for field maintenance.

The Committee discussed if this is realistic to think that the Conservation Agent can lead this, or should we hire a consultant to move this forward.



Town Of Medway
Open Space Committee
155 Village Street
Medway, Massachusetts 02053

Action Items:

- Create an AD Hoc Committee with DPS, Open Space, Conservation, Parks and Recreation, Planning Board and member of Board of Selectmen
- Identify all parcels in town which are open space and determine if owned by town or conservation commission. Also determine the funding source of the land.
- Determine CPC land requirements under Conservation Restriction.
- The Chairman will speak with the Town Administrator about creating a town wide committee to start the process for the land management steps for conservation restrictions.

Canoe Launch Dedication:

The dedication of the canoe launch will take place in the spring 2015.

The Committee was made aware that the ramp was washed out. The Conservation Agent suggested that the rain garden and plantings should stop this from happening. There is no grass there and it needs to be reseeded. The budget is at the maximum and if there is seed at facility, they will seed it. It was also discussed having a geoweb. The funding for this is the issue.

The Conservation Agent suggested that there may be a grant available for stormwater.

Actions Items:

- Member Hamblin will make a telephone call about the Spring 2015 Canoe Launch Dedication and will inform local representatives about the issue with the ramp.
- Conservation Agent will send an email about what needs to be done on site.
- Idea to look at cost for phase two.

There was discussion about cutting up the dead tree in the Charles River which is a safety risk to canoers. The tree will be cut into smaller pieces since the limb is dead.

Member Marble wanted to thank Sean Lanagin, from Long Distance Tire, for taking the old tires which were in the river and disposing of them. Open Space Committee appreciates his help

The Conservation Agent indicated that if it is a public safety issue, it can be cut up and put to side, but put a tarp under it.

Amphitheater:



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Member Wickis informed the Committee that there has been increased beaver activity. The grass will be mowed by member Wickis by the end of the week.

The drainage at this site is a continued concern. This was brought up with Tom Holder and nothing to date has been done.

It was recommended that a rain garden be put in.

It was suggested that someone from open space attend the Conservation Commission meeting on Thursday, October 23, 2014.

Action Items:

- There will be a work session on Saturday October 11, 2014.
- Attend Conservation Commission meeting on October 23, 2014.
- Planning for a Fall Clean-Up for October or November 2014.

The legal ownership of the Village Street is the towns, but there is a question about the property lines, but it is a small piece and it does not impact anything.

Briggs Trail Update:

The Briggs property was walked and flagged. It appears that the trail was being moved due to drainage. There is a discrepancy with the property lines and the location of the trail. There is another meeting about construction update on Thursday October 9, 2014. There will be a trail walk to lay things out. There was a problem with stormwater and sediment during construction which is currently being addressed.

Kiosks:

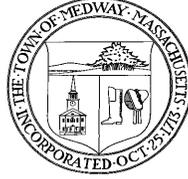
Member Francis informed all that the Kiosks have arrived. The next step is marking the various sites and installation.

Action Items:

- Member Francis will mark the various locations for installation this fall.

Brochure:

Member Hamblin provided the members with various trail maps. Two of the maps were from the Town of Brookline. Brochures:



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Member McHallam is working with the designer. Member Wickis will assist with the write up information on each site.

Town Warrant:

There will be a warrant article about money for engineering in the amount of \$15,000 for Village Street. The concern is if the access from Village Street has to be handicap accessible. This question went to the town attorney and this should be resolved tomorrow. Another question asked is if the main entrance is handicap accessible, does the whole trail have to be handicap accessible or just a section.

Other Business:

Member Hamblin expressed his concern about benches in town which are deteriorating and suggested that if the town is to purchase any more benches go with a product which is recycled or metal

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the board voted to adjourn the meeting at 9:00 pm.

Respectfully Submitted,

Amy Sutherland



**Town Of Medway
Open Space Committee**
155 Village Street
Medway, Massachusetts 02053

Meeting Minutes on November 4, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina Wright	Jim Wickis	Paul Marble	Pat McHallam	Mike Francis	Bruce Hamblin
Present	X	X	X	X	X	X
Absent with notice						
Absent without notice						

The Vice Chairman opened the meeting at 7:04 pm.

Minutes:

On a motion made by Bruce Hamblin and seconded by Paul Marble, the Committee voted unanimously to accept the minutes from October 7, 2014.

Village Street:

Member Marble met with the Town Administrator and the \$20,000 for engineering was being taken off the warrant. Town counsel indicated that this is not considered an improvement. If there was a study to be done, it would then have to look at every access being handicap accessible.

The Committee discussed that there are no ADA rules about trails. They can request a waiver for this project due to the slope of the land. The Committee would like to put something on the warrant for the spring town meeting. It was further discussed that the members want to draft the warrant article in the future. The previous article was drafted by the administrative assistant and the open space committee was not able to review.

Action:

- Apply for waiver.

The members were made aware that there is a workshop on trails to be held on Saturday, November 8, 2014.



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Canoe Launch:

The Committee was informed that rocks have been placed at the canoe launch to help with the displacement of the launch and the washing out/erosion.

Member Francis was on site to decide on a location for the kiosks.

The Chairman attended the CPC meeting and there were in amendable to finishing this area. This will include a bench. The Conservation Agent is rewriting the Order of Conditions. The Open Space Committee would like to remove some of the invasives. There is a suggestion to plant native grasses.

Action:

- Do a canoe race in the future
- Member Hamblin will follow-up about other spots for canoe launch.
- Coordinate with the trout stocking event
- Invite a representative from the Charles River Association for possible event. Member McHallam will follow-up
- Remove invasives

Amphitheater:

The Commission would like to have a work day to get rid of some of the locus trees. There are also some trees leaning across the trail. There was discussion about putting up a structure around the carting machine. There could also be inclusion of some history. The Design Review Committee thought that this would be good. The pictures/literature could be under Plexiglas. Nothing big will be taken out.

Action:

- Work weekend on Sunday November 23, 2014 at 10:00am.



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Kiosks:

Member Francis has been in touch with Fred Sibley in regards to the Kiosks. They will be scheduling a time to dig the holes. The date for this will be determined. It was explained that the parks and recreation is not assisting with the setting up of the kiosks. There will need to be further coordination on whose will be tasked with putting these up. Member Francis volunteered to be on site to lend a hand. The sites for the kiosks were chosen. The posts are already marked with the right depth and the gravel will need to be added. Depending on timing of weather, the kiosks may not go in until spring.

Action:

- Holes to be dug Fred Sibley.
- Member Francis will propose a meeting with Fred Sibley on weekday and see if he can find staff to put in the other kiosks. Member Wickis and McHallam are available if needed.

Briggs Trail:

There were two site visits at the Briggs Trail site. The trail route was walked and flagged with the contractor and Tom Holder. The Conservation Agent will be looking at the drainage tomorrow. The proposed trail was shown to the members. There is a buffer and it will have white pines. There will be a 6 ft. wide gravel path. One or two of the boulders will need to be relocated. There is some pink flagging noting the edge of the wetlands. DPS will decide if gravel or natural surface is best. The Conservation Agent is amendable to keep it natural, but if it is finished with gravel, there will be less erosion. The stone will maintain the integrity of the area. This is permeable. They did not like the idea of the additional trail from parking lot to pavilion.

There is a lot of trash accumulating. This could be a spring clean sweep project.

The last item discussed was the entrance from Adams Street. There is a break in the stone wall and there is an objection for any parking in this area or off of Adams Street. The trail where routed comes within 50 ft. of Adams Street. This is a natural entrance. It was suggested to talk with the Planning Board.

Chairman Wright thought that the town may have more land and she will reach out to the Briggs Trust.

Action:



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- Member Marble will mention to Allison about the Spring Clean Sweep.
- Make the meadow be maintained or cut down. – Paul Marble will bring up with Town Administrator- mowing once a year.
- Speak with Planning Board when project done to discuss Adams Street and put gravel or chain at gate. This is a scenic road and better to put a chain fence across and make it a walking trail and see how the residents handle this trail.
- Reach out to Briggs Trust.

Other Items:

- The members wanted to know if Laura Bockoven has officially resigned since member Marble may have an interested resident. Member Francis may also have possible member who is interested in serving.
- The ATV's have been ripping up the trails at Idlybrook. There are no gates. It was recommended to put in steel gates with locks. This will need to be brought up with the town administrator.
- The Chairman wants a subcommittee formed with CPC, DPW, Parks, and Open Space. The maintenance plan should be included as part of the master plan.
- There is encroachment happening near the police station. There should be a cease and desist order issued. Member Marble will talk to Jim Wheeler.
- The town received a grant for \$100,000. Open Space was asked to provide ideas. It was suggested a playground at Idylbrook. The Committee is not clear about the scope of the grant.

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the board voted to adjourn the meeting at 9:15 pm.

Respectfully Submitted,

Amy Sutherland
Approved December 2, 2014



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Meeting Minutes on December 2, 2014

**Medway Senior Center
Oakland Circle**

Attendance	Tina Wright	Jim Wickis	Paul Marble	Pat McHallam	Mike Francis	Bruce Hamblin	Laura Bockoven
Present	X	X	X	X	X	X	X
Absent with notice							
Absent without notice							

The Chairman opened the meeting at 7:04 pm.

Update on the CPC meeting:

The Chairman informed the members that there was a meeting with CPC last night. Currently, there needs be work done to put conservation restrictions on various parcels. The monitoring of these sites needs to be done by a third party. This only pertains to parcels purchased with CPC funds. Open Space Committee will become more involved in this process. There were model templates showing how restrictions are written. The town is looking on how to get the restrictions done. This will involve the work of Conservation, CPC and Board of Selectmen.

Village Street:

The Chairman informed the Committee that it was mentioned to her that there was a suggestion to give up a portion of the land on Village Street for an easement. The Committee does not want to do this. It is very difficult to apply for any grants with easements. This parcel is being encroached on by the resident. There needs to be something in writing to inform him to stop.

There was a recommendation to bring this information to the Conservation Agent who can look at the site and evaluate any encroachment issues.

Action:

- The Chairman will contact the Conservation Agent about viewing the site.
- Present to the Board of Selectmen about the encroachment issue.



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Minutes:

- **On a motion made by Bruce Hamblin and seconded by Paul Marble, the Committee voted unanimously to accept the minutes from November 4, 2014.**

Canoe Launch:

The Conservation Commission Order of Conditions for the canoe launch need to be revised. The Conservation Agent will be making those changes.

The Committee discussed coming up with a landscape plan for this area. Some of the invasives need to be cleared, but the timing of that needs to be worked out since there will also be some replanting done. Some of the invasives are on the east side toward Millis, but closer to the water. The thought is to do some plantings, add a bench and some grass. This will finish the area. The maintenance of this is still a concern. This is a recurring issue. At the end of the winter, the Committee would like to go down and map out and landscape ideas. This could also occur in the Spring.

Action:

- Map out landscape plan
- Take out invasives

Amphitheater:

The Committee discussed that there was a work weekend where about 10 or 15 trees were taken down. Jim Wieler and Rich Sajack was present. Photos were shown of what was accomplished. The Committee would like to do another spring cutting.

The Committee would like to pursue address the funding of the steps with CPC. The current steps are not secure. Member Marble and Wickis will do further work on the steps to reinforce them. The brush on the property line from Amphitheater to up stream has been knocked down.

The Committee was informed that a front end loader was brought to the property opposite of building and there was a hole for perc testing. This was near the sloped area.

Action:

- CPC funding steps were part of the engineering plan.



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Kiosks:

Member Francis has been in touch with Fred Sibley in regards to the Kiosks. The tractor which digs the holes for the posts is being fixed. Member Francis will try to get an exact date for installation.

The Chairman would like to see if we can get Fred to commit to doing one or two of the kiosks relatively soon.

Action:

- Get Fred Sibley to commit to one of two kiosks.

Briggs Trail:

Member Francis informed all that the trail work will begin December 8, 2014. Conservation approved the flagging. The project is moving forward. Member Wickis indicated that it is hard to determine where the property lines or boundaries are located. It was suggested to hire a surveyor to mark the corners. This will need to be included in any forthcoming restrictions.

Member Marble did send an email to Allison about clean sweep in the spring.

Action:

- Identify boundaries for future.
- Set up a meeting to discuss maintenance

Sign Update:

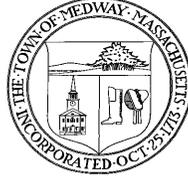
Member McHallam provided the narrative of the various sites throughout town for the brochure. The comments from Member Wickis have not been incorporated into this latest version. The recommendation is to provide this to the graphic person and have them do the formatting to see what fits on the brochure.

The Chairman suggested a including the description of the open space areas and a lot of language about the fields.

Member McHallam will clean-up the language and will incorporate the suggested ideas.

Action Item:

- Incorporate comments from Member Wickis
- Draft and comments to graphic artist



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- Put more the major streets on map(Oakland, Lovering, Adams, Fisher)
- Star for the Town Hall
- List the Senior Center

ATV Activity:

The Committee discussed that there has been ATV's activity on one of the open space parcels. The rocks which have been placed there have been moved. The Committee wants to discuss have gates at specific areas. This discussion would include the Board of Selectmen. Additional signage is needed. Member Marble will reach out to Selectmen Trindade.

Action Item:

- Member Marble will communicate with Selectmen Trindade about problems with ATV's

Adjourn:

On a motion made by Paul Marble and seconded by Jim Wickis, the board voted to adjourn the meeting at 8:30 pm.

Respectfully Submitted,

Amy Sutherland