

**Town of Medway**  
**Board of Park & Recreation Commissioners**  
**155 Village Street**  
**Medway, Massachusetts 02053**  
**(508) 533-3275      508-321-4985 (Fax)**

Ross Rackliff      Sean Murphy      Paul S. Mahoney

Meeting Minutes  
December 02, 2015  
Medway High School

**In attendance:**

Park Commissioners: Ross Rackliff, Sean Murphy, Paul Mahoney  
DPS: Dave D'Amico, Deputy Director  
Other: Medway youth group representatives, Shirley Bliss,  
Marge Monahan, Community Ed. Director,  
Rob Pearl, Medway School Athletic Director

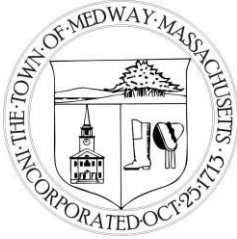
The meeting was called to order at 6:45 pm

**Discussion on Choate Summer Program- Marge Monahan, Community Ed.**

Medway Community Ed. Director, Ms. Marge Monahan was present at the meeting. She described the schedule and workings of the Choate Summer program. Scheduling of the program for each year takes place in January/February and the fliers are disseminated in March/April. Community Ed. needs to have the information about the proposed new program by end of January or early February 2016. This program has been in existence for the past twenty years. Town of Franklin helps Medway to run the program. Their program allows non-Franklin citizens to sign up. This program is not a money generator and Medway pays for the incidental costs to keep the program active. Community Ed. is ready to take over the program from Franklin. Activities in the Choate summer program (for kids K-2 - 5<sup>th</sup> grade) include in-house field trips and swimming at the YMCA. The in-house field trips are conducted at the Burke Elementary School. This program uses Medway fields in summer. Community Ed. charges \$5 - \$10 per student but was asked to pay \$25 per student for using the fields. The total yearly revenue ranges between \$10 – 15K (approximately) per year. This does not include the revenue generated from the day care program (\$20K-25K per year). Ms. Monahan will provide accurate information on the revenue generated by her department. There is an unpaid invoice (\$9,800) for Community Ed for 2015. There was discussion about Community Ed. not making payments for using the Medway fields when other groups pay. Currently, fields are charged at \$30/hour and the tennis courts at \$10/hour. Before the next meeting, Mr. Murphy will speak with Mr. Ryan Jett to understand Franklin's interest in continuing the program for Medway. Ms. Monahan will provide a list of the fields that might be used for Community Ed. for their summer program and also a list of fields (tennis courts included) that were used in 2014 and 2015. At the next meeting Commissioners will discuss options to determine per hourly rate for using the Medway fields. Data from previous years will be examined to understand the usage of various fields and determine potential revenues for the next year.

**Medway Fields- Revenue and Rates for 2016-Shirley Bliss-**

Ms. Bliss provided a list with data on Medway field rental invoices to the Commissioners. Data presented is from the spring and fall of 2015. Mr. Rackliff requested data on the number of hours available versus hours used. There was discussion about raising the hourly rates for 2016. Discussion included a proposal to increase the hourly rate from \$30/hour to \$50/hour, \$2100 (current rate) to rent the grass fields with lights, \$1250 (current rate) to rent the grass fields without lights, \$750 (current rate) for renting half a field. The current fee structure is comparable with Medfield. Park Commissioners stated that the current fee structure is not enough to meet the expenses incurred for the operations and maintenance of these fields. In 2015 youth groups used the fields for 500 hours (approx.) and it is expected that the usage level will remain similar for 2016. Youth group representatives expressed concern over the price increase and stated that \$40/hour might be more affordable. The Hanlon field is generally not available for renting before 7:00 P.M since the Lacrosse teams use them at that time. It is available after 8:00 P.M. For better revenues, Mr. Murphy suggested that Medway should consider renting the fields in late fall like in other communities such as Dedham and Braintree. With the need for additional data and more research, Commissioners decided to discuss this item further at the next meeting.



**Town of Medway**  
**Board of Park & Recreation Commissioners**  
**155 Village Street**  
**Medway, Massachusetts 02053**  
**(508) 533-3275      508-321-4985 (Fax)**

Ross Rackliff      Sean Murphy      Paul S. Mahoney

**Update on School Dude training and capabilities-** Training is scheduled for January 19<sup>th</sup> at the Medway Library Conference Room between 8:30 A.M. – 3:00 P.M. It's open to everyone. For any issues contact Mr. D'Amico, Mr. Rackliff, and/or Ms. Bliss via email.

**Update on Parks presence on town website (Link to booking fields) –** Mr. Mahoney will contact Rich and discuss options to add the Parks Commission link on the Medway website. He will also check on the timing of the website launch. Mr. D'Amico will spearhead the effort.

**Review Items assigned to Parks by the Master Plan Committee-** Three items are assigned to the Commission; Cost effective maintenance schedule for municipal, recreation and conservation facilities. Use durable and reliable equipment when developing parks and playgrounds. Provide a detailed list of equipment inventory. Grant that CPC spent Evaluate the current use and needs of Choate Park. Gale report development schedule and equipment report will be looked into before sending responses. Responses should be sent to Mr. Jim Wheeler.

**Review and define deliverables with regards to advertising space on the fields-** There are nine club teams in Medway. Discussions included privatizing the effort and enter into an agreement with the sponsors. It will be started at Hanlon field. Mr. Mahoney will reach out to the groups to discuss the idea.

**Open Discussion**

- \$32,000 is available in the Hanlon field account. Unused monies could be used for tennis court repairs since the revenues from the courts have been added to this account. Up to \$30,000 is needed for repairs.  
**Motion was made by Mr. Mahoney to approve the use of \$30,000 on the tennis courts repairs, seconded by Mr. Murphy. All were in favor.**
- There is a need to paint the lacrosse signs. It will cost around \$300 per field.
- Soccer goals need to be secured. Two bags per each goal are required and the expenses incurred will be invoiced to Parks Commission.

**Park benches at the Veterans Memorial on Village Street and Cottage Street-** This could be included in a Eagle Scout project.

**Meeting was adjourned at 9:03 pm.**