

TOWN OF DEDHAM

Park & Recreation Department

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Robert Stanley
Park & Recreation Dir
Debra Anderson
Asst Dir/Program Dir.
Tracey White
Administrative Assoc

Minutes Park and Recreation / Open Space Comm meeting

Date: 01-24-17

Place: Selectman Chambers

Attendees

- Dan Hart – Chair
- Jim Maher
- Stephanie Radner
- Tracey White

The Dedham Recreation Master Plan and Open Space and Recreation Plan Update Steering Committee held its second Steering Committee meeting on Tuesday, January 24, 2017 at Dedham Town Hall from 7:00 – 8:30 The purpose of the meeting included:

- Task 1 Orientation Committee membership confirmation, Schedule revision and confirmation
- Task 2 Public Participation Plan (see attached Agenda for details)

Task 1 Orientation and Kickoff

Communications Infrastructure

○ **Parks and Recreation Master Plan Steering Committee** Membership – Confirmed:

- Dan Hart – Chair
- Jim Maher
- Kevin Hughes
- Mac Sterling
- Brian Falvey
- Stephanie Radner
- Jon Briggs
- Tracey White

- Rich McCarthy (represents...Municipal Liaison – Planning Department)
- Bob Stanley (represents...Municipal Liaison – Parks and Recreation Department)

○ **Project Contact List** Membership - Confirmed:

- Bob Stanley
- Rich McCarthy
- Dan Hart
- Jon Briggs

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- **Timeline/Schedule** Proposed Revisions – Confirmed...touch points every two weeks, in-person or via webex. Bi-weekly Check-in Calls...HW will set up standing webex meetings and distribute call-in information to Project Contact List:
 - Bi-Weekly Check-in Call: February 10, 2017 10:00 – 11:00 AM
 - Steering Committee Meeting: February 28, 2017 7:00 PM
 - Public Workshop #1: week of March 6, 2017...Bob Stanley to secure date/time/location
 - Bi-Weekly Check-in Call: March 24, 2017 10:00 – 11:00 AM
 - Steering Committee Meeting: April 11, 2017 7:00 PM
 - Public Workshop #2: week of May 1, 2017...Bob Stanley to secure date/time/location
 - Bi-Weekly Check-in: May 19, 2017 10:00 – 11:00 AM
 - Steering Committee Meeting: June 6, 2017 7:00 PM
 - Bi-Weekly Check-in Call: June 23, 2017 10:00 – 11:00 AM
 - Draft Deliverables by June 30, 2017
- **Project Website**
 - Domain Name Confirmed: 'DedhamPROS' (Dedham Parks & Recreation and Open Space)
 - Facebook Tagline Confirmed: @DedhamPROS
- **Stakeholder Contact Database** Bob Stanley provided first draft to Project Team. Steering Committee members will expand this list to include names and contact information (telephone and email) and post to Basecamp.
- **Facilities Schedule** Bob Stanley provided first draft to Project Team.
- **Existing Constant Contact Lists** Steering Committee to provide existing list to Project Team for inclusion in project website's Mailchimp listserve.
- **Document Development/Review Protocol** Project Team will post documents, when ready, to Basecamp. The various Plan (s) elements will be reviewed by different parties in different formats. To comply with Open Meeting requirements, Project Team will post documents pertinent to the Master Plan and notify only Dan Hart – who will distribute to appropriate personnel and then repost back to Basecamp once review is complete (notifying Project Team). Documents pertinent to the Open Space and Recreation Plan Update will be posted to Basecamp with notification only to John Maida – who will distribute to appropriate personnel, and then repost back to Basecamp once review is complete (notifying Project Team).
- **Local Media** Dedham Times was represented in the audience. Will be primary media source (DTimes@rcn.com). Dedham Patch also considered for 'Bulletin Board' use.
 - Review of Planning Documents by HW Team
- **Information Needs Request.** HW Team will post updated list of data needs to Basecamp. It was recommended the Project Team also request existing engineering plans for proposed facilities for consideration in the future needs assessment.
- **Report Card.** Steering Committee to continue working on completing 'Report Card' of existing Open Space and Recreation Plan – Action Table.

□ As Task 1 evolves and data is collected, the HW Team will begin to populate the Public Participation Plan (PPP). The PPP will serve as the primary project repository for all things associated with the project and will include the following:

- Project Core Team/Contact List
- Stakeholder Contact List
- Project Check-in Schedule and Participants
- Project Schedule with Milestones for Deliverables
- Local Media Strategy

Other

□ The Project Team discussed the layout for final deliverables in order to begin to develop content as the project evolves – this resulted in some internal discrepancies regarding preferences for 8.5 x 11 portrait (with 11 x 17 fold-outs) v. 11 x 17 landscape. The Steering Committee decided to think on this a bit more. It was confirmed that final deliverables will be in InDesign, submitted as PDFs