

**Wayland Recreation Department
Draft Minutes
October 5, 2015
Recreation Meeting**

Present: Brud Wright, Frank Krasin, Asa Foster, Ana Meliones, Jessica Brodie, Heidi Seaborg
Guests: Alex Torres, Aida Gennis,

Meeting called to order at 7:05pm – taped by WayCam

Brud called the meeting to Order.

Public Comment:

- No comment

Approval of previous Meeting Minutes & Bills & Payroll:

- Aug 19th & September 10th meeting minutes – no comments, Anna motion to accept both sets of meeting minutes. Asa 2nd. All in favor. 5-0-0. Brud mentioned that the re-cap of the school committee meeting and how it would be important
- Bills & Payroll – Frank looked at the previous bills and payroll and expressed some concerns with the amount some of the Football coaches were paid for the camp. Discussion about how the Recreation office gets involved with setting the fees for vendor program staff.
 - o Asked about the Acton Refrigeration bill and how it had no documentation written on the invoice
- Asa, motion to accept the Bills and Payroll. Frank, 2nd. All in favor. 5-0-0

Eagle Scout Guest – Alex Torres:

- Alex presented a Wayland Town beach greeting station with a handout that he provided.
 - o Discussed the details of the plan, the design, and the need
 - o Project is for his Eagle Scout project
 - o Rules and signage to be added to make it more appealing
 - o Seasonally temporary structure. Can be stored in the winter in alternate location.
 - o It will weigh approx.. 450 lbs, but the design will allow for it to move without straining staff while moving it
 - o Discussed the plan with the building department, and since it is a temporary structure, it does not require any building permits
 - o The Recreation Commission will have control over the structure once it is built and located on site.
 - o Provided details of the construction details, dimensions, and materials to be used
 - o Alex would like to paint it White, but final decision open to discussion
 - o Pressure treated 2x4 wood
 - o It will be open in the back, cost effective and easy access
 - o Alex needs a signature to complete the project from the Recreation Chair
 - o Once he has all the approved signatures needed, alex can fundraise money to complete the project. He is expecting it to cost approx. \$550.
 - o Alex plans to have the project completed by May so it is ready for the 2016 season
 - o The structure can not be raised in the storage containers because of the size and the logistics to of getting it in and out. The plan is to store it outside next to the containers in the winter with a tarp over it.
 - o The ongoing maintenance of the project will be that of the Town and not the Eagle Scout
 - o **Vote to support the project – Frank motion to accept, Heidi 2nd. No discussion, all in favor. 5-0-0.**

Library Guest – Aida Gennis & :

- Aida Gennis here to update the Recreation commission on their library needs and the article that they are presenting at the Special Fall Town Meeting
- They are applying for a State Library Construction Grant in hopes of building a new Library here in Wayland. (Or expand current facility)
- In January of 2015, they formed a Library Planning committee made up of 7 members, and now have an approved plan for a new Library
- The Selectmen have approved the Special Fall town meeting to be included in the fall town meeting.
- The study for the grant requires them to study two sites as possible locations. They feel that the second site they select may benefit the Recreation commission, so they wanted to keep our commission updated
- If the Grant is approved, the State would pay 45% of the construction cost.
- Current library is 150 years old and inadequate to serve the needs of the community at this time – a small children’s room, no teen space until recently but within the adult space and not quite, no separate silent spaces.
- The Library does a lot of Tutoring, so they need more adequate space to support this.
- The staffing space is not adequate as well because they are small, shared, and not easily accessed.
- Difficult to access the building with strollers, wheelchairs, and with physical limitations. Building is not ADA compliant
- Current site is prone to flooding, which did flood in 2010 and caused the Library to be closed for months
- It doesn’t matter if the grant supports an expansion or a new construction project. The application is due in January of 2017, and the grant application process can take approx.. 1 year with public process, so they want to start the project now.
- The Library planning committee along with the Library Trustees will determine which of the two sites they study will be the final selection to build or expand that site for a new Library.
- Asa – asked about the approval of a site that they investigate, and who would need to own those sites and approve the use of them.
- Before they can submit the grant application, they would need an address finalized for the site
- They expressed concerns about the timeline with the WRAP committee and how they need to submit their grant application prior to when WRAP plans to provide final recommendations for site uses
- Possible locations include the old DPW site, a property behind ACE Hardware, and the current Library site
- Details with how a new site would be laid out and designed would be part of the design process
- A future option could also include the Municipal site if that is not determined to be best for a Community Center
- \$150,000 is for the study of two sites – this is what they are asking for at the Special Fall Town Meeting
- The Library Planning committee will stay in touch with the Recreation Commission in their progress moving forward since both boards are possibly interested in a shared design at the DPW site.
- They have been looking at this type of project since 2005, so they have done a lot of research and background investigative work to help move this current process forward
-

Department Finances

- **Filing Special Legislation** – Warrant Articles for Special Fall town meeting will be discussed for the final time by the BOS tonight at their meeting.
 - o Brud summarized his conversation with Cherry about the concerns that remain with the Department’s financial model
 - o The finance committee already voted 5-0-0 NOT in favor of submitting the article for the Special Fall Town Meeting
 - o Jess & Carol worked on drafting the Article Write-Up for the Warrant, and tried to keep it simple and to the point of requesting the spending cap be increased from the current cap.
 - o Brud and Asa expressed concerns about the article write-up that was presented to the Finance Committee by Carol Martin and how it was completely changed from the version that Jess and Carol had talked about and originally drafted

- More negatives were added and the article write up changed from a defined topic of the spending cap, to talking about the whole Financial Model and their opinions with none of the important history
 - Brud discussed how it was concerning that the Finance Committee never found time to meet with the Recreation Commission to meet with the committee to discuss the article to the whole board and our concerns prior to the Warrant Hearing.
 - Brud and Asa are concerned with how Fin. Comm. Is handling requests from other boards and that their whole committee is not being told the whole issues and stories by departments. They feel that the message being delivered by Carl Martin and Brian Keveny is one sided and not being presented clearly
 - Frank would like to know why the Finance Committee does not support the Special Legislation, and they have not provided a clear answer to that.
 - Heidi said that she spoke to Cherry Karlson today and they were concerned about the access Fund Balance, and that is what their concerns are with the current Revolving Fund and that now they seem more open to other options for a Financial Model.
 - Discussion about the Stabilization Fund, and how that could be used to transfer funds from the Revolving Fund for Capital Type projects that have been built up from access funds to lower the balance in the Revolving Fund. Concerns about the fund balance were outlined in the Auditors Report that outlined high fund balances for ALL Wayland Revolving Funds, not specifically mentioning the Recreation Revolving Fund
 - Brud expressed how him and Jess have met with Mark Lanza to confirm control of the funds, and that it is perfectly legal for a fund balance to grow from Surplus funds if they are being saved for a specific purpose that benefits those users that paid they fees
 - Discussion about where salaries are currently covered in the General Fund, and how salaries can only be paid for from fees in those specific areas and time spent on those specific areas.
 - Cherry said that the BOS and herself have always supported Recreation, and started to agree in a conversation with Brud that perhaps the Salaries could remain the General Fund and that would be the Town's contribution toward Recreation
 - Their main concerns are the built up Fund balance and how we are controlling our funds.
 - Jessica pointed out that even if the access funds were moved into a Stabilization Fund, we would still have a problem with the current spending cap by running our current programs and not even taking on new Capital Projects elsewhere.
 - Anna – see what the Selectmen vote tonight, and from that decision see what steps are needed moving forward.
 - Heidi expressed concerns about if the Article does make it to the Warrant, but it is not supported by the Finance Committee and the BOS, then she feels it would be difficult to explain those positions and gain support from residents as they present it.
 - Brud would like to continue to tune the list of projects that the funds we have available should and could be spent on. The field users need to know what we plan to spend money on and if we have a plan to repair and improve the current fields in the future
 - The commission as a whole, feels there is too much time that has been spent on addressing the concerns of other departments that others have that don't have control over the funds.
- **Town Meeting preparation** – send out newspaper articles, meet with WayCam, meet with various user groups to explain the department plans and Finance
- **Jess to follow up with Mark Lanza on the wording of the article Text portion which specifies the 1% to 5%, as it should say “up to a maximum” so it is not misleading on what the cap can go up to.**
- **Jess to draft an outline of all the contention points about the financial model for town meeting. Send draft to commission for edits.**
- **Send newspapers articles explaining problems and solutions, also to WACO**
- **Reach out to all Recreation users to explain what we are trying to do and why this Financial model supports those efforts – WCPA, field users, etc**

Staffing proposal

- Follow up from personnel board meeting.
- Brud, Jess, and Asa met with the Personnel board last week to discuss additional staffing needs for the department
- The main concern discussed were the Funding sources for the new positions.
- Jess to stay in touch with John Sench.

FY16 & FY17 Capital Improvement Projects

- Review / revise list of Capital Projects to spend FY 15 & FY 16 funds on
- Upcoming Finance Committee meetings to discuss FY17 projects
 - o \$75000 – Capital Maintenance Funds
 - o \$100,000 - Happy Hollow Playground (joint Warrant Article with schools)
 - o \$80,000 - Artificial Turf Field Design
 - If the Funds for Loker are not used, then those would get turned back to the town
 - The commission would want to seek another town meeting approval to design a Turf field at Loker and not a grass field
 - If this is for the DPW site, then the design funds needed will likely be more and approx. \$150,000
 - **Change this request to specifically the DPW site for \$150,000**
 - o \$200,000 – Oxbow Meadows site construction
- List separately the Loker Site construction from the Middle School turf field construction
- Hannah Williams Playground – confirm what the \$75,000 would be used for – equipment or improved parking
- **High School Master Plan Re-Do**
 - o Brud, Jess, and Ben met with the School's Finance Sub-committee to discuss the needs of the current Stadium field, bleachers, and lights.
 - o All agreed that a re-do of the current GALE High school mater plan is necessary before any work is done to the high school site so that there is a plan in place long term for the changes and Capital Needs in the future.
 - o Jess to ask Schools if they have funds to split the cost of re-doing the Master Plan for the high school, or if this cost would be added to the FY17 request
- Jess to confirm how much money is currently in the Turf Replacement Account after FY15 & FY16 transfers
- Jess to confirm amount to be transferred into the account for this year and last year.

Meeting Break to Attend BOS meeting 9:05 PM

Field Master Plan Discussion

Field Fees

- Follow up from meeting with School Finance Sub-committee, Ben Keefe, and Paul Stein
- Capital Planning for Recreational Assets in town
- High School turf field Replacement – Jess to get that number clarified so the Turf Account is up to date and we are clear on what portion of those fees were to be transferred into that account.
 - o need to confirm what amount is to be charged per user, per field use for a turf field rental and see what percentage of that rate
- Re-confirm # to replace the carpet and confirm how much we currently have that amount
- continue to re-visit the fees for field users
- Loker Water Report from ECR
- Concerns about the uncertainties in the water, and the potential costs of water testing over a long time frame after a field may be built.
 - o Concern about if it tested safe before building a field, but then what if it tested poorly after the field was built and no longer usable
 - o A Turf field is a possible option to “cap” the site.
- Current Conditions of playing fields

Beach Policies & Rules for 2016 Season

- Dogs – draft rules review for next meeting
- Floating rafts – Jessica to get cost for a new raft, timeline for it to be ordered and in, and confirmation of new staff to be hired to support new procedures
- Crew floats – sharing cost for this year’s transport?
 - o Should the Recreation department purchase new, similar docks that benefit the town as a whole instead of transporting the docks each year.
 - o Can Chris get an estimate on how much it is to repair the black docks because of Safety concerns, and pay for the repairs out of the fees that they are paying in user fee
 - o Discussion about splitting the cost for the transportation of the docks this year. Brud, motion to support 50% of the fee to transport the docks this year. Asa, 2nd, All in favor.
 - o Ask Chris about possibly splitting the cost to purchase new docks in years going forward.

Fall Department Updates

- Touch A Truck follow up
 - o Great turn out for the event!
 - o Dunk Tank would be a great contribution in future years. User group Presidents, teachers, etc.
 - o Total Costs for event? Total Revenue for event?
- Draft Facility Use Reservation & Fee Policy for all properties for Event coordination
-

Topics Not Anticipated:

- o Pop Up Park Event – October 17th
- o Fees for field users –
 - Frank would like to propose lowering the cost of the In-town users for field users from \$40 to \$30 for 2016.
 - Asa feels we could absorb the cost decrease the fees
 - Jess feels we need to evaluate all the fees as a whole and confirm what the fees are covering and the costs are based on and what they should be paying for
 - Continue to evaluate the fees and make a final decision by January for 2016.
 - Asa – we need to continue to look at fees and we need to confirm the overall budget structure and understand our spending in future years as well
 - Brud – we need to identify what the fees we are collecting and have built up our Fund Balance will be used to fix fields and make repairs to the facilities they are using once the spending cap is lifted. (Art King for Baseball, Town building for soccer, docks for Crew)
 - Commission will make a decision on lowering the fees by January.
- o

Public Comment:

- No one present to comment.

Next Meeting: Monday, November 2nd at 7:00pm

Adjourn – Asa motion to adjourn, Ana 2nd. All in favor 4-0-0.

Meeting adjourned at 9:56 pm.