

**Wayland Recreation Department  
Draft Minutes  
September 10, 2015  
Recreation Meeting**

**Present:** Brud Wright, Frank Krasin, Asa Foster, Ana Meliones, Jessica Brodie  
**Guests:** Linda Segal

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

Brud called the meeting to Order.

**Public Comment:**

Linda Segal – Comment on materials used for artificial turf field. Would like to go on record asking for the Recreation Commission to look into alternative infills from crumb Rubber.

Linda also suggested contacting Chip Osborne out of Marblehead has experience installing “natural grass” fields that don’t require much watering because of our constraints with installing wells for irrigating any new fields.

**Approval of previous Meeting Minutes & Bills & Payroll:**

Aug 19<sup>th</sup> & 31<sup>st</sup> meeting minutes – not prepared, will review at next meeting.

Bills & Payroll – Frank to look over at later date and review at next meeting.

**COA/CC Committee Guest – Bill Sterling:**

- Bill discussed plans for Pop Up Park Event
- Discussed study that was done on the site, which concluded that the site is safe for many activities including daycare, growing plants, etc.
- October 17<sup>th</sup> from 4-6 pm there will be a Pop Up Park Event to showcase what the properties potential could be. The committee would like to see participation from the Recreation Department
- The committee will be presenting at the Special Fall Town Meeting to purchase the land for \$1
- The committee is hoping if the town approves purchasing the land for \$1 that then they could move forward with designing a new community center on that site
- The committee would like to see the Recreation Department have a presence at the event to showcase activities for a variety of ages and interest groups
- Most activities would be donated time and not paid for. Other sponsors have been contacted such as Russells to donate other services and activities.
- Jess asked questions about the event and the funding, as well as space available for activities – the committee is considering closing down one of the streets for the event to have basketball hoops up
  - o Jess to inquire with class instructors to donate time to offer an activity – follow up with Julie
  - o Recreation can help market the event through emails and website once a flier is made
- **Linda Segal** provided comments on cleaning up the property so that Wayland residents can see what the property looks like. It still seems unclear who would clean up the property.
- **Linda Segal** also mentioned the clarity in the warrant article about whether the town would purchase or lease the land. Bill indicated that an Environmental Attorney will be present on the committee moving forward.
- **Linda Segal** also commented on LSP’s review the studies – Ben Gould – he was hired by the Selectmen for the COA/CC committee
- **Jeane Milbourne** may be able to have a table at Touch A Truck

**Department Finances**

- **Filing Special Legislation** – Jess to revise and provide a new draft of the Warrant Article to be submitted at Town Meeting.
- **BOS & Fin. Comm. meeting follow** – The sub-committee will discuss the Revolving Fund again on Wednesday, Sept. 16<sup>th</sup> to further discuss the option of an Enterprise Fund.

- Brud tried to recap the smaller meetings leading up to the BOS meeting, and how we thought we had reached an agreement on seeking Special Legislation as the next step in the process. Brud mentioned also how Joe N. in those meetings, felt that we needed to discuss and come to a conclusion for the built up fund balance first.
- Brud mentioned how he and Jessica have met with Mark Lanza to confirm that the Recreation Commission has sole control and authority over the funds in the Recreation Revolving Account.
- Brud also mentioned the concern over the high fund balance in the account – but also confirmed through Mark Lanza that there is no legal limit that a balance in a 53E ½ has to stay under.
- The fees that users have paid voluntarily belong to the users, no tax dollars are involved.
- Asa mentioned how he feels that the structure of the Revolving Fund and thoughts of managing the money are similar to what CPC does, as far as saving money for projects outlined in their mission
- If the spending cap was never an issue, certain funds would have likely been invested back into certain facilities or programs
- Discussion about how all the hours Jessica has spent the past year on the Revolving Fund and meetings are Administrative duties that can not be tied to a particular program, they must be paid for by the General Fund
- Frank pointed out that the way the Indirect Costs are calculated wrong, unclearly, and not the same as all other Revolving Funds
- The commission would like to further discuss the Indirect Costs and how they are calculated
- Brud really wants to make it clear to the sub-committee discussion of the Revolving Fund that Jessica can not keep spending administrative time on this discussion when the Recreation Commission has legal authority over the Revolving Funds.
- Discussion about ~\$335,000 was still transferred after the 2012 town meeting when the spending cap was first reached, and that transfer was done illegally because it pushed the account over the spending cap and the Recreation Commission never knew about the transfer until Mark Abrahams was hired in 2015 to do a background investigative report on the Revolving Fund
- Brud pointed out once again that all we are trying to raise the spending cap of the Revolving Fund and that is what should be discussed at Town Meeting, not the fund balance which the BOS and Fin. Comm. Do not have control over
- Discussion about Enterprise Fund keeps coming up
- Anna really feels that the Town should be listening to the Director's opinion after hours of research and comparisons that a Revolving Fund is best for our department and not an Enterprise Fund
- Frank mentioned that exceeding the spending cap does not effect the tax rate at all
- Commission agreed that they would wait to follow up and see how the sub-committee meeting goes on the 16<sup>th</sup>
  
- **Staffing proposal** – Jess has met with John S. to discuss re-writing Val's job description, which is a Union position. We will need to meet with the Personnel Board on September 21<sup>st</sup> or the 28<sup>th</sup> to discuss Union Contracts, the need for more staff, and discuss new job descriptions. There will need to be a discussion about where a new staff member would be funded from and why.
- Town Meeting Prep

### **FY17 Capital Improvement Projects**

- List of Capital projects to propose for Spring 2016 Town Meeting – Sept 14<sup>th</sup> deadline to Fin. Comm
- Jess presented an updated list of proposed projects for the Capital Maintenance funds we currently have from FY15 and FY16 to spend.
- Jess also presented a newly proposed 5 year Capital Maintenance Plan
- A discussion took place about the management of Capital Planning for recreational facilities located on school property and what that memo of agreement would look like and how articles would be presented at town meeting moving forward
- Discussion and review of the proposed list of projects

- **Asa, motion to accept the proposed spending projects for FY15 & FY16, as well as the proposed projects for FY17. Frank 2<sup>nd</sup>. All in favor 4-0-0.**
- Discussion about 5 year Capital Plan
  - o \$75,000 – Capital Field Maintenance
  - o \$100,000 – Happy Hollow Playground Construction
  - o \$80,000 – Artificial Turf Field Design
  - o \$200,000 – Oxbow Meadows Site Construction
- Ben Gould, LSP – can investigate the Oxbow Meadows site since it is a former mistle silo site
- Brud mentioned that he has a concern about why the the 5 year capital plans givent o Fin. Comm. Were not all printed in last years Warrant
- Brud also mentioned that he feels it is important to prioritize our list of Capital Projects, naming the priority of a Turf Field being one of those
  - o Asa commented on that it is a couple years away
  - o Frank mentioned the need because of the late spring start on natural grass fields
- Brud mentioned commission the other project not listed of converting a Softball Field at Claypit Hill School to a Baseball field and requested it be added to the 5 year capital plan in FY18.
- Leave the Artificical Turf field – the town could borrow it, but the user fees could pay the debts
- **Frank, motion to accept the 5 year capital plan as amended. Asa, 2<sup>nd</sup>. All in favor. 4-0-0.**

### FY16 Capital Project Update

**Oxbow Meadows** – \$20,000 for design proposals / contracts

- Jess to reach out to newly selected on-call designers for proposals to design the site

**Dudley Woods** – \$85,000 for historical & archeological studies, Design Proposals, & Construction

- The Ceremonial Stone Landscape Survey will take place soon.
- The contract has been presented and just a few more details are needed to sign the contract and move forward
- Jess to follow up on if the land was transfered

Loker – Irwin, the LSP, is currently investigating the site and will have his report within 4 weeks

### Field Master Plan Discussion

#### **Field Fees**

- Asa & Frank Present new proposals for revised field fees
  - EMASS Senior Softball discussion, and they agreed to pay \$18,000 for the whole year
  - Frank, Asa, & Jess spent several hours today discussing the current fee structure and coming to viable solutions that would be easier for users to understand and apply to their particular league situations. They are considering charged a “per field” rate, instead of a per hour or per player rate.
  - They investigated WBSA as an example to show what that rate would look like per season – math equations were done in the meeting, and the discussion is still on-going
  - Brud expressed his concerns for pricing between the various sports because of the variety of players that use the field during each game/practice. He also had concerns about potentially charging teams per field uses would likely generate far less revenue at the end of the year than we currently do now.
  - Asa suggested keeping the EMASS group totally separate and as a separate contract, and re-evaluate what adult teams are playing
  - The fee structure discussion will continue to be on-going and a new structure for the 2016 season hopes to be finalized by January.
  - Asa, motion to charge EMASS Softball \$18,000 total for the 2016 playing season. Frank 2<sup>nd</sup>. All in favor. 4-0-0.

### Fall Department Updates

- Touch A Truck – Saturday, September 26<sup>th</sup>. Volunteers needed! 10:00-1:00pm
  - Get a representative from WAYCAM attend Touch A Truck to film
  - Get youth group leaders to do dunk tank next year

### Art Fair

Permission to rent booths for fundraising purposes for the non-profit group, Wayland Arts.

Anna, motion to approve Wayland Arts to sell booths for money to raise funds for their non-profits. Brud, 2<sup>nd</sup>. All favor. 4-0-0.

**Topics Not Anticipated:**

- Locking Beach Gate at the end of season
  - Anna explained that years ago, Nancy and people in town felt that it was a liability to leave the gate open, so they opted to leave the gate open the past several years after the beach closes.
  - The commission still feels the gate should remain open
- Dogs visiting the beach in off-season
  - Anna relayed what a private beach allows – dogs allowed during season during early and late hours
  - Possibly install a doggy stations
  - Jess to draft rules to be posted and for commission to vote on at the next meeting
- Softball Event at Cochituate Ball fields
  - Dave Pearlman would like permission to use the Cochituate ball fields for an end of season BBQ, including a bouncy house, and approx.. 150-200 people
  - Jess draft a contract and confirm approvals with BOS, Police, and BOH.
- Eagle Scout project presentation for Gate Guard House

**Public Comment:**

- No one present to comment.

**Next Meeting:** Monday, October 5th at 7:00pm

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

**Meeting adjourned at 9:56 pm.**