

**Wayland Recreation Department
Draft Minutes
November 2, 2015
Recreation Meeting**

Present: Brud Wright, Frank Krasin, Asa Foster, Ana Meliones (late), Jessica Brodie, Heidi Seaborg

Meeting called to order at 7:03 pm – taped by WayCam

Brud called the meeting to Order.

Public Comment:

- No one present to comment

Approval of previous Meeting Minutes & Bills & Payroll:

- October 5th meeting minutes – correction on how the votes were listed from the Finance Committee meeting. Should be 0-5-0 not in favor, not 0-0-5. Discussion about wording of the Special Article “up to” with the 5%.
 - o Asa motion to accept both sets of meeting minutes. Frank 2nd. All in favor. 4-0-0.
 - o Bills & Payroll – Frank looked at the previous bills and payroll. Frank would like to make a Motion “the Rec department will not pay any invoices for services, equipment and supplies unless the need for payment is clearly documented.” Asa 2nd the motion. Email confirmations could be used but must be clearly stated with invoice numbers. All in favor 4-0-0. Asa, motion to accept the Bills and Payroll. Frank, 2nd. All in favor. 4-0-0

Recreation Director – Yearly Review:

- Handed with key functions handed out for commission review and feedback.
 - o Brud to meet with Nan to complete Review Form to submit to HR. Brud to collect thoughts from the Commission to include in the review.
 - o Have an Executive Session at next meeting to discuss review – Jess to ask Mark Lanza the process to go into Executive Session to discuss.

BREAK to Attend Warrant Article Hearing :

- Commission broke to attend the Warrant Article Hearing being held by the Finance Committee
- Returned to regular meeting at 7:40pm

Special Fall Town Meeting – November 9th

- **Power Point Presentation** – Presentation Version and Addendum version discussed/edited/approved.
 - o Jess provided final draft versions of the power point presentation for the Special Fall Town Meeting for Article #8, Recreation Revolving Fund Special Legislation
 - o Brud expressed concerns about the paragraph that explained that a small percentage increase of 1.5% would serve as an immediate relief. Discussion about if this number should be listed as 2.5% instead in case all of the excess funds are spent in one fiscal year, which would be beyond 1.5%.
 - o Frank does not understand why the Finance Committee and BOS are trying to control how non-tax dollars are spent when they do not have the authority to do. That is the role of the Recreation Commission, to oversee how user fees are charged and expensed.
 - o Brud talked briefly about comments he has heard from residents, and some have expressed concerns about the Fund Balance and how it would be spent.
 - Brud explained his request for Nan to ask the Auditors if there is a particular issue with the Recreation Revolving Fund holding a large fund balance while saving for a Capital Project, because Mark Lanza had indicated this was perfectly fine and legal within our Fund.

- Nan replied to Brud’s question with an indication that the meeting would not take place, and received a very ambiguous response with no clear answer or confirmation.
 - Brud points out how the write up in the Warrant is written for ‘arguments opposed’, and how we ‘have not addressed the issue raised by the auditors’. Brud explains that he has requested to confirm this answer, but has been denied a meeting with the auditors to confirm, and he feels that is not appropriate for a town department. Frank would like to know why the Auditors will not agree to meet with Commission to discuss the Fund Balance.
 - There has been little cooperation with the BOS and Fin Comm in regards to our Finances, and the Rec Commission feels this is inappropriate
 - Brud explained how he had reached out to Fin Comm Chair requesting a meeting with the whole board over the summer, and were never given the opportunity to explain our article and thoughts prior to voting on the approve the article.
 - Discussion about the 5% spending cap and what if someone amends the percentage to a lower number such as 2.5%.
 - Asa said that we could support a lower number such as 2.5%, but a 5% cap is still more logical.
 - Asa mentioned how if a motion to amend the article % cap number comes up at the meeting then we can use that opportunity as another chance to explain that the Legislature only sets the spending limit, not that years budget – the tax payers would still approve an expense budget each year that explains the expenses each year
 - A 2.5% cap would limit the Commission’s ability to save field revenues for larger capital projects such as turf field development in the future.
 -
- **Presentation Plan** – Who will present the slideshow at the Town Meeting / Speak to article
 - Discussion about who should present the article – Brud feels it may be best for Anna to present the article from the Power Point
 - Anna agreed to present the article and the Power Point
 - Post a meeting for Town Meeting starting at 6:30
- **Jess to edit the power point as discussed before a final version is submitted to John.**

Staffing proposal

- Discuss and update about two new pending positions & timeline for hire date
- November 30th Personnel Board meeting to discuss FY17 staffing requests

Inter-Departmental MOU Agreement Update

- John Senchyshyn to draft an MOU much like the Schools have with the BOH and their Nurses.
- Meeting was held with John, Jess, Stubby, and Ben to discuss the outline of the MOU
- Once MOU is complete, it will be discussed with the key staff and then presented for discussion and changes to all the boards that are stakeholders in the agreement
- Recreation to play a heavy “front end” role in getting projects started and organized
- Need Fin. Comm. to approve plan as well as it will affect how new Capital Projects are presented and the terms in which they must be approved by the Town for ongoing Maintenance needs
- **The commission would like to clarify this as a potential Article at Town Meeting for the Spring. Jess to confirm a timeline with John S.**

Capital Project Updates

- Finance Committee meeting – November 16th or 30th to discuss FY17 CIP Requests
 - Happy Hollow School Playground
 - Turf Field Design
 - Oxbow Meadows
 - Alpine Field Improvements
- Loker Site
 - Accept Draft LSP Report from ESC.

- Brud would like to digest the report more before approving the draft or not, but does feel we need to make a decision quickly about what we are doing with the site.
- Jess to seek alternative natural watering solutions that Linda Segal had previously recommended exploring for that site.
- A side discussion needs to be had with DPW and the town about watering Town Assets so that they do not fail quickly with drought
- Town Building Field Improvements
- Middle School Field Renovations
- High School Master Plan Update
- High School Basketball Court Re-Surfacing
- Dudley Woods Trails and Parking
 - Historic Commission – thoughts about signage along trail to showcase the history of the area along the trails, and tie into the artifacts.
 - Sheila Carel liaison with Historical Commission – possibly ask about additional CPC Funding in future to add to the elements of the project
 - COA – Inter-generational trail with possible exercise equipment

Field Fee Discussion

- 2016 Field Fees
 - Current Fee Structure and plans to adjust discussion
 - Frank made a motion to adjust the fees of youth from \$40 per player to \$30. Brud opposed this motion, followed up with discussion about why further discussion and evaluation is needed before we can alter fees.
 - Brud feels we do not yet know what the impact will be from the fees if we start moving forward with various capital improvements if our spending cap is increased.
 - Current fee structure has been in place for 10+ years prior to it being adjusted in 2014.
 - Frank explained that our Revolving Fund and department cannot be operating at a profit, therefore feels we should be lowering the fees for the youth if we are collecting revenues over expenses for that year
 - Baseball used to generate a lot of revenue from players each year because their player #'s were much higher in years past. WBSA helped contribute to past field improvement
 - Frank feels we are charging the kids too much money to play. \$40 of the total \$180 charge for baseball goes to the town. The rest goes to WBSA to cover other WBSA expenses such as uniforms, Frozen Ropes, and equipment
 - Brud asked if WBSA would likely lower their registration fee if we lowered our field use cost, but they would likely keep their fee the same.
 - Jess feels more discussion is needed to determine what fees are covering before the fees are changed to other arbitrary numbers
 - Brud would like to dig into the various Capital Improvements after the Fall Town Meeting to further define the fees.
 - EMASS Softball agreement for 2016 – Frank, motion to charge EMASS \$6,000 per season (\$18,000 for the year). Asa 2nd. All in favor 5-0-0.
- Turf Replacement Account
 - Jess and Brud have done some research to understand why the fund balance is currently \$172,060 and how fees were transferred into the account each year.
 - From past data, it appears that all of the funds collected for turf field usage were being transferred into the account each year, equally roughly \$30,000 per year.
 - The original Turf Replacement Account started with large sums of donations money being included from Booster supporters, along with large Turf field expenses being paid from the account originally as well back in 2007 & 2008.
 - Brud would like to research the original article and how the fund was set up and the logic behind how the money collection was to be structured.

- The commission feels it would make sense for the schools (Town) to contribute to the replacement cost if the schools alone use the field roughly 60% of the time – then they should be funding that percentage of the replacement cost.

Fall Department Updates

- Drafting new 2016 rules for Beach – will present at next meeting
- Drafting Facility Reservation & Fee policy for all properties. Event Coordination
- Community Center Advisory Committee, WRAP, Open Space & Recreation Plan, MOU for Facilities

Topics Not Anticipated:

- Asa would still like to find out the truth behind the calculation for our Indirect Costs.
- Anna mentioned the Newspaper Article that outlined After School programs and potential concerns of overlapping programs with Recreation
- Upcoming Meetings
 - November 9th, Town Meeting at 6:30
 - November 30th with Fin. Comm. & Personnel Board (ask to be on Agenda first)

Public Comment:

- No one present to comment.

Next Meeting: Monday, November 30th, 2015 at 7:00pm, then again early December

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

Meeting adjourned at 10:11 pm.