

**Wayland Recreation Department
Draft Minutes
November 30, 2015
Recreation Meeting**

Present: Brud Wright, Frank Krasin, Asa Foster, Jessica Brodie, Heidi Seaborg

Meeting called to order at 6:05 pm – taped by WayCam

Brud called the meeting to Order.

Public Comment:

- No one present to comment

Approval of previous Meeting Minutes & Bills & Payroll:

- November 2nd meeting minutes – Jess to confirm wording and process to go into Executive Session at our next meeting to discuss Jess' yearly review and Historic Commission findings at Dudley Woods. Asa motion to accept both sets of meeting minutes. Frank 2nd. All in favor. 4-0-0.
- Bills & Payroll – Frank will look over these prior to the next meeting and the commission will review and approve them at that time.

Staffing Proposal:

- Discuss two, new pending positions & timeline for hire dates.
 - o Personnel Board meeting at 7:15pm to discuss Program Coordinator position.
 - o Discussion about the current budget in the General Fund for the current Recreation Program Administrator Position (\$70,000). Quick math equation shows that we could afford with those funds to keep Paul working as a Temp. Program Coordinator through the end of the Fiscal Year and also hire an Assistant Director in February of this current Fiscal Year.
 - o Talked about what would happen if at the Spring Town Meeting someone stands up and makes an amendment for all Recreation Salaries to be paid for from the Recreation.
 - o If the position is approved by the Personnel Board, but not the Finance Committee then it would never be presented as part of the Omnibus Budget at the Spring Town Meeting. Brud would like to clarify with John S. what the timeline and process is for the decisions be made by the Finance Committee and if a separate article at Town Meeting could be presented as a separate Warrant Article.
 - o Need to clarify when the Finance Committee will be making decisions on new staff proposals for FY17.
 - o Jess highlighted how we need to express the need for the two positions when meeting with the Personnel Board.
 - o Finance Committee will also need to understand the need for additional staff.
 - o Frank feels we need to focus on the negative impacts to the Department if a Program Coordinator is not hired. Errors and organization that may cost the Town money (field scheduling, staff supervision, reporting & organization)

Capital Project Updates

- Finance Committee meeting – 8:00pm to discuss CIP Requests
Jess summarized the four projects below from a need and funding source point of view.
 - o Happy Hollow School Playground – Can Design phase be covered from Capital Maintenance Funds?
 - o Turf Field Design – CPC Funds for Loker site?
 - o Oxbow Meadows – CPC Funds?
 - o Capital Maintenance Funds – Specific projects outlined

BREAK to Attend Personnel Board Meeting (7:15pm) :

- Commission broke to attend the Personnel Board meeting to discuss a new position they would like to add for FY17, Program Coordinator.
- Returned to regular meeting at 7:33pm

BREAK to Attend Finance Committee Meeting (8:00pm) :

- Commission broke to attend the Finance Committee meeting to discuss proposed Capital Improvement Projects (CIP's) for FY17.
- Jess presented the 4 projects outlined in the Capital Improvement Plan.
- The Oxbow Meadows Site Construction funds for \$200,000 were removed from the requests, and the commission voted to pursue that project and those funds with CPC. Brud, motion, Frank 2nd. All in favor 4-0-0.
- Returned to regular meeting at 9:00pm.
- Jess to clarify estimates for past three years worth of Capital Maintenance Funds, as well as confirming closing or using the remaining other Capital funds.

Capital Project Updates

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 - o Happy Hollow School Playground – Can Design phase be covered from Capital Maintenance Funds?
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 - o Oxbow Meadows – CPC Funds?
 - o Capital Maintenance Funds – Specific projects outlined
- Loker Site
 - o Accept Draft LSP Report from ESC.
 - o Frank would vote against building a grass field at the Loker site given the cost of digging a well and potential unknown conditions of the water for irrigation in the future.
 - o Brief discussion about future alternative uses for that property such as indoor recreational facility
 - o The funds that were allocated for the design of a grass field at the Loker site would need to be re-voted to design a turf field if that is the decision to move forward with the property
 - o Jess still needs to seek alternative natural watering solutions that Linda Segal had previously recommended exploring for that site.
- Art King Baseball field
 - o Asa talked about how funds were raised by WBSA when the field was re-named to “Art King” inquiring about helping to pay for improvements, but they have already spent \$23,000.
- Dudley Woods Trails and Parking
 - o Historic Commission – thoughts about signage along trail to showcase the history of the area along the trails, and tie into the artifacts.
 - o Sheila Carel liaison with Historical Commission – possibly ask about additional CPC Funding in future to add to the elements of the project
 - o COA – Inter-generational trail with possible exercise equipment
- **Turf Replacement Account for High School Field**

Special Fall Town Meeting Follow Up – November 9th & 10th

- Discussion about the Special Fall Town Meeting.
 - o Brud talked about the Indirect Costs and how they are calculated. Brian confirmed for Jess that the Expenses are based on our Revolving Expenses along with our Operating Budget expenses. If salaries were not included, Indirect Costs would be approx. \$20,000 lower
 - o Brud also talked about the \$350,000 that was transferred from the Revolving Account in 2012 after the ATM. If this money could be used to fund Indirect Costs for 2 years then it would solve the spending cap issue until the spending cap could be raised, but this option is much more difficult to approach because of the history associated. Feels if this approach was taken then it would just be the General Fund paying for Indirect Funds for two years, not asking for the money back.

- Frank said he would call DOR to identify the mistake that was made and have the Town answer the mistake that was made to them.
- Brud would like to talk to Nancy F. directly with Jess in a small meeting to discuss the issue with the spending cap this year and next year until the spending cap is raised.
- The commission would like to be on the Finance Committee meeting agenda on the 14th to re-visit the Capital Projects
- Filing for Special Legislation process
 - Brud requested for Jess to send the BOS a memo requesting we be put on their next agenda to discuss and inquire about the process for Filing Special Legislation.
- FY16 & FY17 Budget restraints because of current 1% cap. Possible Solutions

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
- **Jess to confirm a timeline with John S.**

Field Fee Discussion

- 2016 Field Fees
 - Current Fee Structure and plans to adjust for 2016 season
 - Frank would like to propose one fee for kids and adults, so they are being charged the same way (per team vs. per participant)
 - Jess to share town fee comparisons that they collected to show what other towns are charging their field users. Jess feels that what the fees are to be used for need to be clearly identified and that will drive what the fees for each group should be.
 - Frank would like to clarify how we distinguish the cost between adults and youth groups.
 - Brud requested everyone write down talking points for field fee changes
- 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.

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:

- Brud would like to create a “Recreation/Field Development sub-committee” under the Recreation Commission to oversee and set priorities of projects that user fees and/or Capital Maintenance Funds are spent on.

- A group of people involved in the planning of projects would lead to more support at Town Meeting for the funding
- Appoint members to group from various sport groups
- Jess to draft an outline of what the committee would look like – what groups, how many members, co-chair, etc
- Upcoming Meetings
 - Finance Committee to discuss Revolving Fund Budget for FY16 & FY17, possible second Revolving Fund for Beach, Indirect Costs, and timeline for Warrant Articles for Spring Town Meeting.

Public Comment:

- No one present to comment.

Next Meeting: Monday, December 14, 2015 at 6:00pm & Wednesday, December 16th with CPC

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

Meeting adjourned at 10:21 pm.