

**Wayland Recreation Department
Draft Minutes
December 14, 2015
Recreation Meeting**

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

Meeting called to order at 6:12 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 30th meeting minutes – Asa, questions on minutes – did John S. draft an MOU. Asa motion to accept both sets of meeting minutes. Frank 2nd. All in favor. 5-0-0.
- Bills & Payroll – Frank looked over Bills and Payroll for the months of October and November. Frank, motion to accept bills and payroll. Asa 2nd. All in favor. 5-0-0.

Field Fee Discussion

- 2016 Field Fees
 - Frank went through the results of the towns that Paul McCarthy surveyed for field rental rates. Frank concluded that Wayland is a town charging one of the highest rates for youth. Wayland is one of the most of the 14 towns in the document.
 - Frank would like to propose 1. That we charge Wayland Youth \$30 per player per season. This alone would decrease our income by ~\$12,000. 2. Raise the hourly fee for light usage from \$25.00 per hour to \$35.00 per hour for all users.
 - Frank would also like to recommend a 2nd proposal to charge all Wayland teams the same team rate per season.
 - Frank has met with Paul in the Rec Office to go through all of the data collected prior to formulating his proposal.
 - The commission looked at the document that compared field user fees to a large array of towns in the area. There are so many different variables that it is hard to compare two towns the same because each town is doing something different.
 - Brud feels he needs to digest all the data further before he can make any informed decision on changing fees. He sees several variables that are complicating this decision – future funding sources of staff, capital projects, etc.
 - Frank feels strongly that we can afford to lower the fees for the Youth teams for 2016 because Recreation is not supposed to be operating at a profit, and we will be making more from EMASS - \$18,000 more from their fee increases alone.
 - Asa feels there are also a lot of variables at play before we can decide on lowering fees.
 - Anna feels there are a lot of things going on, and changing fees now wouldn't be the best move until we confirm what we need to charge users.
 - Heidi talked about comments she heard after the special Fall Town Meeting about how parents were happy our article was passed to help fund field improvements in the future, as many residents are desperately seeking.
 - Jess feels a budget needs to be defined to show what exactly field user fees should cover each year. Should they pay for specified small capital projects, and/or some maintenance aspects of DPW's Operating Budget.
 - Brud does not agree with field user fees covering Maintenance Costs because that is not consistent with what the school would be contributing to an Operating budget for youth sports, school activities, etc.

- Frank does not like how we are charging kids more than what we are charging adults.
- Brud feels fees are justified as slightly higher for youth because adults are using the fields less over the course of the season than the youth teams.
- A brief conversation about light fees, and how the fees are calculated. Some months the fee of \$25 per hour is coming close to cost to run the lights of \$22. Frank would like to propose to raise the cost of the lights to \$35.
- Asa mentioned the potential cost to raise light fees to \$50. Asa pointed out how individual light bill costs have raised 30%+ the past year.
- Jess to look into what bills Recreation is paying for from the Revolving Fund that are processed through the Facilities Department.
- The commission continued the broader discussion about what 2016 field fees should be spent on each year. The piece missing right now is a budget that outlines yearly costs and how many fees are needed each year for specific costs and potential projects.
- Frank and Brud talked through what “maintaining fields” means to each of them. Frank was thinking that we were contributing revolving fees collected to help offset mowing costs, etc. Brud explained how we were contributing \$25,000 to DPW for maintenance items and \$75,000 for two park worker salaries.
- Anna expressed concern about the process that Nan approached in developing her draft recommendation to the BOS tonight. Anna feels she should have met with the Recreation Commission to gather their thoughts prior to putting together her plan.
- The discussion continued about the definition each commissioner thought of as a “maintenance cost” – one time, large expenses such as backstops, bleachers, minor turf renovations, OR daily maintenance (line paint, mower blades, seeds)
- Heidi feels that some of our field fees should go toward covering the costs of DPW maintenance items to maintain fields.
- The costs to maintain facilities needs to be defined further with DPW.
- **Asa, motion that all money collected for Turf Field rentals will go directly into the Turf Replacement Account. Frank 2nd. All in favor. 5-0-0. Total amount to be transferred for FY15 and half of FY16 is a total of \$47,403.00**
- **Brud, motion to change the light fee charge to \$35 per hour for all user groups on fields for the 2016 season. Asa 2nd. All in favor. 5-0-0.**
- **Asa, motion to keep the field use fees the same in 2016 as they were in 2015. Anna, 2nd. 4-1-0**
- Turf Replacement Account
 - Jess presented a document that outlined the amount of field fees that have been collected in the Revolving Fund that should be transferred to the Turf Replacement Account if the commission agrees that the complete Turf field rental fee should be going into that account moving forward, as it appears was happening in previous years even though the policy said differently.
 - Brud talked about how the total cost to replace the turf field may need some support from the schools if the user fees alone do not add up to the amount needed.
 - Vote to transfer FY14, FY15, & FY16 funds collected for turf field rentals
 - Vote to confirm how fees are collected & deposited moving forward
- Discuss future intended uses for Field Fees collected each year
- Jessica brought up the BOS Agenda for tonight and Nan’s thoughts for the Revolving Fund and Field User fees.
 - The commission expressed some concerns about the order and approach to come to these recommendations as they feel they should be the first to be consulted and provide feedback.
 - Commission is meeting with the town Administrator tomorrow to further discuss topics related to their Revolving Fund.
- Discuss potential new “advisory group” for Recreation Projects
 - Brud talked about how he feels creating an Advisory Committee to help drive the needs of field users, and help communicate where they want to see their field fees go toward.

- Brud discussed idea about appointing one member from each field user / youth group in town to form this Advisory Group to help guide field improvement project decisions in the future.
- Charges for the committee could include:
 - What field user fees could be used for
 - What are we missing at the fields
 - Should fees goes toward maintenance
 - Provide direction for future projects
 - Provide some input on programming and other related efforts and interests
- Brud would like to create this group as fast as possible, maybe after the 1st of the year hold a meeting where we invite field users to a future meeting
- Commission to send Jess ideas for a formal outlined Charge
- Brud, motion to create an Advisory Group. Asa 2nd. All in favor. 5-0-0.

Revolving Fund Budget

- \$595,000 Cap and model that provides this
 - Jess discussed meetings with Nan the past two weeks and options for staying within the 1% capped budget in FY16 and FY17. Nan has been working with Jess to lay out options that may be available:
 - Limiting programs / cutting certain programs
 - Transferring Indirect Costs to a Stabilization Fund?
 - Holding Indirect Costs at the end of the Fiscal Year
 - Creating an Enterprise Fund for the beach or a 53D Revolving Account
 - Jess suggested possibly inviting the Finance committee or BOS to one of our next meetings for them to discuss our thoughts and feelings at our meeting instead of one of theirs.
- Indirect Costs
 - Commission would like to confirm the amount charged and why we are charged, as those facts may help the overall amount of the FY16 & FY17 Budget
 - Brud would like to confirm how the Indirect Costs are calculated. Is the percentage of the total budget factored into the other town expenses correctly? Currently, the percentage includes Full Time salaries.
- The commission would still like an answer at some point about what the \$355,000 that was transferred from the account in 2012 was used to pay for. Why can't those funds be used to offset Indirect Costs.
- Asa feels strongly that some of the heat that has been placed on Recreation staff because of this complex spending issue should be placed on some of the other boards and individuals that essentially started this issue back in 2012 before anyone paid attention to the Spending Cap.
- Brud feels that once a management decision is agreed upon and decided then the commission should draft a statement to all Wayland residents that outlines the plan so that staff are not having to answer multiple phone calls about the spending cap restraints.
- The commission would like to confirm why transfers are allowed into a stabilization fund and/or the turf replacement account, but why they cant happen for Indirect Costs
- Meeting with Finance Committee – January 11th? Jess to wait to hear from Finance Committee to confirm this date.

Capital Project Updates

FY17 CIP Requests – Prioritized List

- Happy Hollow School Playground – Proposal timing, and Nan's thoughts on signing contract
- Capital Maintenance Funds - \$75,000
 - Thoughts to defer this to FY18 because we want catch up on funding from previous fiscal years
 - Asa, motion to remove FY17 Capital Maintenance funds until FY18. Frank 2nd, All in favor. 5-0-0.
- Turf Field Design – Ask CPC about potential new Artificial Turf Field design at Loker
- Oxbow Meadows – Meet with CPC on December 16th to discuss?

Loker Site – accept LSP Draft Report & decision about using well water at site. Defer this discussion to our next meeting in January.

High School Master Plan Update – Proposals & Timeline

Dudley Woods Trails & Parking – Proposals & Timeline

- Historic Commission – thoughts about signage along trail to showcase history along trail, tie in artifacts, Sheila Carel liaison with Historic Commission

WRAP Committee Questions Review

- Defer to tomorrow's meeting

Executive Session (8:15pm)

Heidi, motion to enter into Executive Session Pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(7) "to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements", to discuss findings from the Historical Mapping Study done at Dudley Woods, which falls under Massachusetts General Laws Chapter 9, Section 26A(1) "records of historical and archeological sites and specimens shall not be public records.

Present: Anna, Heidi, Brud, Frank, & Asa

Anna 2nd. All in Favor. 5-0-0. Entered at 8:15pm

SEPARATE MINUTES RECORDED HERE

Dudley Woods Report Results

- Sheila Carel present at meeting to discuss the findings at Dudley Woods site from the Historical Mapping study
- Thanked commission for their patience and understanding with the process
- Sheila explained that the Historic Commission is learning that Wayland was a very active place for Ceremonial rituals.
- Dudley Pond is a Kettle Pond which was very appealing to Native Indians. The pond is the shape of a bird flying toward the southwest. This is significant to the Indians because they believe when you die your soul travels southwest.
- The Historic Commission has confirmed that Dudley Woods is showing to be signs of one of the hills where ceremonial sites have been found all the way to Waltham.
- Mansion Beach would be the "head of the bird", and Dudley Pond is being proved to be a very large cremation site for native burials.
- Tanya Largie and Sheila have gone to the Peabody Mesuem to confirm a lot of recent findings and history related to the site.
- Types of stones have been found within Dudley Woods to suggest that ancient buriels and creamations were held on site
- The area where a buriel is potentially located is located on the opposite side of Pond Drive of where the commission plans to construct trails, but also other significant sensitive areas within Dudley Woods.
- Sheila explained all the history that is tied to Dudley Woods, and how great it would be to tie that history in to the trails that get constructed on site.
- A large ice house used to exist on the south side of the pond near Rocky Point. Large rails are still located in the water from the process of how they moved the ice from the water to the shore
- Sheila is collecting a lot of information and history for the site to tie that into the project and help educate residents on the significant history this property ties to
- Sheila has learned there are artifacts that need to be "re-Patriated" to a proper site. The Peabody Museuam has approx. 70 items from the Mansion Inn that were artifacts from the Mansion Inn fire and cremations. The Indians would like to "re-patriate" specific items as close to those ceremonies and buruals as possible
- The questions the Indians would like to ask the Recreation Commission is if they would allow items to be placed back on the property in the designated "sensitive" areas.
- Sheila suggested an idea of seeking future grant funds for interpretive signs on the property along the trails

- If the Rec Commission approved, the Indians would “re-patriate” the historical artifacts back on the property within the sensitive areas by bury them in the ground and then covering them with a large bolder. Could place a bench and plaque in the area to indicate that the Indians used to use the land and the history of the site.
- Sheila is more than willing to write up a summary of the History of the site to incorporate that into the trail development of the site
- Asa asked how many areas would be designated as a “re-patriating” area. Sheila indicated they would probably bury them together in one location
- Sheila would seek formal approval to use the land for this purpose
- Brud re-capped points of discussion about the process moving forward
 - Jess to hire an on-call designer that would meet with the Historic Commission to discuss the sensitive areas and confirm the locations of the trails
 - If part of the sensitive area needs to be included in order to develop the trails they would be able to tell us if the trail can go in that area
- If the commission agrees to the re-patriating of artifacts on site, then the Rec Commission could meet with the Historic Commission to further discuss
- The total cost of the study has been \$8,000 so far.
- The State Archeologist would like a full survey done, but Tanya indicated that the area has been disturbed so they would just have an Archelological Monitor on site during construction
- Sheila, along with Mike from DPW would like to all work together during the construction phase to tie in as many facts and history as possible
- The trails will really help pull together the history of Dudley Pond, and the town as a whole
- **Sheila suggests talking with Mark Lanza about whether or not the town in care of the Recreation Commission can determine if the land can be used to Re-Patriate artifacts on the site.**
- Executive Session concluded at 9:05.
- Anna, motion to come out of Executive Session. Brud, 2nd. All in favor 5-0-0. Role Call out, Heidi, Anna, Brud, Frank, Sheila

Staffing Proposal:

- Discuss two, new pending positions & timeline for hire dates.
 - Finance Committee meeting tonight to discuss recommended positions.
 - Carol Martin, Fin. Comm. Liason, wanted an opinion from the Recreation Commission about the funding source for the Program Coordinator

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 – has been meeting each week and is interested in requesting funds at the Spring Town Meeting for the renovation of the existing building as one recommendation
- WRAP, Open Space & Recreation Plan, MOU for Facilities

Topics Not Anticipated:

- Meeting with Town Administrator, Nan Balmer, tomorrow morning at 10:30am.
- Jess indicated the the job for Assistant Director has been posted and already 10+ resumes have been received. Jess also hopes to have an understanding about the Program Coordinator position sooner than later.
- Brud talked about the grey areas that stillexist with the field fees and how it will be beneficial to outline fees and costs in the future
- Frank would like an answer from DOR on the spending cap and what the significance of the 1% cap is.

- Brud mentioned the answers he would like to get from the town about the Indirect Costs and the \$355,000 transfer that occurred in 2012
- Brud outlined the process to do Jess' staff evaluation in the weeks going forward
- Asa mentioned future topic of discussion is the articles on Artificial Turf field safety and concerns

Public Comment:

- No one present to comment.

Next Meeting: Monday, January 18th – commission meeting, Possible meeting with Fin. Comm. On January 11th. Meet with Field Users after our meeting on the 18th to identify advisory Group.

Adjourn – Anna motion to adjourn, Heidi 2nd. All in favor 5-0-0.

Meeting adjourned at 10:07 pm.