

**Wayland Recreation Department
Draft Minutes
June 29, 2015
Recreation Meeting**

Present: Brud Wright, Frank Krasin, Asa Foster, Anna Meliones, Jessica Brodie, Linda Segal

Meeting called to order at 7:06pm – taped by WayCam

Brud called the meeting to Order.

Public Comment:

Linda Segal, no comment, but best 4th of July weekend to everyone.

Frank – comment on batter boxes and baseball foul lines be painted on baseball fields that were not done yet.

Approval of previous Meeting Minutes & Bills & Payroll:

June 15th minutes – Asa motion to approve, Frank second. All in favor. 3-0-0.

Bills & Payroll – Frank to review the bills and payroll prior to the next meeting for approval.

Department Staffing

- Position posted for a Temporary Program Coordinator to fill Val's position until a new department staffing structure can be investigated with the Personnell Board.

FY16 Capital Projects

Send out RFQ for on call-designers to be approved in approx. 4 wks at next meeting.

Oxbow Meadows – Alf is working on surveying this property. Once a consultant is hired, we will send them details about what we are planning to do at this site – build a 11v11 size grass field. Key points that need to be determined are the ability to install a well on the property, possible Well locations, possible ground contamination given the properties history.

Dudley Woods – Tanya Largi was present to provide an update on the Mapping and Geographical history of the property. Tanya gave updates about the historical mapping and that ground penetrating radar is needed to determine what areas need to be avoided in trail development. The cost estimate for the mapping is between \$5-10,000 was the estimate for the mapping to be done. Curtis Rd. used to go across the parcel. DPW used to excavate gravel from the site – so disturbances are present at the site, so they feel trails should be able to be built around sensitive ceremonial pieces. Tanya explained that this site may be linked to the Mansion Hill site across Dudley Pond, so it is important to map any historical artifacts that may be present at the site. Tanya feels from an archeological standpoint, she feels that ground monitor may be all that's needed during the constructions phase.

Brud spoke about the \$10,000 budget that was set aside for the historical survey portion. He asked if other quotes were given for the mapping, but Tanya explained that there is just one group of federally certified Native Tribes that can do the mapping. Brud asked what would happen if the amount goes above the \$10,000 that was given in CPC funds for this portion of the project. Tonya will try to work with the groups to keep costs down, but does not know what those amounts will add up to.

Anna mentioned that another CPC meeting may be needed to request additional funding for the two historical studies because of the scope of work that is required at this site.

Brud would like to meet with Tonya and Sheila and the Historical Commission to discuss the process and budgeting moving forward with other projects.

Tonya would be willing to help us write the scope of work for the Archeological portion of the project for the consultant that we hire, and she foresees the costs for these two steps:

Historical – \$5-10,000

Archeological - ~\$5,000

Asa asked if the Historical Commission would approach CPC for additional funding for the mapping and study portion of the project, and if CPC could approve additional funding needed for this portion of the project, but allow us to continue to move forward with the project and use the additional money for the remaining bills of the project later.

Linda Segal – point of information – there is a line item in the Town’s budget for “other committees” that have additional funding available in the event of need.

Jessica explained that we would seek competitive quotes for the historical and archeological firms for that portion of the project and then have them work with our selected consultant for the design portion of the project.

Tonya will look into the Mass. State Historical Commission to let them know of the project and seek price quotes and scope of work.

Capital Field Maintenance Funds – updated figures.

Jess to send out figures and examples of benches and then provide a final list and cost of what benches will be replaced this year.

Community Center Update – Frank gave an update from the meetings and their plans to submit an article at the fall town meeting.

Jess explained her need to develop a prioritized list of facility needs in a new community center. The community center committee is hoping to go to Town Meeting in the fall for additional funding for the next phases of the project.

The next meeting will be July 6th.

Jess to reach out to Jeanne Milbourne about getting on the email list for upcoming meetings

Field Master Plan Discussion

Loker site – The Historical study and Wetlands delineation have already been completed and that information has been given to GALE Associates.

Jess and Brud updated the commission about their meeting with Donny from the Water department. Donny confirmed that we would never be able to tie into Town Water for irrigation use because of DEP well water withdrawal limits.

Jess has reached out to a former LSP of the Dowe cleanup to provide a proposal to confirm if we should be investigating well water at this site given its history, or if we should investigate other options such as an artificial turf field.

In summary, first we will investigate with an LSP if we can safely install a well at this site. If so, we would investigate the cost to drill and install a well. If a well is not an option, then we would possibly investigate building a turf field at this location instead of a natural grass field.

Brud would like to know how much the historical artifacts study cost at this location.

Linda added that Irwin, the LSP, is also a hydro-geologist. He also understands the water flow in the ground.

Field & Building Rental Fees -

- Asa provided an update about the EMASS Senior Softball field rates. They paid \$9,000 for the year in 2015, and if we were to stick to the amount that was supposed to be used and owe \$30,000 then they would most likely look elsewhere.
- Frank pointed out that we charge \$40 per player for in town-youth leagues.
- Brud pointed out that we agreed for EMASS to pay \$9000 this year because of the pricing structure change that took place last year.
- Jess would like to re-evaluate the pricing structure for all fields again before the 2016 rental year.
- What we are charging for field rentals should be referenced from what our youth groups are being charged, as well as what that rental fee money should be used to cover in expenses.
- Frank feels we should also look into the cost of light use and possibly increase the rates by \$5 per hour for lights

Department Finances & Structure

- Proposed budget models were discussed again. Two options were mentioned by Jess:
 - o General Fund for salaries, Revolving Fund for programs, Enterprise Fund for beach and fields
 - o General Fund for salaries, Enterprise Fund for everything out
- Jess met with Brian from Finance recently to flush out his concerns and hear good feedback. His concerns are listed below:
 - o Paying back FY13 & FY14 salaries – the recreation commission needs to vote on whether they plan to pay these back or not (more comments on this below)
 - o Indirect Costs – discuss the amount and how they are calculated
 - o FT Salaries – whether they are covered by fees or in the General Fund
 - o Revenue Total – FY15 revenue totals are ‘off’ from last year’s amounts and that needs to be explained. Just from missing posts to munis from the Treasurer Department
 - o Munis Reports are the final numbers, so the Misc. Revenue needs to be broken out to show what it was really for
- Brud went into detail outlining why we have concerns with being asked to pay back the full time salaries:
 - o Brud would like clarity from the Fin Comm what they are saying we “owe” since salaries from FY13 & FY14 were voted to come out of the General Fund since there was a funding cap issue discussed at the 2012 Town Meeting.
 - o There should be a discussion about why full time salaries started coming out of the Revolving Fund when DPW was formed back in 2006 in the first place. John S. may have some background information on this.
 - o
- Brud would like to meet with the new chair of the Finance Committee to flush out a lot of the concerns with our suggested financial models and where the salaries are paid from.
- Jessica explained that it would still be a good idea to submit special legislation to raise the spending cap for the revolving fund.
- Anna motion to submit a Warrant Article for the special Fall town meeting to raise our current spending cap in the 53E ½ Revolving Account to have no spending cap. Asa 2nd. 4-0-0.

Spring & Department Update

Beach –

Floating Docks - Concerns with the floating docks were discussed once again. Frank feels we should investigate the liability concerns further and research how other towns are handling these docks and staffing them to track swimmers. Anna mentioned how the liability procedures have changed for other events such as the One Mile Swim, which now requires boats and support with them where as years ago they didn't.

- Jess to ask Wellesley how comfortable they are with their floating docks.

Leaves – total bill for leaf removal came to just under \$5,000

Summer Camps – camps are running, full, and Jessica is going to spend time with each to understand how they run.

Fall Town Meeting – Town meeting will be held the end of October.

Topics not Anticipated – Painting the batter boxes and foul lines on the baseball fields.

- Riverview ball fields need be repaired in the fall because of divets in the infield.
- Jess asked to clarify who is deciding to rest and repair the fields – DPW or Rec. Brud confirmed that Rec should be deciding whether to close fields and repair, and then have DPW do the work.
- Town Property listings need to be clarified as to who oversees/manages/owns each town property.

Public Comment:

- No one present to comment.

Next Meeting: Monday, July 27th at 7:00pm.

Adjourn – Ana motion to adjourn, Asa 2nd. All in favor 3-0-0.

Meeting adjourned at 9:41 pm.