

**Wayland Recreation Department  
Draft Minutes  
July 27, 2015  
Recreation Meeting**

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

**Meeting called to order at 7:04pm** – taped by WayCam

Brud called the meeting to Order.

**Public Comment:**

No one present to comment.

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

June 29<sup>th</sup> minutes – Asa motion to approve, Frank second. Comments mentioned about how to list audience members present at the meeting, and those that comment. List names of those who comment only. All in favor. 0-0-4.

Bills & Payroll – Frank spoke with Jessica prior to the meeting to review bills, and will review them prior to the next meeting. All in favor. 0-0-5

**COA/CC Committee Guests**

- Update on proposed community center – guests from the committee
- Jeanne Milbourn explained that the charge of the committee is currently to do basic studies of the existing site condition – building on site, possible contamination levels, historical study.
  - o They have walked the site with Historical Committee members to determine what land has been already disturbed vs never disturbed to confirm what area of the land needs to be investigated from a historical perspective.
  - o The building structure itself has been examined in a preliminary manner to determine current safety / uses
  - o Phase 1 – analysis, Phase 2 – preliminary architectural design
    - Phase 1 has two parts – historical records
    - Phase 1 Environmental is not complete yet.
  - o There has been a report generated for the Environmental phase of stage one, which has not been accepted by the committee yet.
  - o Only Phase 1 will be completed by the Fall Town Meeting. They hope and plan to have Phase 2 completed by the time of Spring Town Meeting
- Frank gave an update that the Phase 1 of the report is in, and Frank said that one of the items of concern was that the site is contaminated and needs to be addressed. It is above limits.
- Jeanne Milbourn was present to comment on behalf of the committee.
  - o She discussed her perspective of the environmental report submitted to the committee, and the scale of the remedial process that may lie ahead.
- Jessica explained how she has been involved in the process so far.
  - o Has met with Julie from COA to discuss programming space needs in a new community center
  - o Hope to develop a projected demand for future facility needs and overlapping Recreation needs with COA needs
  - o Jessica has provided a document which lists prioritized needs for new spaces to be incorporated into a new community center
- Jeanne talked about the logistics of planning for future special needs from a rental standpoint and how that may lead to rental facilities.
- Brud explained that it is important to engage an architectural architect to tie together the needs of both COA and Recreation. An architect has not been selected yet.
- Jeanne concluded an architect would need to have past experience to be hired and have developed and designed community centers in the past.

- After Fall town meeting is the when the committee would plan to hire a consultant.
- Frank pointed out that there has been contamination found on the site, but the remedial process and cost has not been determined yet.
  - o Any contamination will be remediated by Raytheon. They have been very cooperative with the town thus far on remediating that site.
  - o It is unclear what level of contamination currently exists and how it will be resolved.
  - o In the past, there was a legal document that limited the use of the land. Activity Use Limitation was assigned to this parcel of land to limit use on the land. The current activity use limitation specifically stated that no daycare center could ever be built on this property in the future because of the need for daycares to provide a playground outside. Raytheon placed the deed restriction on the property to eliminate potential concerns with the site in the future
- When the report is approved by the COA/CC committee it will be shared and posted online.

### **Department Financial Structure**

Brud started conversation by reminding the commission of the history with Nancy McShea being out on medical leave in the summer of 2014, the same time that the spending cap was reached and pointed out by the Finance Committee/Director. When Jessica was hired, she immediately had to research and justify a large, complex array of budgeting figures and projections.

- Brud mentions that on February 17<sup>th</sup>, the Commission met with the BOS to discuss a new financial plan for the current FY15 year, as well as FY16.
  - o Brud watched the video from that February meeting and summarized for the commission that at that meeting it was discussed that the Indirect costs would be held back until it is confirmed at the end of the year how much availability remained in the spending limitations prior to Indirect Costs being transferred from the fund.
  - o In May of 2015, the \$88,000 in Indirect Costs was transferred out of the account, as well as \$60,000 in back OPEB payments, which ended up pushing the department over the allowable spending limit.
  - o Brud explained that the Indirect costs are more than 10% of our Department's Annual revenue. He explained and his expressed his concerns with how the Indirect Costs are calculated.
  - o Jessica explained that the formula charging Indirect Costs for various departments are calculated differently.
  - o
- Brud further explained that in the winter and spring, many meetings were being held with staff to sort out a new financial plan.
  - o Brian has suggested a 53E ½ Revolving Fund with an increased cap to 2 ½ %, salaries would come out of the revolving fund, as well as Indirect Costs.
  - o What the Recreation Commission would like to keep a 53E ½ Revolving Fund with an increased spending cap to 5%, with Salaries and Indirect Cost in the General Fund.
  - o Brud explained that he was disappointed with the process that has taken place so far in determining how the proposed model will be presented to town meeting.
  - o Jessica explained the fund balances the past years and how the account has built up a balance from mainly field user fees.
  - o Salaries are still the primary discussion point as far as where those should be paid.
- Anna explained that the Recreation Commission should really be the one presenting their model and justification to committees and the town, and not the Finance Department's perspective first.
- Heidi asked if we could afford to cover a portion of the salaries and indirect costs, then should we cover those.
- An edit to the document that Jessica presented was made to move where the Indirect Costs were going to be covered – in the revolving fund, with a discussion to follow about how they are calculated.
- Jessica reminded the commission that the current FY16 spending cap will be an issue because Indirect Costs were approved at the Spring 2015 town meeting.

- Jessica provided a document that outlined the Recreation Commission's preferred model for managing finances for the Department
    - o Commission commented and made edits to document, which Jessica will edit and re-send to the commission tomorrow to confirm no text edits.
    - o **Asa, motion to accept our new 53 E ½ Revolving Fund as framework for all programs, events, beach, & field fees:**
      - **Seek special legislation at the 2015 Fall Town Meeting to increase the available spending cap to a minimum of 5% of the tax levy.**
      - **Utilize excess fund balance from field user fees collected each year for capital improvement projects.**
      - **Indirect Costs paid from Revolving Fund. (Calculation needs to be discussed)**
      - **Keep current General Fund Budget for year-round staff salaries**
      - **Increase budget as required to cover future staffing needs**
- Heidi 2<sup>nd</sup> the motion, all in favor. 0-0-5
- **Molly (resident)- Comment on the Recreation Department's finances and how she feels an Enterprise Fund is more clear and does not understand why we are still seeking a Revolving Fund. Wonders why we wouldn't want to self-contained in our own "box" as the Enterprise Fund would allow. Jessica explained the challenges with managing an Enterprise Fund without all of the expenses pre-defined by the town. If the town was to charge debts to a new Enterprise Fund for the department, they wouldn't be able to afford any Capital requests in the future.**

### **FY16 Capital Projects**

**Oxbow Meadows** – no major updates on project there. A resident also requested the use of the property to place a bee hive on the property. The commission would be concerned from safety standpoint of allowing that and setting a precedent for other town residents who may have other desires for town properties. The commission agrees not to allow a bee hive on the property.

**Dudley Woods** – Jessica has been working with Sheila to confirm the timeline and costs for the historical mapping.

### **FY17 Capital Improvement Projects** –

- List of projects to submit – Frank asked about Irrigation at Riverview ball fields.
  - o Address the Capital Maintenance needs in the next meeting .
  - o There needs to be further discussion about what departments manage all aspects of each property
    - Turf field, playgrounds, equipment, long range planning – needs to be flushed out in more detail.
    - Brud to ask Paul Stein who to contact about determining who oversees which aspects of certain properties and manages.
- Plan to gather proposals by September 14<sup>th</sup>

### **Field Master Plan Discussion**

**Loker site** – Irwin to submit a proposal by the end of the week

**Field & Building Rental Fees** – Jess would like to re-evaluate these each year to better suit the needs of users

- Frank feels that youth players are paying more than adult players when you look at the costs on a per person basis.
- Discussion about each league has different needs and plays a different number of games per season on Wayland fields.
- The discussion needs to continue because there are many moving parts. Jessica to help provide feedback.

## **Spring & Department Updates**

### **Beach**

- Floating docks, Painting storage containers, life jackets
  - Jessica would like to change the procedures and rules at the beach prior to the 2016 season to allow the floating dock to return, as well as certain floatation devices and life jackets for children to be allowed at the beach. Jessica has reached out to other communities to confirm their safety practices and procedures, and feels these improvements to our beach are needed in the future, but the need for more lifeguards and updated safety procedures needs to be in place first.
  - The commission would like to see an increased level in lifeguard staffing in the coming years. Maybe some of the camp fees could be used to cover the cost of additional lifeguards.
  - The storage containers have been painted hunter green.

### **Topics Not Anticipated:**

- Jessica provided the commission with the resume, cover letter, and references of a candidate for the Temporary Program Coordinator position that she would like to hire. The commission reviewed the information for Paul McCarthy, and agreed to Jessica's decision as the selected candidate. Jessica will move forward with the hiring process with Nan and John.
- The commission would still like to be on the August 4<sup>th</sup> agenda for the Personnel board to discuss the department's future staffing needs.

### **Public Comment:**

- No one present to comment.

**Next Meeting:** Wednesday, August 19<sup>th</sup> at 7:00pm

**Adjourn** – Ana motion to adjourn, Asa 2nd. All in favor 0-0-5.

**Meeting adjourned at 10:00 pm.**