

**Wayland Recreation Department
Draft Minutes
August 19, 2015
Recreation Meeting**

Present: Brud Wright, Frank Krasin, Asa Foster, Ana 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:

July 27th minutes – Asa motion to approve, Frank 2nd. No discussion. All in favor 5-0-0.

Bills & Payroll – Frank asked about the amount that the Football clinic staff were paid. Frank to make a motion to accept the bills and payroll for July & August. Asa 2nd motion. All in favor. Jessica to meet with Frank to further discuss the Football clinics. All in favor. 5-0-0

Conservation Committee Guests:

- Sherry Greenbaum, guest to discuss the Open Space & Recreation Plan.
- Last plan was updated in 1995, and it is supposed to be updated every 5 years.
- The Conservation Commission is seeking our support to jointly seek CPC funding to hire a consultant to update the plan. Expected cost could range from \$20-30,000.
- They want to seek funding this Fall through CPC. A placeholder article has already been submitted by Conservation.
- The Recreation commission did discuss this previously, and is supportive of this effort and co-sponsoring an article at Fall town Meeting
- An RFP would need to be put together and then a consultant would need to be hired.
- Asa asked about how long it takes to complete an update on a plan. Jess and Sherry expected approx. 3-6 months to complete an update by the consultant hired.
- Application needs to be completed for the Fall Town Meeting. Betty on Fin. Comm. Is the representative with Fin. Comm. That Jess will work with the complete the application and then submit to CPC. Anna can bring this to the CPC Meeting next week.
- Brud motion that Recreation team up with Conservation to update our Open Space and Recreation Plan. Asa 2nd. All in favor. 5-0-0.
- Heidi will be the representative with the Conservation Committee on this.

Department Financial Structure

Brud summarized the sub-group meeting that was held this morning to further discuss the plan moving forward for the Revolving Fund. Plan right now is:

- Salaries stay in General Fund
- Indirects still paid for from the Revolving Fund – this still needs to be discussed as far as how our calculations are done vs. how other departments are charged Indirect Costs
- Asa would like to compare the facts of how Indirect costs are calculated this fall/winter to compare to other town departments. He feels we should not be treated differently than other departments just because we have revenue coming into our account.
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- Filing for Special legislation – Draft Bill
- Jess provided a Draft Article for the Fall Town Meeting for the commission and Mark Lanza to approve prior to meeting with the BOS on August 31st.

- Asa, motion to approve the Warrant Article Draft for the Special Legislation. Brud offered a suggestion to change the wording of what the % will be for the spending cap. Discussion and no change was made. Frank 2nd. All in favor 5-0-0.
- Brud explained points from the meeting this morning, that it is important for the commission to remember that the Finance Committee will vote a budget of spending each fiscal year within the spending cap
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- Upcoming Meetings – August 31st with BOS to present the draft Warrant Article and discuss where certain Revolving fund expenses (year round salaries) will be paid for from in the years moving forward.
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- Discussion about the two financial models presented – one from Brian, Finance Director; one from Jessica, Recreation Director.
 - o The two models show how the fund balance would look year to year with the two different models.
 - o Brian’s includes salaries, and recreation’s does not
 - o There were a few other hybrid models discussed at the sub-group this morning. These discussions and facts are being gathered in anticipation of questions being raised at Town Meeting about the built up fund balance in the Revolving Fund and where that money should go – back to General Fund free cash or for Capital Improvement projects.
 - o Asa had a question about how the Turf Fund Replacement Account money is calculated from all user fees – are funds transferred from just turf users, or all fee payers of fields.
- Jessica will meet with John S. to re-write the job descriptions for the Recreation Program Administrator position prior to meeting with the Personnel Board in mid September. At the meeting the commission and Jessica will need to justify the need for more staff.

FY17 Capital Improvement Projects

- List of Capital projects to propose for Spring 2016 Town Meeting – Sept 14th deadline to Fin. Comm.
 - o Jess has made a draft list of proposed expenses to spend the 75k
 - o Jess to break out a more detailed list of improvements to spend the money on after meeting with Mike Lindeman again to further discuss priorities and gather estimates on costs for projects.
 - Riverview ball field renovation – lip into outfield
 - Linda Segal asked if the Turf field equipment we discussed purchasing would work with alternative fill aside from Crumb Rubber in the future? Jess to look into this
- Loker site – ECR Proposal for investigating irrigation well water use
 - o A proposal was submitted by ECR, Irwin Silverstein’s company, to investigate the previous investigative work that was done on the Loker site to determine if we should investigate further even drilling for a well because of safety concerns.
 - o Ana has concerns about drilling at this site because of the history of the property and possible contamination.
 - o Asa feels this is necessary in order to understand what this property should be used for in the future.
 - o Heidie, motion to accept the proposal, Asa 2nd. All favor, no discussion. 5-0-0.
- Other Warrant Article /Capital Requests for FY17

FY16 Capital Projects

Oxbow Meadows – \$20,000 for design proposals / contracts

- Jess to reach out to newly selected on-call designers for proposals to design the site

Dudley Woods – \$85,000 for historical & archeological studies, Design Proposals, & Construction

- The Ceremonial Stone Landscape Survey will take place soon.
- The contract has been presented and just a few more details are needed to sign the contract and move forward

Field Master Plan Discussion

Field Fees

- Asa & Frank Present new proposals for revised field fees
 1. Eliminate the Youth Leagues Fees box – charge youth leagues the same as adult leagues
- EMASS Senior Softball discussion
 - Asa & Frank feel they should be paying \$6,000 per season to slowly increase their rate to what other users are paying.
 - Framingham & Canton are also fields that EMASS use
 - Set Up a meeting with EMASS to discuss field fees for 2016. Frank and Asa would like to be present
 - Jess to confirm rules from the Building Dept. for signs hung on town properties. How it is hung up, size, wording, etc.
- Jess would like to have Paul investigate all the variables that need to be discussed further as part of the overall field user fee discussion.

Field Master Plan – Once the Loker site investigation is done, then the master plan list for fields needs to be updated and pursued based on where fields can be located. Schedule a hearing with field users to further discuss new projects and priorities.

Summer & Fall Department Updates

- Touch A Truck – Saturday, September 26th. Volunteers needed! 10:00-1:00pm
- Beach closed for the season – feedback, changes for 2016

Topics Not Anticipated:

- Results from On-Call Designer Search – Jess and Asa read list off of consultants selected
- Heidi updated on the progress of the Rail Trail – Eversource is doing more work than expected, which is helpful. Extra money is expected, so they may look into possibly pave the trail instead of using just stonedust. Eversource has agreed to take out the rail ties and construct the trail at their cost.
 - o Rules would have to be established on the trail
 - o Mowing the grass on the side of the trail would be the responsibility of the town (parks)
 - o DCR may agree to upkeep of trail if it is paved, but not if stonedust

Public Comment:

- No one present to comment.

Next Meeting: Monday, August 31st BOS meeting, Thursday September 10th at 7:00pm

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

Meeting adjourned at 10:00 pm.