

**Wayland Recreation Department
Draft Minutes
January 19, 2016
Recreation Meeting**

Present: Brud Wright, Frank Krasin, Asa Foster, Jessica Brodie, Anna Meliones
Guests: Carol Martin, Nan Balmer

Meeting called to order at 7:00 pm – taped by WayCam

Brud called the meeting to Order.

Public Comment:

- Maureen Tillet – thank you all for serving. Is not making a statement regarding the want for a Turf Field in town.

Approval of previous meeting minutes:

- January 7th meeting minutes – Frank asked a question about the minutes and a statement made regarding the sentence: “Finance Committee would need to approve this method and motion to occur at Town Meeting.”
 - o Nan was present in the audience to provide clarity on this statement, and explained that the transfers would be a part of the overall motion. We cannot operate our beach without moving funds into the account at the start of the Fiscal Year, so the thought of not transferring money is not something that may happen.
 - o Asa made a comment regarding not adding a discussion to discuss a new scoreboard on the Art King Baseball Field and moving the bleachers at that field. Move to another meeting and invite the neighbors.
 - o Asa, motion to accept the minutes with the few minor edits. Frank 2nd. No discussion. All in favor 5-0-0.
- Bills & Payroll -

Revolving Fund Budget:

- Discussion about FY17 Budgets and Finance Committee meeting on 1/19/16
- Guest Carol Martin present to discuss budgets
- Spring Town Meeting Warrant Articles
 - o 53D Beach Revolving Fund
 - Discussion about beach Revenues and Expenses.
 - Jess explained the budget she has prepared and how she derived the numbers
 - Discussion about raising the beach rates to adequately cover beach expenses in FY17.
 - **Anna, motion to raise our Resident and Non-Resident Beach rates as Jess presented. Asa, 2nd. All in favor. 5-0-0.**
 - Discussion about a longer beach season – how this would affect the Expenses
 - Carol Martin, fin comm. Liason, asked about the amount of money we would use as seed money to start the new fund at the start of FY17.
 - Brud asked, how the seed money would get established. Nan was present to answer the questions
 - Nan explained it is a cash-flow projection. Estimate the amount of money we would need to support the beach for the month of July, month of August, etc. The seed money is the projection of what we need to operate the Beach.
 - Frank asked how far in advance the projection needs to be made. Nan explained it could be done for a whole year. The projection can be calculated now.
 - Brud summarized the mechanics – anything over \$10,000 get’s swept too the General fund, but then as part of the same motion, the funds get moved back into the 53D Fund at the start of the new Fiscal Year.
 - Anna wanted to clarify her understanding – Asa helped provide comment that we would provide a projection of the expenses for July & August, as well as the rest of the Fiscal

- Year to show the amount of money that would be transferred into the General Fund, and then back into the 53D Fund to support beach expenses in the next year.
 - Brud discussed his thoughts on the sweeping of the funds at the end of the year, and that the town departments should agree to transfer any excess revenues back into the account at the start of the new fiscal year, even if those revenues are above the projection voted at Town Meeting.
 - Nan agreed to Brud's points because of the Emerson Case, and that users expect the fees they pay to be used for the purpose they paid the fee.
 - Anna talked about the desire to increase activities at the beach.
- Recreation Stabilization Fund
 - Brud summarized a discussion from our last meeting about:
 - 1. Moving \$300,000 from our 53E ½ Revolving Fund to a new Recreation Stabilization Fund
 - 2. Using up to \$200,000 of the funds moved into the Stabilization Fund for the Design of an Artificial Turf Field Design at the old DPW site
 - Carol asked how we came up to the \$300,000 figure to move into the Stabilization Fund. We should provide an analysis of how much field revenues are in the account. Carol requested Jess check with Brian, Finance Director on the calculations.
 - Frank asked how many times money can be moved into the Stabilization Fund. Carol answered with explaining just at Town Meeting.
 - Brud explained his thoughts that the Recreation Commission not obligated to move all of the excess field fee revenues into a new Stabilization Fund. Brud feels there have been a lot of developments in the past couple weeks, so he would like to clarify a lot of the legal authority aspects of controlling the money.
 - Nan explained facts relating to authorities between various departments and who has the rights to do certain things relating to money. The Finance Committee can recommend to Town Meeting a motion to move a certain figure to another account for another reason.
 - Heidi asked Carol her thoughts. Carol explained she wants to put more thoughts into this discussion, but addressed the high balance concerns that the auditor pointed out in his management letter.
 - Anna feels that DOR should be aware of all the restraints that Recreation departments are facing throughout the state.
 - Carol feels it is wiser to move more funds to the Stabilization Fund for future Capital Projects, rather than leaving excess in the Revolving Fund.
 - Frank asked if anyone else in the Town Administration can take money out of the Recreation Stabilization Fund. Both Nan and Carol indicated that only Town Meeting could decide how money is spent with a 2/3 Vote.
 - Nan mentioned the DOR letter that was provided
 - Brud summarized – Carol to discuss with Brian and Jess to discuss the number to move into the Stabilization Fund.
 - Nan re-explained that in one motion, the fees would move from the 53E ½ fund to the General Fund, and then into the Stabilization Fund.
 - Nan recommended writing a management letter on the 53D Fund about how the money gets moved back into the fund at the end of the Fiscal Year.
- Joint Article with Library/DPW/School for land transfer of 193 & 195 Main Street
 - Brud explained the meetings that took place last week between the Library, DPW, and School Committee regarding the process to transfer the land to potentially the Library and Recreation
 - Carol explained that there is a CIP Request for \$300,000 to demolish the existing DPW building at 195 Main Street. The Finance Committee has not voted the CIP Request.
 - Linda Segal asked where that funding will come from – Carol explained it is a Facilities request and the funding source has not been provided yet.

- Linda also mentioned an Environmental study that was done there for the protection and improvement of water flow to Dudley Pond. Brud mentioned that Mike Lowry mentioned this at a previous DPW building. Judy Currier contact for the study that was done.
 - Brud requested Jess start to create a list of questions we will need to address before Town Meeting.
 - Artificial Turf Field Design at 193 & 195 Main Street
 - Brud asked Carol if she has any comments on this Article.
 - Carol explained that the Finance Committee has not discussed the Articles yet and would be doing so in the next week.
 - Brud explained the funding source for this proposed project would come from the Stabilization Funds that were from the Revolving Fund up to \$200,000
- Carol wanted to re-visit the entire Finance Model that the commission is proposing for FY17
 - When we meet with Fin. Comm. On Thursday we should discuss the following:
 - FY16 – how are we doing to date to stay under the cap
 - FY17 – how will we stay under the cap
 - Addressing the high balance with a Recreation Stabilization Fund
 - The Turf Replacement Fund also needs to be discussed – what type of fund that is, and how we will continue to put money aside for that
 - What do we want to do with the user fees that are collected throughout the year. How should those be collected and what should they be spent on?
 - Brud feels this is the decision of the Recreation Commission of how those user fees are spent. Brud mentioned the plan in the future to renovate fields over the next several years, and how using field user fees to repair those fields is an ideal use, rather than seeing them go to help pay for labor and mowing costs each year. We could schedule a plan to renovate all existing fields in the future.
 - Brud re-asked the question about “hoarding money” from year to year from DOR’s perspective. Nan explained that fees collected could be collected as Local receipts in the General Fund rather than being collected in the 53E ½ fund. Mowing could be an example, in Nan’s thoughts.
 - Anna pointed out that the Schools do not pay for maintenance for mowing the lawns, and why should user fees pay for all of that.
 - Discussion about the past \$75,000 CIP requests and how some of those items are the same as a proposed budget for the yearly field rental fees.
 - Carol feels we need a fund for long term savings (Stabilization Fund), as well as a regular Operating Budget such as a line item in the General Fund as a local receipt for “small equipment”.
 - Longer term account, short term, Turf Field replacement
 - Brud does not like this idea of field fees getting collected into the General Fund, and feels no other Recreation Departments in the state to operate that way. Carol feels this method would be a viable solution.
 - Brud explained the history with the split of Parks & Recreation and how co-mingling those funds again would raise a lot of issues to be raised with private field users (moms & dads) would be a big issue, and turn into a complicated mess. Brud expressed that DPW has done there job, and we in turn have filled in other financial management gaps that DPW does not have a budget for.
 - Nan jumped in and expressed thoughts that we have collected over \$300,000 in field user fees that have not been spent. Just saving money for a future project is not an adequate purpose for a user fee.
 - Brud would like to discuss this further with DOR
 - Nan added one comment about potentially not being able to get any help from DOR, is that if the cap restraints continue beyond FY17, then we would continue to collect fees we cant spend in the 53E ½ fund. Once the cap is lifted, then we would have more freedom to spend funds, but until then Nan does not know of another option.

- Nan provided her recommendation for the overall department Finance Model. Nan would recommend that all fees start to be collected as local receipts at the start of FY17. The authority would be with the BOS and Finance Committee. Brud feels this would be inappropriate to happen at this year's Town Meeting.
 - Jess wanted clarity on how the money would be handled if collected as a local receipt. Carol explained that the Finance Committee still needs to discuss this proposal.
 - Anna feels this is a huge change that needs to be digested and more time needs to be taken before we change how these are collected.
 - Heidi asked for clarity about whether or not user fees could be moved to the Stabilization Fund for the purposes of Designing a new field. A 2/3 Town Meeting vote would be required to decide how funds could be moved to the Stabilization Fund.
- Carol wanted to revisit the 53E ½ Budget projection for FY17
 - Carol talked about the Revenue projection and how it shows a surplus of ~\$120,000 right off the bat, and that suggests another fund balance issue moving forward.
 - Jess expressed some thoughts on projecting Revenues and then investing them back into programs that the fees were collected for.

Capital Project Updates

- Loker site – accept LSP Report & decision about using well water
 - Discussion about the Draft LSP Report and the costs associated with Testing the Water Quality
 - Frank asked questions about the concerns of the quality and safety of the water. If the water tests fine, what would the issue be.
 - Jess summarized a conversation she had with Irwin who did the Draft Report explaining the uncertainties that exist with potentially using well water on site. The chance you take is installing a well, and risking the potential finding of contaminants in the future.
 - Brud feels you would want to test the water for a length of time before being comfortable to spend the money to construct a field.
 - Asa also mentioned the well water use restraints coming in the future from DCR.
 - Jess to attend a meeting in Natick on Thursday to meet Chip Osborne to discuss potential watering solutions.
 - Linda Segal, speak on behalf of the Loker Site. Discussion about previous meeting with Water Superintendent and the management letter they requested to the State. That letter should be out for comment in the near future. Part of the Dow Cleanup did not include investigations related to potential well water use. Linda is wondering if it is possible to have a conversation with someone from DEP that was around during the Dow cleanup to discuss whether or not the town/DEP would consider allowing treated water be used to irrigate fields at this site that the town and state spent endless time, efforts, and money into making this site useful for the future. Linda has the names of several DEP staff that are still around we could potentially talk to about a possible exception.
 - Brud doesn't want to close the door on the property if the possibility of using town water to irrigate the site rather than well water.
 - Brud/Linda agree that Jess try looking into any progress that could be made toward alternative water sources.
 - Mike Lowry present to provide comments on water use on this site. There is a Reservoir nearby off of Rice Rd., "the old Cochituate Reservoir". It might be worth looking into whether or not water from that site could be used to water the fields.
 - Jess and Brud to investigate these options further and then follow up with the commission about alternative solutions.
 - The commission agrees not to turn the money back yet until the alternatives are discussed. Goal to resolve this prior to Spring Town Meeting.
- Dudley Woods trails and Parking
 - Jess still waiting on an answer from Mark Lanza regarding a question on land use for this property relating to the ancient artifacts study
 - Notify the Dudley Pond Association of future meetings info@dudleypond.org

Field Advisory Group:

- Meeting January 25th at 7:00pm to appoint group members
- Jess to send out the Advisory Committee Charge and meeting date once again tomorrow to remind them of the meeting and invite potential group members and any other field users to the meetings
- Each commissioner to reach out to individuals from various groups to recruit members to the meeting Monday night

Town Beach 2016:

- Beach Fees for 2016 Season – commission agreed to raise Resident and Non-Resident seasonal beach tag rates for 2017
- Discussion about dogs at the Town Beach
- Mike Lowry comment about dogs being allowed on the town Beach. He mentioned that the Town Beach is surrounded by the State Park and many dogs walk on those trails, making it hard to regulate. The DPW also does not allow dogs in the cemetery.
- Potential rules for dogs:
 - o Dogs not allowed on the beach when the beach is open
 - o Jess to draft rules for potential dog use, and ask Wayland dogs group about thoughts and support
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Winter Department Updates:

- Community Center Advisory Committee
- WRAP Committee – walk through on properties this Saturday at 10:30am.
- MOU for Facilities

Topics not reasonably anticipated by the Chair 48 Hours in Advance of the Meeting, If Any.

- Jess mentioned that the Champion Soccer School runs camps in the summer on High School fields, and wants to understand if he can run the program again this summer.

Public Comment:

- Mike Lowry talked provided a diagram of land next to the cemetery that technically is under the jurisdiction of the Recreation Commission, but DPW needs access to the land for the cemetery.
- Mike Lowry also mentioned a parcel of Land at Dudley Woods that is owned by Recreation near Mansion Beach, which we acquired in 1935. The property is being overrun by canoes and litter. The property is a mess, and Mike suggests some canoe racks be installed and possibly a fee be charged to local residents who want to store their canoes there.
- Carol discussed the Tax Worker write off program and how that could help alleviate seasonal staff needs.

Next Meeting: Thursday, January 21, with finance Committee. Then Monday, January 25th with field users.

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

Meeting adjourned at 10:00 pm.