

**Wayland Recreation Department  
Draft Minutes  
February 16, 2016  
Recreation Meeting**

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

Remotely Participating: Frank Krasin

Guests: Eric Bucher?, Nan Balmer?

**Meeting called to order at 7:07 pm** – taped by WayCam

Brud called the meeting to Order.

**Public Comment:**

- No one present to comment.

**Approval of previous meeting minutes:**

- January 15<sup>th</sup> meeting minutes: Jess to add Heidi's name to the participants as she was present but it was left off the minutes.
- January 19<sup>th</sup> meeting minutes: Jess to add Heidi's name to the participants as she was present but it was left off the minutes.
- January 25<sup>th</sup> meeting minutes: No comments.
- Jess to check and make sure a set of meeting minutes isn't missing from a day meeting with Nan.
- **Asa, motion to accept the minutes as presented with small edits listed above for the 15<sup>th</sup>, 19<sup>th</sup>, and 25<sup>th</sup>. Heidi 2<sup>nd</sup>, all in favor. 4-0-0.**
  
- Bills & Payroll – To defer to next meeting.

**Brud announced that Frank Krasin would like to participate in the meeting remotely because of geographical location. Asa- yes, Heidi - yes, Brud- yes, Anna- yes in favor of this action. Frank Krasin then joined the meeting remotely via the telephone.**

**Revolving Fund Budget & Warrant Articles:**

- Guest Nan Balmer present to provide comments/updates on below topics (attended after the Budget Hearing)
- Revised 53E ½ Budget for FY17
  - o Indirect Costs Update – Jess presented the re-calculations of Indirect Costs and how they have been lowered to \$15,687. The new Program coordinator position has been included the cost of the Indirect Costs. Nan would like to meet a Rec representative to discuss this re-calculation.
  - o New Staff position – Grade level needs to be finalized by the Union and the position would be funded through the 53E ½ Revolving Fund.
- Field User Fees as Local Receipts
  - o Future meetings with Fin. Comm. / BOS to further discuss – Brud feels this is pre-mature to meet with them to discuss because they are not in favor of this action.
  - o Jess explained how field user fees would be handled if moved into the General Fund. Jess explained what Nan had explained to her about needing to spend user fees collected, but how we cannot right now with our current spending cap. Frank feels this is not a legal opinion and not a true fact.
  - o The commission asked a lot of questions to understand how the process would work with the field fees be collected in the general Fund and what control they may still have over the fields and the user fees with them being collected that way.
  - o Brud feels there may be a great enough delta in expenses in FY17 to be able to spend user fees collected in FY17 still under the spending cap.

- Jess explained that the commission needs to explain what the reasons are that we want to keep the field user fees in the Revolving Fund, and what we would spend those funds on.
- Anna read some documents from when the DPW was created back in 2008. The wording outlined the power and authority given to the Recreation commission during that creation.
- Frank spoke remotely about the Field User Fees – Frank spoke with someone about the thought of having their own lawyers speak about having field user fees going into the General Fund.
- Asa talked about the Stabilization fund and the process for moving funds into the fund and how funds would be able to be spent from the fund. Any spending would require 2/3 TM vote at a town meeting after going through the CIP Process.
- Brud feels there are a lot of improvements that could be done this summer from funds moved to the Stabilization Fund, but that would be impaired
- Brud would like to go on record stating how upset he is that the Finance Committee took a vote at a meeting that dramatically impacts the Recreation Department to support field user fees being collected as Local Receipts without notifying the Rec Commission and hearing their thoughts on this first
- Frank feels the Finance Committee is trying to take all of the Recreation Commissions powers away by deciding how they will collect user fees.
- Anna touched on thoughts from the special act wording from when the DPW was created and the Rec Commission’s power and authority.
- Anna read the wording in the BOS article for 53E ½ Revolving Fund. Anna brought up the point about schools not paying for any of the maintenance of the fields, and Rec user fees shouldn’t be used to benefit school programs.
- Brud points out that the DPW already has money to maintain the fields for the whole town, and that users of fields should be subsidizes some of the wear and tear on fields from school programs.
- Anna read more wording from the DPW creation statute about what role the DPW has in maintaining town own lands.
- Jess explained the General Fund is one “pot” of money, so Fin. Comm. May say that some of the maintenance in DPW’s budget, but there is no way to control where that money is spent and added to budgets.
- Brud would like to oppose aspects of the article that specify wording that limits field user fees to be collected as Local Receipts.
- Heidi is not totally against some of our user fees go toward some of the maintenance of the fields. Heidi watched the recording of the Fin. Comm. Meeting where they voted on moving the field user fees, and she summarized their meeting and how all the moving parts are complicated. Heidi highlighted Gordon Cliff’s comments about how he would be fine with user fees being collected in the 53E1/2 with a higher spending cap.
- Heidi said that someone on Fin. Comm / BOS would have to outline how the field user fees being collected in the GF would be spent because user fees would have to be used on the fields.
- Brud feels it does matter who is paying for some of the maintenance of the fields – school users, private users, etc. Having an elected board vouch for how these funds are spent is important because that message needs to be delivered to the users.
- Frank is totally against field user being collected into the General Fund
- Brud explained that one of the beautiful things about the former system of collecting field fees allowed the staff to pay for things that came up throughout the year.
- Eric Bucher – asked a couple questions related to the Track around the Stadium field at the high school, and why it was a bad thing to have to make the Stadium field ADA compliant if the track was improved
  - Brud explained that Jess, him, Ben Keefe met with the School Committee to discuss updating the Master Plan for the high school before doing any work to come up with a long term plan for the field, the track, and other fields at the campus.
  - Eric mentioned the project was done in Belmont and he would get a price estimate and send to Jess

- **Nan & Cherry attended the meeting after the Budget Hearing to answer any questions the commission has pertaining to Recreation Finances.**
- Anna feels that if the BOS are putting it forward to Town Meeting, that it should be brought to Town Meeting and they should make their pitch and the Rec Commission could make their pitch
- Brud would like to discuss with DOR the fact that surplus funds could be moved into the Stabilization Fund or not.
- Heidi would not be able to make a vote on whether field user fees should be moved into the General Fund tonight.
- Asa is upset because Fin. Comm. Met and made a decision before hearing the thoughts of the Recreation Commission.
- Brud mentioned that it is no different than what happened at the Fall Town Meeting without being invited to hear their thoughts on the decisions to move field user fees.
- Brud would like to take a vote to not support moving field user fees into the General Fund as local receipts
- Jess asked if the commission would like to ask Nan and Cherry any questions since they were now present at the meeting.
  - Anna feels that this is too much for the normal citizen to understand at one town meeting and the process should move field user fees to the General Fund should wait
- Cherry feels that the communication needs to happen both ways – Rec to reach out to Fin. Comm. And vice versa. She explained no one is not trying to take the funds away, it has to do with the fact there is a DOR law that specifies we must spend the money we collect
  - Cherry reminded the commission that Nan has requested the commission meet with her and Nan to discuss questions with DOR about field user fees being spent in the year they are collected.
  - Nan would be willing to schedule a time to talk with DOR. Nan will try for Monday, but is fairly certain that is not one of their days.
  - Heidi could be available this week, but Brud would like to wait a week and be present for the call
  - It would be best to get the call organized this week because the BOS plan to vote Monday the 22<sup>nd</sup>
  - Brud would like to include someone else in the call with DOR, possibly a lawyer or another resident.
  - Jess to follow up with Nan with questions to ask DOR and times commission members are available.
- **Commission took a vote on their position related to Field User Fees being collected in the General Fund as local receipts instead of the Recreation's 53E ½ Revolving Fund. Heidi – abstaining from vote on local receipts, Brud – opposed, Asa – opposed, Frank – opposed, Anna – opposed. 0-4-1**
- While Nan was present, she asked if the commission had any other questions for her relating to the Finances.
  - Asa asked if it could be explained how the \$90,000 in Indirect Costs were calculated in the past.
    - Nan answered the question by explaining the differences in what staff would be factored in to the calculation moving forward. Nan has asked the Finance director to set up a meeting with the Dept. Heads and a representative from the Recreation Commission to go over the re-calculation of the Indirect Costs.
  - Asa also asked about the past charge of \$60,000 for OPEB, and how that cost was calculated.
    - Nan was not here at the time that calculation was taken, but all expenses were lumped into one fund and now they are divided into different funds.
  - Brud asked about the Warrant Article being submitted for spending a sum of the money of the Stabilization Funds and where we stand on that process
    - Nan said the changes were agreed to be within the scope of the article, and the BOS would vote at their meeting to include the article or not in the Warrant for the Spring Town Meeting

- **Spring Town Meeting Warrant Articles**

- Lakeview Cemetery Land transfer article to DPW – vote to approve
  - **Anna, motion to approve the transfer the small portion of land of Lakeview cemetery to DPW. Heidi, 2<sup>nd</sup>. No discussion. All in favor. Brud – yes, Anna – yes, Frank – yes, Asa – yes, Heidi – yes. 5-0-0**
  
- 53E ½ Revolving Fund Article – vote to support article and spending cap amount
  - **Asa, motion to support the 53E ½ article after removing the text “and field /gym” under Revenue source, “field/gym and” under the Use of Fund, and approve the 1% max. spending cap of \$585,000. Frank 2<sup>nd</sup>. Frank – accept, Brud – accept, Anna – accept, Heidi – abstain, Asa – approve. 4-0-1**
- 53D Beach Revolving Fund – vote amount to transfer
  - **Anna, motion to accept the article to establish a 53D Beach Revolving Fund with the amount of \$80,000 to be transferred from the 53E1/2 Revolving fund to the General Fund into the new 53D fund. Heidi, 2<sup>nd</sup>. All in favor. Frank- yes, Heidi – yes, Brud –yes, Asa –yes, Anna – yes.**
- Recreation Stabilization Fund – vote amount to transfer
  - **Anna, motion to approve the article to establish a Recreation Stabilization fund and transfer \$402,618 from the 53E1/2 Revolving Fund to the General Fund and then to the Stabilization Fund to establish the fund. Asa, 2<sup>nd</sup>. All in favor. Frank – yes, Asa – yes, Brud – yes, Heidi – yes, Anna - yes**
- Stabilization Fund spending article – vote article revisions and amounts to propose spending
  - Brud read the article with the red line changes
  - Commission would like to spend \$100,000 on Town Building field renovations, and \$50,000 on a Feasibility Study for a possible artificial turf field at the DPW site. Total to appropriate is \$150,000.
  - **Brud, motion to accept the article with the title change of replacing the words “preliminary design of” with “feasibility study for”; the cost estimate change to \$150,000 eliminating the wording “up to”; and change the text section with replacing the words “preliminary design” with “feasibility study” . Asa, 2<sup>nd</sup>. Brud – yes, Frank – yes, Heidi – yes, Asa – yes, Anna - yes**
- Joint article with Library/DPW/Schools for land transfer of 193 & 195 Main Street
  - **Anna, motion to approve the title language changes and the article to transfer the parcels of land of 193 &195 Main Street to the Library trustees, Recreation Commission, and School Committee. Asa, 2<sup>nd</sup>. Frank – yes, Brud – yes, Heidi –yes, Asa – yes.**
    - Brud talked about a phone conversation with Colleen on the WRAP committee about the question that came up about possibly agreeing to withhold the article. Brud had explained that if a field could not be constructed on the field that then the Rec Commission would agree to transfer that land back to the Library or whoever else could use the land. He explained it was not the intent of the Recreation Commission to hold land they do not plan to use if the original intent was voted down or found not to be viable.
    - Brud talked about the fact that Carol from Fin. Comm. Had indicated we could not pursue any projects on this land until we owned it, but that was not true.
    - Cherry Karlson commented to the Rec Commission about the two parcels of land at the Middle School site and the possibility of three uses to the site – driveway to school, library, field. Suggests that perhaps there should be a ranking for the uses of the site. The current article language does not address the ranking of the uses for the parcel.
    - The DPW would own the land until something is confirmed and ready to go. No one would own the land until a plan is final and approved by the town.
    - Frank commented on the renderings that Sarki had done several years ago. But the renderings did not include parking and the Library did not agree to

## **Town Beach 2016**

- Crew Docks – discuss purchasing new rafts with W/W Crew
  - o The commission is in favor of supporting splitting the cost of docks for the Crew launching area. Jess to find out if they are willing to split the cost 50%-50%. Jess to also re-evaluate the use of Capital Maintenance funds.
- Floating Raft
  - o Anna shared thoughts on the floating raft being proposed to be put back at the Town Beach.
    - Anna met with several kids that are lifeguards that expressed their thoughts and concerns of a floating raft at our beach because of the increasing boat traffic and liability concerns related to the safety of managing the dock safety. They also felt that a lifeguard should be stationed on paddleboards around the floating raft, not on it.
    - Several lifeguards expressed concerns of the dock and had reservations
    - They also had concerns about lifeguards checking bracelets and testing children in the water could take away from their job monitoring swimmers
  - o Price estimates

## **Spring 2016 Field Use:**

- Field resting / Maintenance Plans
- Special Events that need approval:
  - o X-country Festival at H/S – Sunday, October 9<sup>th</sup>
    - Eric Bucher present to discuss the event this coming fall on the Turf Field at the high school
    - They would reserve the turf field and rent the field
    - Brud, motion to approve the X-country festival at the high school on October 9<sup>th</sup>. Asa, 2<sup>nd</sup>. Heidi –yes, Brud – yes, Asa – yes, Anna – yes.
  - o Boosters Event – Friday, May 6<sup>th</sup>
    - Motion to approve the event concept, Jess to confirm the date
  - o Art Fair – Saturday, September 17<sup>th</sup> (rain day Sunday)
    - Asa, Motion to approve both the Boosters event and the Art Fair event. Heidi, 2<sup>nd</sup>. Frank – yes, Brud – yes, Anna – yes, Asa - yes
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## **Winter Department Updates:**

- Community Center Advisory Committee, WRAP, Open Space & Recreation Plan, MOU for Facilities
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## **Upcoming Meetings:**

- February 22<sup>nd</sup> – State House Special Legislative Hearing 1:00pm
- February 22<sup>nd</sup> – Field Advisory Group Meeting 7:00pm
- February 22<sup>nd</sup> – BOS meeting to discuss Warrant Articles

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

- Jess mentioned staff that needs to be hired, Open Space & Recreation Plan
- Jess to follow up with Nan on questions for DOR and a time to meet.
  - Anna would like to know what other towns are doing and how they manage their user fee spending
- Asa mentioned that he had a conversation with Nancy McShea about the Turf Field account and that it is not a Gift Account and that \$10 from every user went into the fund when the account was created. A \$100 surcharge was charged to those that rented the field. Mike DePitro and Brian Keveny discussed this with Nancy before she left so they would have known how the account was set up.
  - Jess said staff hasn't gone back to further investigate what type of account it is yet. Jess said maybe it could be a CPA account?

Jess to contact Representative Carmine Gentile with House # and the time of the Hearing.

**Public Comment:**

- no one present to provide comment.

**Next Meeting:** Tuesday, February 22<sup>nd</sup>, with BOS.

**Adjourn** – Frank motion to adjourn, Asa 2nd. All in favor 5-0-0. Brud – yes, Asa – yes, Heidi – yes, Anna – yes, Frank - yes

**Meeting adjourned at 10:45 pm.**