

TOWN OF WAYLAND – RECREATION DEPARTMENT
Recreation Commission Meeting - Draft Minutes
Monday, May 2, 2016 at 7:00pm | Town Building

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

Guests:

MEETING CALLED TO ORDER AT: **7:05pm**

Brud called the meeting to Order.

Public Comment:

- No one present to comment

Approval of previous meeting minutes

- March - missing
- April – Asa motion to approve, Frank 2nd. No discussion. Unanimous.

Approval of Bills and Payroll

Discussion, Frank concerned with the electric bills at the Beach; Brud suggests investigation to meters/panels.

- February -
- March & April

Frank motion to approve Bills and Payroll for Feb, March April.

Asa Seconds motion. Discussion: None. Unanimous. All in favor 5-0-0

7:15 PM SPRING TOWN MEETING WARRANT ARTICLES – FOLLOW UP

- Recreation Financial Model
- Jessica explains 5% MMA from special Act, expressed some concerns
- Frank explains they don't want to set a precedent, 2.5%, precedent set in Brookline
- Jessica – 2.5% can work, but 5% prevent from reconsidering down the road
- Brud – asks 3%; Asa explains we were willing to compromise at a lower percent, still up to the Town
- Brud – 2.5% = 1.8 million, taxation is \$585
- Brud asks how quickly will this pass? Asa – by middle of this month.
- Brud has concerns about revisiting this again in the near future.
- Jessica -- Revenue 800-900k, spending 800k. 1.8 million gives flexibility.
- Brud – 2.5% Asa suggests go with 2.5%, Brud and Anna support

Asa motion to increase spending cap to 2.5% of taxation

Frank Seconds motion. Discussion: None. Unanimous. All in favor 5-0-0.

*****UPDATE FROM BOS -- 8:50PM BOS VOTED TO APPROVE 2.5%**

USER FEES

Brud : thinks still confusion about money being spent (tax dollars) confusion about artificial turf construction; field rehab at town building. Study for grass and/or turf at DPW site needs to happen now. WRAP supported it. Library coordinating Library-Field conversations need to include Recreation. Move forward with both projects with User Fees. Study may cost 25-30k. Whole project, or well to start progress.

Asa asks if special legislation is passed in May, can we approach Selectman with request to increase?

Jessica worked on budget to show how user fees will be spent over next 5 years.

Asa – if we can afford the study and the rehab, do we have the financial wherewithal to do that?

Jessica – Yes. Well investigation 30k; talk to users about resting the field. Rest it for 2 seasons, creates shortage.

DPW study didn't pass at town meeting; residents not initially supporting it.

Anna – have we talked to the Library?

Brud – yes, spoke to Library – commission wants timing to coincide with Library study

Asa – whether its grass or turf, it gives an alternative to rehab the TB field,

Brud – it also allows other opportunities to rest fields– timing is critical

Jessica – stabilization fund money will still be there next Town Meeting

Jessica explains Maintenance Management Plan & Budget for 5Y to build budget to show that User Fees/Capital Project/ Facilities support projects – a lot of outstanding projects. Alpine/Oxbow Meadows Jessica plans to continue conversations with Stubby, Ben and Dan as it ties into MOU.

Asa – mindful of ADA accessibility that makes expenditures greater

Frank asks who is responsible for Turf?

Jessica – Facilities and Ben support stadium, daily maintenance – pays from the Facilities

Jessica – essentially DPW will drag it once per month

Brud – 800k- shortfall should be article at town meeting to make up difference, no reason Rec should go beyond what we've collected in user fees.

Frank – school dept. kick in? as school teams use turf most

Brud – No. and wouldn't want to go into Stabilization fund to support that shortfall, when user fees cover 80%

Brud – philosophically MOU – school athletes, residents, private residential rec users, these people should have a say as how the assets are managed, hence Field Advisory Group. Like to see DPW and Facilities keep a budget for what their responsible for – lining, mowing, etc. Keep normal routine maintenance out of rec wheelhouse, pay to improve our assets.

Jessica – projects between 5k and 25k that are not capital

Brud – proposal for 2 commissioners to take this on to flush out this project Selectman and FinCom want to see what User Fees are paying for....

Jessica – help to keep accurate, charging too much, too little?

Jessica – due to spending cap – 86k to spend between now and June 30th. Holding invoices gets us to 71k.

91k voted for at 2015 Town Meeting to be taken out., before July 1.

Anna – CPR and First Aid training funded by department?

Jessica – Yes, we work with local Fire Dept

7:30 PM DUDLEY POND

- Boat Racks – building, signage, costs
- Mike Lowry – informal marina 25 boats counted – some have standing water according to DPH
 - Glass bottles; Tin bottles; Lack of stewardship for patrons
 - Don't want to discourage use of the pond
 - Want Rec Com help to straighten out the situation – put in boat racks, rent, safe, turned over, secure

Anna suggest we post sign, publicize, post in newspaper, use Mike's photos

Tim – says Tag the boat, with call to action, give time period), sell

- Tim Draher -- Knollwood Lane
 - "boat graveyard"

Ana says 30 days, move to DPW so people can still claim them.

Brud asks how Boat Rack works – stickers? Yes.

Jessica – DPW concerned about storing

Frank – agreement created to specify dates.

Asa- suggests a security deposit

Anna – suspects most of the boats are abandoned – rough shape;

Asa – set guidelines

Jessica – not alone, requires DPW consult

Asa – looks bad

Frank agrees – neglecting our duties

Tim and Mike willing to help, contact people, publicize

Brud – Building a boat rack, OK. Outsource it with carpenter. Consult Stubby.

Mike request authorization to move them, turn them to monitor which are being used.
Frank will check boat stickers at Town Beach
Mike say information kiosk can be helpful
Jessica asks – what's ideal? A rack?
Anna Yes, Frank Yes, Brud Yes
Mike Lowry – supports rack and stickers
Frank – first priority to turn them, and move them – Pond Association may be able to contribute to this too
Brud – agreement that Mike and Tim can coordinate movement of boats, draft a rules – authorize Jessica to enforce the new system; follow protocol – publish private property.
Mike move to another location

8:00PM CAPITAL PROJECTS

Outstanding Capital Projects Progress & Expected Progress:

- **Dudley Woods**
 - Selected designers, need to hire to get design
 - We did get avoidance plan, and it's in place – on HOLD because of MOU
 - Brud – need MOU to build, not to design
- **Oxbow Meadows**
 - Selected designers

Waiting on DPW and Procurement, Conservation- need to start design process.

Brud – already criticized for not moving forward with this

Jessica – need to check back with consultants, to make sure the time, price, etc still stands

Beth would rewrite our on call design contract for each project – Nan signs contract

Will need to include neighbors to consult with designers, grading plan

Asa – push forward

Call them to verify the details, and hand it to Beth to rewrite the contract for Nan to sign

Brud – release soon

Capital Maintenance Projects

Benches, etc.

- Frank notes from May 20, 2015 – Bradford St benches (splintered, “replace soon”) – West Plain – worse – “provides definite liability”.
- Jessica – Cochituate field benches 12ft or 15ft – need to measure?
- Frank top priority – Cochituate Field
- Anna: Cement and Metal – structurally sound – has cement base, need similar size
can we replace the wood; delayed with concern of getting higher quality bench
- Anna – give Jessica discretion to choose the benches
- **Frank – replace boards immediately, as it poses a liability**
- Jessica – follow up with DPW, 13k to replace benches town-wide (10 year life, no maintenance)
- Brud – spreadsheet – benches and where they go

Future field renovations – Prioritized List

- Refer to detailed spreadsheet from earlier; Maintenance Management Plan & Budget for 5Y
- Anna – FY17 already voted on?
- Jessica – breaks down specifically the generic line items in Plan
- Anna – FY18 ADA walkway to swings at Cochituate – way **overdue!** Is 13.8k firm?
- Jessica – Capital Request – user fees not used for this
- Brud – requests review and make suggests, and requests sub-committee to manage

8:25PM

MOU Review & Possible Vote

Anna asks for changes since last draft

Jessica – no significant changes, Stubby brought up concerns about maintenance and their role

Paul Stein put it on tonight's School Committee Meeting – review again May 4 after that meeting

Group wants to get all boards feedback before edit – School Committee is last piece

Brud – who directs priorities?

Anna – School Committee, Board of Public Works, and Recreation Commission – how are disagreements resolved. 2-1? Or....

Jessica – will vary from project to project

Brud asks – is MOU important? how important is it to Selectman, Nan

Jessica – doesn't go into effect until FY18

Brud – hypothetical – School wants a playground, but Rec wants a field – veto power exists?

Frank -- Happy Hollow playground need to be fixed – how would enter into this situation

Jessica – playground vendor creates design, DPW approves, School Committee will stamp final design, the construction be handled by DPW – installation work.

Frank asks – school committee pays for it? What does it resolve?

Jessica – example Loker Playground project – PTO didn't consult DPW, and there was a conflict/compatibility MOU helps to strategic plan for all town assets

Brud worries about MOU hindering progress of a project

Anna – Rec priority : Cochituate Playground – want to spend 13k for ADA walkway, schools not concerned, but Schools have another project – Rec Commission has a say, and then goes to FinCom. Make sure the right people are in the room. What if we need sand, it's not concern of Schools, but DPW has to put it down. Anna stresses it's still a draft. Not final, but a huge start.

Heidi – broad, will need to be amended as projects come up – need to define when MOU comes into play
Asa- wants to just implement it; and amend as needed.

Anna – needs to be done before Oxbow and Dudley projects – as it effects DPW but not SC

Brud – needs a preamble – describe intentions of MOU, not intended to hinder boards' progress; still the town be the ultimate authority over DPW. Needs authority over the coordination process. What is the approval process?

Anna points out #3, later forwarded to finance committee.

Heidi – should define scope when there's shared ownership, shared jurisdiction, or mutual interests.

Brud – hypothetical, recreation commission has sole interest; does MOU prevent us from going to Town?

Are we precluded from taking something to go to Town Meeting with project?

Heidi – suggests flow chart – qualifiers as to who has interest – school property? Recreational? Needs maintenance? (Define the projects)

Asa- reiterates; implement it, and amend as needed; a living document

- **Frank motions to accept the MOU draft between SC, DPW, RC, Asa Seconds. Discussion: Anna – a draft. Brud – ensure doesn't limit any group from moving forward with a project; simply to coordinate the project. Vote Unanimous. All in favor 5-0-0.**

Jessica – requests and needs comments and feedback; by acknowledging draft approving the process.

9:05 PM BEACH 2016

- HOURS - \$4k in staff costs; to increase hours final week of season - OK
- Snack Bar Hours – expand 2 hours – OK
- Rent and Use boat? OMIT “and use”
- Revised rules, policies, procedures – possible vote
 - Floatation devices – CURRENT RULE “no inflatables”
 - Minimum \$100 fee for damages or clean-up
 - Liability Insurance – proposed change to be outside the regular beach hours
 - Brud – consult Mark
- Poetry Garden
 - Requires approval for design from RC

Asa motion to approve Poetry Garden schematic. Frank Seconds. Discussion; None; Unanimous.

All in favor 5-0-0.

- Staffing / beach hours / 2016 season
 - WSI
 - Lifeguards

Events that need approval

- Little League Opening Day Parade and Picnic on Cochituate Ball Fields, Saturday, May 7, 2016

Asa motion to approve Opening Day Event for WLL, Frank Seconds motion: Discussion. None Unanimous.

All in favor 5-0-0.

9:30 PM PUBLIC COMMENT: None

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

- Asa – approved new sand for pits at WHS Track
- MOU?

Brud makes motion to make Asa Foster the Chair of Recreation Commission; Brud to stay on as Vice-Chair.

Frank Seconds. Discussion: None. All in Favor 5-0-0. Unanimous.

Asa Foster in third term after serving on Commission since 2009.

Jessica

- \$2,100 transfer vote next week Finance Committee;
- Open Space & Recreation Plan Public Forum – Weston and Sampson; Conservation; Residents – Meeting this Wednesday, May 4, 2016 at 7:30pm in the Large Hearing Room at Town Building.

NEXT MEETING

Monday, June 13, 2016 at 7:00pm at Town Building

ADJOURN

Anna motion to adjourn.

Heidi Second. Discussion: None All in favor 5-0-0.

MEETING ADJOURNED

May 2, 2016 at 9:45PM