

TOWN OF WAYLAND – RECREATION DEPARTMENT

Recreation Commission Meeting Minutes

Posted in accordance with the provisions of the Open Meeting Law

MONDAY, DECEMBER 19, 2016 AT 7:00PM

Wayland Town Building | Council on Aging Room | 41 Cochrane Road | Wayland MA 01778

Present Asa Foster, Chair; Frank Krasin; Heidi Seaborg; Anna Meliones (7:06p)
Recreation: Jessica Brodie, Katherine Brenna

Absent Brud Wright;
Guests None.

7:02 PM MEETING CALLED TO ORDER:

Asa called the meeting to order 7:02pm

7:02 PM PUBLIC COMMENT:

None.

7:06 PM REVIEW AND APPROVAL PREVIOUS MINUTES

Anna Meliones arrives 7:06pm

HSeaborg makes motion to accept Rec Com meeting minutes from December 5

FKrasin seconds motion. Discussion: None. All in favor? 4-0-0.

7:09 PM REVIEW AND APPROVAL OF BILLS AND PAYROLL

FKrasin postpones the approval of Bills & Payroll for November-December.

7:09 PM WHS Robotics Club request for Art Center

Christine Chiang, 65 MOORE ROAD

Jason Puckett, 12 PLEASANT ST

Requests WHS Robotic Club use Rec space, specifically Art Center, to build robot for 6 weeks (Evenings, weekend, and February vacation.) Discussion about locking the room, Adult supervision, 9:00pm curfew, miter saw and spark/fire concern. – using aluminum. Fees - \$0, classified as a school organized group, will need liability insurance. First competition is \$5k-\$10k, each student pays \$150 club fee. Robot build costs \$3k-\$4k.

Heidi Seaborg makes motion to approve request for use of the Art Center by WHS Robotic Club FRC 5735 as requested, contingent upon addressing the concerns and approval from fire dept. Anna Meliones seconds motion. All in favor? 4-0-0.

7:30 PM SPRING TOWN MEETING WARRANT ARTICLES

Revolving Funds

Field User Fees supporting Maintenance

Presents Memo of Proposed FY18 Financial Model

HS – warrants a discussion, not unreasonable to pay for maintenance, but not to pay total cost for maintaining all school fields.

Asa – not 100% of user fees can go to support the maintenance.

Anna – what about the playgrounds, no revenue associated

Asa - Same question to school dept. -- WHS Athletics pay user fees to play sports – where does that money go?

JB – as an elected board – you decide how fees should be spent.
HS – concerns that stabilizations are hard to use, but maybe the best option
AM – requires 2/3 vote at town meeting
FK – agree to create beach fund, leave user fees in existing 53E 1/2 , and transfer turf
HS – want to leave 53D Revolving Fund open?
JB – this is first year with this account, want and need that money to support beach
Anna – concerned about FC comments
JB – need to vote tonight on how the Financial Model should be structured, including expense budgets

- Anna Meliones makes a motion to retain current 53E ½ Revolving Fund for Programs/Events/ Seasonal Salaries/ Fields & Facilities User Fees/Admin and with expense budget of \$900,000. Frank Seconds motion. Discussion: None. All in favor? 4-0-0.
- Anna Meliones makes a motion to submit an article that will establish a new 53E ½ Revolving Fund for Town Beach with expense budget of \$150,000. Current funds in 53D Revolving Fund will be transferred to this account. Frank Seconds motion. Discussion: None. All in favor? 4-0-0.
- Anna Meliones makes a motion to submit an article that will establish a new Turf Field Stabilization Fund from current gift account, transfer \$219,463.96 and additionally transfer turf funds from User Fees. Frank seconds motion. Discussion: None. All in favor? 4-0-0

Operating Budget & CIP Requests

CPA Articles – Dudley Woods & Oxbow Meadows

CPC approved Dudley Woods Project Application, had concerns about aesthetic of signage, but approved request for \$50,000, will move forward.

CPC had concerns, as did DPW about cost of maintenance, but did approve \$300,000, assuming when this field goes active, another field would go off line. CPC will fund it, and submit articles at Spring Town Meeting

Meeting with BOS / Fin Committee -- TBD

8:14 PM CAPITAL PROJECT UPDATES

HIGH SCHOOL MASTER PLAN UPDATE

Public Input Meeting: went well, some concerns about water and wells.
Haven't schedule another Public Meeting yet

OXBOW MEADOWS

Revised Traffic Study Proposal "[TEC Revised Traffic Study Proposal 12.7.2016.pdf](#)"
JB - TEC made changes based on feedback, added parking assessment, Sherman's Bridge/Oxbow intersection. Assess travel times. Additional \$1950 cost.
Beth in procurement confirmed no bid necessary, quote sufficient, Brud wants additional quotes, to do our homework; but this does delay the project.

Asa makes a motion to approve the scope of work for Traffic Study project and move forward with the best proposal submitted by deadline, before second week in January. Frank seconds motion. Discussion: None. All in favor? 4-0-0

Marshall Gary LLC. Memo Re: Oxbow Meadow Field includes additional cost if add additional paved parking, but felt DPW could do work in-house to keep cost under \$400,000 and closer to \$300,000.

National Park Service reports/assessments that need to be done

JB- Wayland Nike Missile Site Stewardship Report 2016: Oxbow Meadows.pdf

Key components is the POU amendment for a potential new athletic field to be constructed. Frank asks question about FLP Federal Lands to Parks and Recreation and revenue that may be collected there.

JB - All revenue collected will have to go to back into the site.

- Anna Meliones makes a motion to approve Nation Parks Service Stewardship Report "Wayland Nike Missile Site Stewardship Report 2016: Oxbow Meadows.pdf" Heidi seconds motion. Discussion: None. All in favor? 4-0-0

DUDLEY WOODS TRAILS

Discussed topics earlier with CPA articles

8:30 PM TOWN BEACH

Presented proposed Fees & Policies for 2017, some changes based on 2016 season

Extended 1 week of operation, commission agrees

FK – NO Music Policy, agree

HS - Non-Member / Non-Resident Walk-ins (limit daily)

JB - What constitutes a group? Hard to enforce

AM - suggests Deadline for Non Resident memberships

Make changes and vote next meeting

9:00 PM FALL 2016 DEPARTMENT UPDATES & OTHER TOPICS

Interim Director during Maternity Leave – Job Posting

Requires a request to FinComm to fund the position

9:08 PM RE-ELECTION / CPA REPRESENTATIVE

Vote to select new CPA representative postponed until Brud is present.

Anna Meliones will not re-run for Recreation Commission, plans to step down after the

Spring Town Meeting. Recommends maybe someone from Field Advisory Group to step up.

Anna recommends Brud for CPA Rep, and to speak to article at the Spring Town Meeting.

9:10 PM EVENTS THE REQUIRE APPROVAL OR DISCUSSION

None.

Heidi Seaborg leaves meeting (9:11)

9:15 PM PUBLIC COMMENT:

No public present to comment.

9:15 PM TOPICS NOT REASONABLY ANTICIPATED BY CHAIR 48 HOURS IN ADVANCE OF MEETING

FK – comments about MIAA update on backstop distance. Recommendation is No more than 60' away from home plate, currently 35' feet, and suitable.

9:20 PM NEXT MEETING DATE & TOPICS

(Tentatively) Tuesday, January 17, 2016; 7:00pm | Wayland Town Building

Agenda Items:

Summer Camp DPH Licensure

Wednesday, January 11, 7:00pm Public Records Law Meeting for Boards & Commissions in Large Hearing Room.

Spring Events & Programs

Final Proposed Town Beach Fees & Policies for 2017

9:25 PM MEETING ADJOURNED

Frank Krasin makes motion to adjourn; Anna Meliones seconds motion.

Discussion: None; All in Favor 3-0-0.

Documents/ Exhibits:

December 19, 2016 Agenda.doc

December 52016 Recreation Commission Meeting Minutes.doc

Outline of WHS Robotic request (email 12/13 from C. Chiang)

FinCom Liaison G. Cliff opinion (email 12/1)

Recreation Department Summary of Proposed FY18 Financial Model – (12/13 Memo)

Community Preservation Act – Project Application Dudley Woods (12/5)

Community Preservation Act – Project Application Oxbow Meadows (12/5)

TEC Revised Traffic Study Proposal 12.7.2016.pdf

Marshall Gary LLC. Memo Re: Oxbow Meadow Field

Wayland Nike Missile Site Stewardship Report 2016: Oxbow Meadows.pdf

Town Beach Fees & Policies 2017.pdf

2017 Town Beach Membership Application.pdf

Job Posting – Interim Recreation Director