

# TOWN OF WAYLAND – RECREATION DEPARTMENT

## Recreation Commission Meeting Minutes

Posted in accordance with the provisions of the Open Meeting Law

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**WEDNESDAY, MARCH 22, 2017 AT 5:30PM**

Wayland Town Building | 41 Cochituate Road | Wayland MA 01778

Held in Council on Aging Room 1<sup>st</sup> Floor

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**Present** Asa Foster, Chair; Frank Krasin; Heidi Seaborg; Brud Wright; Anna Meliones  
Recreation: Ed Sanderson, Katherine Brenna

**Absent  
Guests**

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**5:30 PM MEETING CALLED TO ORDER:**

Asa Foster called the meeting to order at 5:30pm.

**5:30 PM PUBLIC COMMENT:**

None.

**5:35 PM CAPITAL PROJECT UPDATES**

Brud: makes motion to fund the previously approved LEC/PAL environmental study for Oxbow Meadows Field Development project from the Revolving Fund for up to \$5,000.

FKRasin seconded motion. Discussion: None. Vote: 5-0-0.

[LEC Environmental Consultants, Inc. proposal 17-037 TOWay ESF.pdf](#)

[PAL, Public Archaeology Laboratory – Cultural Resources Support](#)

**5:45 PM TOPICS NOT REASONABLY ANTICIPATED BY CHAIR 48 HOURS IN ADVANCE OF MEETING**

Discussion of recent language changes to revolving fund by-law and how it will impact Recreation revolving funds. Ed asks Rec commission to review language and share any typographic errors with Carol Martin of the Finance Committee. In general, no typographic errors, but Brud asks for change of “expenses for town fields” to read “expenses for town fields as defined in Line 6 on the above chart.” Ed will share this request with Carol Martin. The Rec Commission also asked for some clarifications on the language of the bylaw, including:

1. Brud - “personnel salaries and associated benefits” – what do these cover?
2. Brud also wants to make sure the language allows the Recreation Commission to retain the amount in surplus in the beach fund of \$10,000, after it’s been swept to the general fund – is the same way it was done last year?
3. Asa wants clarification to ensure that indirects are calculated and established the same way as every other department. We shouldn’t be charged for indirects for people who are not our employees.

After the meeting, Ed shared an annotated copy of the bylaw with Beth Doucette, highlighting the concerns of the Commission. The annotated copy with Beth Doucette’s responses is attached to the meeting minutes.

**5:57 PM MEETING ADJOURNED**

Adjourn; There being no further business before the Recreation Commission Frank Krasin moved, seconded by Anna Meliones, to adjourn the meeting of the Recreation Commission at 5:57pm; Discussion: None; Vote: 5-0-0.

**Items Included as Part of Agenda Packet/Documents/ Exhibits:**

March 22, 2017 Agenda.doc

LEC Environmental Consultants, Inc. proposal 17-037 TOWay ESF.pdf

PAL, Public Archaeology Laboratory – Cultural Resources Support

Article 5: Revolving Fund Bylaw.doc

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**ARTICLE 5: REVOLVING FUND BYLAW**

*Proposed by: Board of Selectmen*

To determine whether the Town will vote to:

- 1.) Establish Revolving Funds and amend the Code of the Town of Wayland by inserting a new Section 19-10 entitled "Revolving Funds" as follows, or take any other action relative thereto:

**§19-10 Revolving Funds.**

A. Pursuant to G.L. c. 44, §53E ½, as amended, the following Revolving Funds are authorized, shall be accounted for separately from all other monies in the town, and each fund shall be credited with any fees, charges or other receipts from the programs or activities supported by the respective revolving fund:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS
1	Transfer Station	Board of Public Works	Receipts including sticker fees paid for use of the Transfer Station. Pay as You Throw bags, recycling income	Payment of costs for the operation and improvement of the Transfer Station
2	Council on Aging	Council on Aging	Receipts including fees paid to participate in Council on Aging programs	Payment of costs for Council on Aging programs
3	School Department: Professional Development	School Committee	Fees paid for teacher training programs	Payment of costs for teacher training programs
4	School Department: Curriculum	School Committee	Fees paid for student instructional materials	Payment of costs for student instructional materials
5	Recreation	Recreation	Receipts including fees	Payment of costs for

		<u>Commission</u>	<u>paid to participate in recreational and educational programs/events and building rental fees; Receipts including fees paid for the use of the Town Beach and beach programs/events</u>	<u>recreational and educational programs/events and facilities including Town Beach; and for athletic fields for costs paid from field user fees received prior to July 1, 2017 for major field maintenance on athletic fields not performed by DPW, and approved capital projects</u>
<u>6</u>	<u>Recreation: Athletic Fields</u>	<u>Recreation Commission</u>	<u>Receipts including fees paid for the use of athletic fields</u>	<u>Payment of costs from field user fees received on or after July 1, 2017 for athletic field equipment (such as nets, goals, porta potties, benches, tables and fences), utilities (electricity and water), major field maintenance not performed by DPW, and approved capital projects</u>

B. Any Town board authorized to administer a revolving fund shall approve user fees, calculated upon the cost of providing the service or program, which shall include but is not limited to, costs for associated maintenance, capital improvements, wages and employee benefits and indirect costs.

C. The Annual Town Report shall include, for each Revolving Fund, an accounting of the fiscal year-end revenues, expenses, balances and Town Meeting voted limit of expenditure.

D. In connection with the annual Town budget cycle, the entity authorized to spend each fund shall submit to the Finance Committee an estimated end-of-year balance for the current fiscal year and a revenue and expense plan for the upcoming fiscal year.

2.) Set the following enumerated dollar figure for Fiscal Year 2018 as the total amount that may be expended from the respective authorized Revolving Fund, or take any other action relative thereto:

1. Transfer Station - \$625,000
2. Council on Aging - \$50,000
3. School Department/Professional Development - \$50,000
4. School Department/Curriculum - \$25,000
5. Recreation: - \$950,000
6. Recreation: Athletic Fields - \$150,000

**FINANCE COMMITTEE COMMENTS:** Under the most recently amended Mass.G.L. Chapter 44, Section 53E½ as §86 of Chapter 218 of the Acts of 2016, known as the “Municipal Modernization Act”, the Town may adopt a local bylaw under which it establishes revolving funds. Passage of this article will create a revolving fund bylaw, authorize and continue five existing revolving funds: Transfer Station, Council on Aging, School–Professional Development, School–Curriculum and Recreation all of which were established under the previous Chapter 44, Section 53 E ½ and authorize the establishment of a Recreation: Athletic Fields revolving fund.

Each revolving fund will be the responsibility of a public body of the town which may delegate authority to spend funds to an officer of the town. The bylaw specifies allowable non-tax revenues which are primarily user fees to be deposited into each fund and specific uses for these funds. Annual spending caps will be recommended by the Finance Committee and approved by Annual Town Meeting (ATM).

For FY18, the governance and recommended spending caps for the Revolving Funds are as follows:

**Transfer Station Revolving Fund:** Receipts to the Transfer Station Revolving Fund which is operated by the Department of Public Works include fees paid for stickers, Pay-as-You-Throw bags and fees for metal and electronics recycling. Expenses include personnel costs, hauling expense, tipping fees, uniforms, fuel, equipment repairs, equipment replacement and related miscellaneous costs, capital projects and indirect administrative costs. The FY17 spending cap was \$550,000. The recommended FY18 spending cap is \$625,000.

**Council on Aging Revolving Fund:** Receipts include fees paid by participants for workshops, instructional classes, fitness classes, trips, luncheons, special events, etc. Expenses include fees for instructors, performers and presenters, supplies and promotional materials as well as related miscellaneous costs and indirect administrative costs. The FY17 spending cap was \$55,000. The recommended FY18 spending cap is \$50,000.

**School Department-Professional Development:** Receipts from teacher training programs will be deposited in this fund. Expenses related to training programs for non-Wayland district teachers include speakers, facilitators, training materials and the use of facilities if conducted outside of the regular school year. The recommended spending cap remains at \$50,000

**School Department-Curriculum:** Receipts from parents would be deposited into this fund to pay for curriculum materials not covered in the school operating budget, such as resource guides for home use. The recommended spending cap remains at \$25,000.

**Recreation:** Receipts include fees paid to participate in recreational and educational programs and events including camps, town beach, programs provided by vendors, training, and fees from facility rental of the Town Gym, Art Center, Tot Room and Town Beach. Expenses include personnel and associated benefits, **Is this a new expense? What does this include? Is this to pay for Paul McCarthy's salary and benefits?**  
 BD Response: These are the same expenses as are currently funded from the Recreation Revolving Fund account

**Comment [ES1]:** Is this a new expense? What does this include? Is this to pay for Paul McCarthy's salary and benefits?



including personnel and associated benefits, if any, for Paul McCarthy and seasonal positions.

seasonal wages, instructor fees, supplies, transportation as well as related miscellaneous costs and indirect administrative expenses. What do these indirect costs cover? How are they calculated? Are they calculated in the same fashion as indirect administrative costs for other departments?

BD Response: Indirect costs for administrative services are calculated the same for all departments that pay indirect costs. The indirect cost calculation for Recreation and several other departments will be forwarded via email.

**Comment [ES2]:** What do these indirect costs cover? How are they calculated? Are they calculated in the same fashion as indirect administrative costs for other departments?

In FY 17, beach fees and expenses were accounted for in a M.G.L Chapter 44, Section 53D account in order to provide a way for the Recreation Commission to expand its programs which were limited by a spending cap. The disadvantage of the 53D Revolving Fund is that at year end, any fund balance in excess of \$10,000 must be swept to the General Fund. This will result in beach fees paid for the 2017 summer season being unavailable to pay 2017 beach costs.

To address this problem, effective July 1, 2017 beach revenues and expenses will be accounted for in the general Recreation Revolving Fund (RRF). Receipts above the \$10,000 end of year balance in the Beach 53D Revolving Fund which are swept to the General Fund will be certified as free cash. It is anticipated these funds will be appropriated to the Recreation General Fund budget in FY19. Can you confirm that the appropriation process will mirror the process for 2016?

BD Response: I am not clear on what is meant by "mirror the process for 2016". This one-time process was recommended by the Department of Revenue as a means to transition beach revenues and expenses from the Recreation 53D account to a 53 E 1/2 account while preserving beach revenue received for beach expenses.

**Comment [ES3]:** Can you confirm that the appropriation process will mirror the process for 2016?

The FY 17 spending cap for the Recreation Revolving Fund was limited to 1% of Town's certified taxation and was set at \$585,000. Under this bylaw, Revolving Fund spending caps are set by ATM. The FY18 recommended spending cap is \$950,000. The increased cap is recommended to allow for expenses for general programming estimated at \$650,000, for town beach estimated at \$150,000 and for approved field capital projects estimated at \$150,000.

**Recreation-Athletic Fields:** If this article passes, a Recreation-Athletic Fields revolving fund will be established on July 1, 2017. Receipts include fees paid for the use of athletic fields. Expenses will include athletic field equipment, porta-potty rentals, utilities, general repairs and maintenance, approved capital projects as well as miscellaneous related costs and indirect administrative expenses. The FY18 recommended spending cap is \$150,000. Same comment as ES2 above - What do these indirect costs cover? How are they calculated? Are they calculated in the same fashion as indirect administrative costs for other departments?

BD Response: Indirect costs for administrative services are calculated the same for all departments that pay indirect costs. The indirect cost calculation for Recreation and several other departments will be forwarded via email. The Recreation Athletic Fields account will be created in FY18. Since this account does not yet exist, indirect costs will not be charged to this account until FY19.

**Comment [ES4]:** Same comment as ES2 above - What do these indirect costs cover? How are they calculated? Are they calculated in the same fashion as indirect administrative costs for other departments?

The bylaw states that each revolving fund shall be accounted for separately from all other monies in the town. Fees charged under each fund must be approved by the authorized board and be consistent with the costs, including capital costs of the programs and services that users receive. The revolving funds are required to match user fees paid for each program or service with the expenses paid by the fund for each program or service, providing financial transparency and fairness in the establishment of user fees.

The bylaw further requires an annual financial plan be submitted to the Finance Committee, ATM will be required annually to authorize a spending cap for each revolving fund, and an annual report on each fund

be included in the Town Report. If a Revolving Fund accrues an excessive end of year balance, Town Meeting may transfer funds to another lawful purpose.

The Board of Selectmen voted to recommend this article: Vote: 4-0-0.

**ARGUMENTS IN FAVOR:** Annual Town Meeting authorization of Revolving Funds spending caps under MGL 44 Section 53 ½ is required by statute.

The Revolving Fund bylaw specifies the authorization to spend, the allowable revenues and expenses for each revolving fund, and the maximum spending cap on each fund, providing greater transparency and accountability for the fees residents pay for services.

The Municipal Modernization Act allows the town additional authority to establish and change revolving fund spending caps through its own bylaw.

Establishment of a separate Recreation-Athletic Fields revolving fund will provide for greater transparency and improved management through matching of revenues **as defined in Item 6 in the table above** and expenses for Town fields. **New Text**

Comment [E55]: New Text

The Town Beach revenue and expenses will be included in the Recreation Revolving Fund **making beach revenue available to pay current year beach expenses.**

Comment [6]: hopefully we're getting there ?

**ARGUMENTS OPPOSED:** Some may argue that the town should not use Revolving Funds and that better accounting would result if all user fees were deposited as local receipts into the General Fund and expenses for these functions paid by the General Fund.

**RECOMMENDATION:** The Finance Committee recommends. Vote 0-0-0.

**QUANTUM OF VOTE:** Majority per Massachusetts General Laws Chapter 44, Section 53E1/2.

*For more information about this article, contact Nan Balmer, Town Administrator at 508-358-3620 or [nbalmer@wayland.us.ma](mailto:nbalmer@wayland.us.ma).*

**Fee Support- Recreation**

**WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS  
FY18**

Indirect costs include Administration, Insurances and Treasurer costs. This section documents the indirect cost methodology and applies the methodology to the Administration, Insurances and Treasurer costs.

**Administration**

Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Rec Fund budget to the prior year's Administration budgets.

<u>Description</u>	<u>FY17 Budgets</u>	<u>Percent</u>	<u>Allocation</u>
Fee Support budget	\$ 583,000		
Town budget (less debt)	\$ 67,144,223	0.0087	
Administration Budget		\$ 2,035,967	\$ 17,678

**Treasurer**

The Treasurer provides check disbursement, investment and processing of receipts.

Treasurer Salary Budget	\$ 290,204	0.0087	\$ 2,520
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**Insurances**

The General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.

Insurance Budget	\$ 615,000	0.0087	\$ 5,340
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<b>Total FY18 Indirect (Administration) Costs</b>			<b>\$ 25,538</b>
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**Fringe Benefits**

In addition to Indirect/Administration costs, the Town of Wayland charges the Rec Fee Support for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

Health & Life			\$ -
Retirement			\$ -
Medicare			\$ 3,957
<b>Total FY18 Fringe Benefit Costs</b>			<b>\$ 3,957</b>

<b>Total FY18 Indirect-Administration &amp; Fringe Benefits</b>			<b>\$ 29,495</b>
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Transfer Station

**WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS  
FY18**

Indirect costs include Administration, Insurances and Treasurer costs. This section documents the indirect cost methodology and applies the methodology to the Administration, Insurances and Treasurer costs.

**Administration**

Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Transfer Station budget to the prior year's Administration budgets.

<u>Description</u>	<u>FY17 Budgets</u>	<u>Percent</u>	<u>Allocation</u>
Transfer Station budget	\$ 550,000		
Town budget (less debt)	\$ 67,144,223	0.0082	
Administration Budget		\$ 2,035,967	\$ <u>16,677</u>

**Treasurer**

The Treasurer provides check disbursement, investment and processing of receipts.

Treasurer Salary Budget	\$ 290,204	0.0082	\$ <u>2,377</u>
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**Insurances**

The General Insurance premium includes general building, liability, workers' compensation and property insurance allocated based on the established percentage.

Insurance Budget	\$ 615,000	0.0082	\$ <u>5,038</u>
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<b>Total FY18 Indirect (Administration) Costs</b>			<b>\$ <u><u>24,092</u></u></b>
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**Fringe Benefits**

In addition to Indirect/Administration costs, the Town of Wayland charges the Transfer Station for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

Health & Life			\$ 25,238
Retirement			\$ 29,331
Medicare			\$ <u>2,101</u>

<b>Total FY18 Fringe Benefit Costs</b>			<b>\$ <u><u>56,670</u></u></b>
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<b>Total FY18 Indirect-Administration &amp; Fringe Benefits</b>			<b>\$ <u><u>80,762</u></u></b>
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Water Department

**WAYLAND INDIRECT/ADMINISTRATION & FRINGE BENEFIT COSTS**

**FY18**

Indirect costs include Administration, Treasurer, General Insurances costs. This section documents the application of the indirect cost methodology.

**Administration**

Administration includes Finance, Town Office and Personnel Department Expenses. Expenditures are allocated based on the percentage of the Water budget to the prior year's Administration budgets.

<u>Description</u>	<u>FY17 Budgets</u>	<u>Percent</u>	<u>Allocation</u>
Water budget (less debt)	\$ 2,681,688		
Town budget (less debt)	\$ 67,144,223	0.0399	
Administration Budget		\$ 2,035,967	\$ 81,315

**Treasurer**

The Treasurer provides check disbursement, investment and processing of receipts.

Treasurer Budget	\$ 290,204	0.0399	\$ 11,591
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**Insurances**

Insurances identified the cost of insuring the WTP. The balance of the General Insurance premium includes general building liability, workers' compensation and property insurance allocated based on the established percentage.

Water Treatment Plant	\$ 11,020	100.0000	\$ 11,020
Balance of Insurance Budget	\$ 603,980	0.0399	\$ 24,122

**Total FY18 Indirect (Administration) Costs** **\$ 128,048**

**Fringe Benefits**

In addition to Indirect/Administration costs, the Town of Wayland charges the Water Dept for fringe benefits/retirement costs. Fringe benefits includes health, life, OPEB, Medicare, and retirement.

Health & Life			\$ 49,726
Retirement			\$ 192,598
Medicare			\$ 11,288
<b>Total FY18 Fringe Benefit Costs</b>			<b>\$ 253,612</b>

**Total FY18 Fringe Benefits** **\$ 381,660**

## Sanderson, Edward

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**From:** Doucette, Elizabeth  
**Sent:** Thursday, March 23, 2017 2:44 PM  
**To:** Sanderson, Edward; Carol Martin; Balmer, Nan  
**Cc:** asabfoster@gmail.com; aquaticlss@aol.com; Heidi Seaborg; frankkrasin@hotmail.com; Anna and Keith Meliones  
**Subject:** RE: Revolving Fund Questions from Rec Commission  
**Attachments:** March 23 2017 - Revolving fund Bylaw\_03212017\_annotated (2).docx

My responses are within the attached document. I will send additional information related to the calculation of Indirect costs in a separate email.

Please let me know if this answers all questions or if there is anything further I can provide.

Sincerely,  
Beth Doucette

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**From:** Sanderson, Edward  
**Sent:** Wednesday, March 22, 2017 9:11 PM  
**To:** Carol Martin; Balmer, Nan; Doucette, Elizabeth  
**Cc:** asabfoster@gmail.com; aquaticlss@aol.com; Heidi Seaborg; frankkrasin@hotmail.com; Anna and Keith Meliones  
**Subject:** RE: Revolving Fund Questions from Rec Commission

Annotated copy of bylaw attached.

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**From:** Sanderson, Edward  
**Sent:** Wednesday, March 22, 2017 9:10 PM  
**To:** 'Carol Martin'; Balmer, Nan; Doucette, Elizabeth  
**Cc:** [asabfoster@gmail.com](mailto:asabfoster@gmail.com); [aquaticlss@aol.com](mailto:aquaticlss@aol.com); 'Heidi Seaborg'; [frankkrasin@hotmail.com](mailto:frankkrasin@hotmail.com); 'Anna and Keith Meliones'  
**Subject:** Revolving Fund Questions from Rec Commission

Nan, Beth and Carol,

Yesterday evening, the Recreation Commission discussed the updated language in Article 5, the Revolving Fund Bylaw. Attached is an annotated copy of the bylaw, with some questions/clarifications that the Rec Commission is requesting. I have also added the comments below. Any thoughts on these?

Thanks,  
Ed

Recreation: Receipts include fees paid to participate in recreational and educational programs and events including camps, town beach, programs provided by vendors, training, and fees from facility rental of the Town Gym, Art Center, Tot Room and Town Beach. Expenses include personnel and associated benefits, seasonal wages, instructor fees, supplies, transportation as well as related miscellaneous costs and indirect administrative expenses. Is this a new expense? What does this include? Is this to pay for Paul McCarthy's salary and benefits?

To address this problem, effective July 1, 2017 beach revenues and expenses will be accounted for in the general Recreation Revolving Fund (RRF). Receipts above the \$10,000 end of year balance in the Beach 53D Revolving Fund

which are swept to the General Fund will be certified as free cash. It is anticipated these funds will be appropriated to the Recreation General Fund budget in FY19.

**Recreation-Athletic Fields:** If this article passes, a Recreation-Athletic Fields revolving fund will be established on July 1, 2017. Receipts include fees paid for the use of athletic fields. Expenses will include athletic field equipment, porta-potty rentals, utilities, general repairs and maintenance, approved capital projects as well as miscellaneous related costs and indirect administrative expenses. The FY18 recommended spending cap is \$150,000.

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---

**From:** Carol Martin (via Google Docs) [<mailto:martincarlo948@gmail.com>]  
**Sent:** Tuesday, March 21, 2017 11:16 AM  
**To:** Sanderson, Edward  
**Cc:** Jurist, Louis  
**Subject:** Revolving Fund.docx - Invitation to comment

Carol Martin has invited you to **comment** on the following document:



[Revolving Fund.docx](#)



Louis and Ed -

as am sure you're aware - a conversation with the DOR prompted changes in the motion of the Revolving Fund article - concerning the Recreation Revolving Funds. Consequently - the FinCom's original article comments were pulled.

This is the revised article write up. It has already been reviewed by Nan and Beth.

as key stakeholders - wanted you to see the revised write up - before it's presented to the FinCom on 3/27th. Once approved - the write up will be made available at ATM as a handout.

thanks for your help.

Carol

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## Sanderson, Edward

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**Sent:** Thursday, March 23, 2017 3:26 PM  
**To:** Sanderson, Edward; Carol Martin; Balmer, Nan  
**Cc:** asabfoster@gmail.com; aquaticlss@aol.com; Heidi Seaborg; frankkrasin@hotmail.com; Anna and Keith Meliones  
**Subject:** RE: Revolving Fund Questions from Rec Commission  
**Attachments:** FY18 Indirect Costs.pdf

Attached is a copy of the FY18 Indirect cost calculations for Recreation, Water and Transfer Station.

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All,

I received the following question and would like to respond here.

Question: I do not understand you our department would be charged indirect cost for a field account. Could you please explain.

My Response: My response may have been misleading. See attached for revised language.

For FY18 the Field Revolving account will not be charged Indirect costs because the account has not yet been created. The bylaw language is intended to define the account terms (not a specific year), therefore, the types of revenue and expenditures allowed are listed.

For FY19 and later, the Field Revolving fund will be charged Indirect costs.

Hope this helps to clarify.

Beth

---

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**Sent:** Wednesday, March 22, 2017 9:10 PM  
**To:** 'Carol Martin'; Balmer, Nan; Doucette, Elizabeth  
**Cc:** [asabfoster@gmail.com](mailto:asabfoster@gmail.com); [aquaticlss@aol.com](mailto:aquaticlss@aol.com); 'Heidi Seaborg'; [frankkrasin@hotmail.com](mailto:frankkrasin@hotmail.com); 'Anna and Keith Meliones'  
**Subject:** Revolving Fund Questions from Rec Commission

Nan, Beth and Carol,

Yesterday evening, the Recreation Commission discussed the updated language in Article 5, the Revolving Fund Bylaw. Attached is an annotated copy of the bylaw, with some questions/clarifications that the Rec Commission is requesting. I have also added the comments below. Any thoughts on these?

Thanks,  
Ed

**Recreation:** Receipts include fees paid to participate in recreational and educational programs and events including camps, town beach, programs provided by vendors, training, and fees from facility rental of the Town Gym, Art Center, Tot Room and Town Beach. Expenses include personnel and associated benefits, seasonal wages, instructor fees, supplies, transportation as well as related miscellaneous costs and indirect administrative expenses.

To address this problem, effective July 1, 2017 beach revenues and expenses will be accounted for in the general Recreation Revolving Fund (RRF). Receipts above the \$10,000 end of year balance in the Beach 53D Revolving Fund which are swept to the General Fund will be certified as free cash. It is anticipated these funds will be appropriated to the Recreation General Fund budget in FY19.

**Recreation-Athletic Fields:** If this article passes, a Recreation-Athletic Fields revolving fund will be established on July 1, 2017. Receipts include fees paid for the use of athletic fields. Expenses will include athletic field equipment, porta-potty rentals, utilities, general repairs and maintenance, approved capital projects as well as miscellaneous related costs and indirect administrative expenses. The FY18 recommended spending cap is \$150,000.

Establishment of a separate Recreation-Athletic Fields revolving fund will provide for greater transparency and improved management through matching of revenues as defined in Item 6 in the table above. and expenses for Town fields.

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**From:** Carol Martin (via Google Docs) [<mailto:martincaro1948@gmail.com>]  
**Sent:** Tuesday, March 21, 2017 11:16 AM  
**To:** Sanderson, Edward  
**Cc:** Jurist, Louis  
**Subject:** Revolving Fund.docx - Invitation to comment

Carol Martin has invited you to **comment on** the following document:



[Revolving Fund.docx](#)



Louis and Ed -

as am sure you're aware - a conversation with the DOR prompted changes in the motion of the Revolving Fund article - concerning the Recreation Revolving Funds. Consequently - the FinCom's original article comments were pulled.

This is the revised article write up. It has already been reviewed by Nan and Beth.

as key stakeholders - wanted you to see the revised write up - before it's presented to the FinCom on 3/27th. Once approved - the write up will be made available at ATM as a handout.

thanks for your help.

Carol

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