

June 25, 2018

Commission Meeting

Commissioners: Michael Ensley, Jim Marotta, Bobby Beagan and Mara Huston

Recreation Staff: Kayla Wright, Dir Park and Rec/Aquatics

Guests: Maryanne Bilodeau, Asst. Town Manager, Kate and David Marchand, Eagle Scout Project, Pat Brown, BOS

Minutes from May meeting reviewed and approved with corrections 4-0.

Public Comment: None

Director Update – Kayla reported staff orientation for summer camp started today and Sudbury Summer Camp will start on July 2. Summer vendor programs began today. The summer concert series will begin on July 9. Kayla reported that the Program Coordinator resigned on June 22, so there is an opening in the Recreation office. Kayla stated the fall brochure would be mailed out in July.

Mara asked if there were any financial statements. Kayla responded that the fiscal year ends on June 30, so she will have those statements in July.

Kayla also stated the pool is in need of staff. Part time supervisors are covering some of the hours, but full time recreation staff has had to work overtime to cover additional hours previously covered by the full-time Aquatic Supervisor. She stated the pool is in need of lifeguards, front desk staff, water safety instructors and part time supervisors.

Kevin Sugermeier and Kayla are working on a new field\recreation rental policy. They are currently gathering information from surrounding towns and contacting users groups to understand their concerns. They will use the information gathered to develop a new field/recreation policy and bring it to the Commission for review.

Kayla distributed documentation on proposed increases at the Atkinson Pool for FY19. Kayla informed the Commissioners that she updated a few of the figures the Town Manager proposed at a February Commission meeting when Kayla was out on maternity. She changed a few rates to make sure all fees are increased by the proposed 6%. Bobby Beagan inquired about birthday parties at the pool and the fee for extra guests. He also asked about charging for half of the dive well. Kayla explained that the liability concern is too great to have members using the dive well while a diving team is practicing.

Mara asked if the revenue generated by the fee increase is enough to cover expenses. Maryanne responded that the Finance Director's goal of the proposed increase was to have the Pool break even without undue burden on the users.

Kayla stated the program revenues are down due to the quality of the swim lessons, which she is addressing. Memberships typically drop off in the summer due to summer camp using the pool and summer swim lessons and the fact that many members swim outside in the summer.

Mara stated the scoreboard cannot be rented out. Kayla agreed and had already removed that rental from the proposed pool fees. The scoreboard is in a trust and cannot be rented to other groups unless all parties of the trust agree.

Jim M. stated he asked Melissa in a previous meeting what the Board of Health requirements are for lifeguards at a Town pool. He said it is difficult to vote on the increase without seeing the financial trends of the Pool's operating budget.

Michael Ensley stated he was still looking for quarterly financial statements. He would like to understand the flow of revenue and expenses as it relates to quarterly/monthly financials.

Bobby and Jim stated they had reservations about voting in the increase at this time. Mara was concerned about the lack of notice to the members regarding a fee increase if the rates increase on July 1, 2018.

Motion made to increase the rates of the pool following the prices listed in the documentation from Kayla and Melissa.

The motion received a second but was defeated 3-0, 1 abstention.

The Commissioners requested more financial information and past trends. Jim would like to see information similar to what Dennis K. (Finance Director) presented in the past. Bobby stated he would agree to raise pool rates, but does not want to keep raising them every year.

Eagle Scout Project – David Marchand presented his plan to build a 4X8 storage shed for Girls' Softball at Feeley Field. The shed would be located at upper Feeley Field. He distributed a picture of the shed and a picture showing where it would be located. It would be similar to sheds at the other fields and David expects it to cost \$900. He will be asking for donations from Waltham and Sudbury lumber. If additional funds are needed, he is planning to fundraise.

Jim Marotta made a motion to accept the Eagle Scout project to construct a shed for Girls' Softball at Feeley Field as per the pictures and presentation by David Marchand.

Bobby seconded the motion. The motion was approved 4-0.

Barton Road – Michael attended the Board of Selectman's meeting where this property was discussed and reported that the BOS did not have a strong opinion either way on the property. Michael discussed the property with the Town Manger and she will have the Board of Health look at the property. Michael stated the police were strongly against the property as a swimming hole due to safety concerns. The police would be less concerned if the property was used as a boat launch. Bobby did not think people would be interested in swimming in the pond, but stated he was more interested to see if the lot the Town owns could be used as a launch for boats, canoes and kayaks.

The Commission discussed the process for purchasing land, the timeframe and possible use of CPA Funds.

Bobby stated the Commission needed to decide if there is interest in the parcel before discussing the timeframe for purchasing the lot.

The Commission discussed holding a public meeting to inform the neighbors and see if the community has interest in pursuing this lot.

The Commission discussed their interest in the property and decided to make no decision at this time. The Commission will get neighborhood input and see about holding a public meeting. Michael requested Mike Miexsell send him another copy of his presentation on the property.

Featherland Courts/Cutting Field Update – Michael read Dan Nason's report that stated reference checks are complete and he is working to complete a contract with Sunshine Paving to begin work on the Featherland Tennis courts. Dan stated he is working with Symmetry who is a certified Shaws installer. He is currently conducting reference checks and will work to secure a contract to begin work on Cutting.

Fees & Rates – Michael would like to see consistent reporting of the department financial statements.

The Commission discussed establishing a policy that required a certain number of days notice before a vote is taken on rate increases or policy changes. The Commission discussed ideas and decided to continue the discussion at the next meeting.

Pat Brown stated that the BOS is still working with the LSRHS on their plans to increase turf field rental rates. Paying for future fields and renovation of existing turf fields is an ongoing issue. Pat asked for a representative from the Park and Recreation Commission to join the group she is putting together to discuss those concerns. Michael Ensley said he is willing to be the representative.

Misc. – Pat Brown informed the Commissioners that installing lights at Cutting Field was briefly discussed at the last BOS meeting. She will ask Paul Griffin or a Park and Recreation Commissioner to speak at the next meeting regarding that topic. Jim Marotta suggested waiting until fall.

The Commission decided to wait until the meeting on July 9 to nominate and elect the new Park and Recreation Commission Chair.

Meeting adjourned [at 8:30pm](#).