

**Town of Brookline
Advisory Committee Minutes**

Sean Lynn-Jones, Chair

Date: March 12, 2019

Present: Carla Benka, Ben Birnbaum, Cliff Brown, Carol Caro, John Doggett, Dennis Doughty, Harry Friedman, Janet Gelbart, David-Marc Goldstein, Neil Gordon, Susan Granoff, Amy Hummel, Alisa G. Jonas, Janice S. Kahn, Steve Kanen, Bobbie Knable, Carol Levin, David Lescohier, Sean Lynn-Jones, Michael Sandman, Lee L. Selwyn, Kim Smith, Claire Stampfer, Charles Swartz, John VanSocyc, Christine Westphal

Absent: Kelly Hardebeck, Pamela Lodish, Mariah Nobrega, Stanley L. Spiegel

Also attending: Melissa Goff, Deputy Town Administrator, Acting Recreation Director Leigh Jackson, Recreation staff members Gerry Kelly and Brian Bacon; Golf Pro Tom Ellis; and Park & Rec Commissioners Nancy O'Connor, John Bain, Jim Carroll, Clara Batchelor, Dan Lyons, Antonia Bellalta, and Wendy Sheridan.

The Chair called the meeting to order at 7:30 pm.

MEETING AGENDA

1. Review and possibly vote on FY20 Operating Budget and CIP Request – Recreation Department
2. Review and possibly vote on FY20 Operating Budget and CIP Request – Golf Course Enterprise Fund
3. Review and possibly vote on FY20 Operating Budget and CIP Request – Recreation Revolving Fund
4. Discussion and possible vote on amending the cap for the FY 19 Recreation Revolving Fund

Cliff Brown offered an overview of the subcommittee's deliberations on the Recreation Department FY 20 budget, details of which can be found in the subcommittee report.

Focus has been on meeting the needs and demands of the consumers.

The Recreation Department is made up of three distinct segments each with their own budget – the General Fund, Recreation Revolving Fund and Gold Course Enterprise Fund.

Self-sustaining and cost covering entities – fully fund themselves and cover any costs. While expenses may be going up there is no cost to the Town because the revenues from these programs will cover the costs.

Efforts and plans are being made to make use of the golf course in the off season – family friendly events at the clubhouse, Nordic skiing in the winter, etc.

There was some discussion about the interior and exterior care of the club house and who is responsible and the Town's overall policy regarding the upkeep of Town-owned buildings when used exclusively by a single entity.

QUESTIONS

Q: Regarding the slate roof at golf course clubhouse has there been any discussion and talk about making it a photo voltaic roof? A: Decision will take into account the input from the Preservation Commission and whether they would recommend something like that.. We have had solar developers come and evaluate roofs town-wide and it hasn't been on their radar.

Q: Is the roof part of the FY 20 CIP? A: No it is part of FY19. Building Department got a bid for the clubhouse roof – slightly lower than half a million dollar estimate. Was on the list but it wasn't to be considered until FY21. When there was an opportunity to undertake the project during FY 19, the Building department took it. Contract with contractor has already been signed by the Building Commission and the Select Board.

Leigh Jackson, Acting Director of Recreation, introduced the staff Gerry Kelly, Business Manager, Tom Ellis Director of Golf, Brian Bacon who has been promoted to Operations Manager and Commissioners in attendance, (see attendance list above).

Ms. Jackson provided some background on her experience and her time here in Brookline. In May 2017 she became Assistant Director working with Lisa Paradis. Stayed on board because of the residents and staff who work extraordinarily hard to meet the recreational needs of the Town.

Her goal is to provide exceptional services and programs that enhance the quality of life for the residents of Brookline.

2020 is a transitional year for recreation and they will continue to strive for excellence and bring on a new team.

Key Goals

1) Marketing – opportunity to develop marketing – potential and working on a marketing plan, elevating our brand, and familiarize the community with all that recreation has to offer both education and recreation with 5 focus areas - Social media, Recreation, Education, Community, Events

2) Customer engagement – address registration software – make it current, user friendly. Move the needle – currently 65% registering over the phone and want to flip that to 65% of online registrations.

General: No change.

Revolving Fund: Three full time teachers in Soule Toddler Program - \$343,000
Engagement Coordinator-Marketing
Replacement of Program Van and Prius for Resource Manager

Enterprise Fund:

Personnel
Green Fees
Service Fees

Customer Experience: Opportunity to focus on our customers more intently. In FY20 to increase use of the Golf Course, include more senior programming, open up to ideas like cross country or Nordic skiing, bocce ball, senior putting course and the Commission welcomes other ideas.

There is a Golf Course Committee to set up process to vet opportunities to raise revenue with special events and just host more community events.

Looking forward to focusing on excellence in programming, fresh new ideas, creative ways to engage the community, move to more active recreation focus, new software to allow easier registrations, improve social media platforms to source new audiences and users.

Continue to work with our keystone partners and building those relationships– public schools, other private school relationships, etc.

QUESTIONS

Q: USGA Proposal for 2022 US Open? A: The Town Administrator is working on a confidential proposal with the USGA and cannot share details so we can stay competitive.

Q: Added 16 acres to the Golf Course, where did it come from? A: The land has always been there but used in different ways – cart facility, lower 15% as part of first tee and fairway, and another portion for a nursery where we grew grass, and wooded area that wasn't healthy. Tried to find new uses and we added the driving range.

COMMENT: Neighbors enjoy snowshoeing; have a van in the parking lot to have equipment available for rental. You gave a great presentation.

Q. You said the Department was planning on rolling out new sign- up process and software. Feels like something that might have been discussed with the IT Department. What is your process and plan? A: Have been working closely with IT and in the process of vetting three candidates for this. Scrutinizing how the data is being gathered and stored and also with contracting department.

Q: Will we receive any fees for upgrading our property if we are awarded the USGA contract? A: Yes we are asking for a return of benefit. We do hope to see that prove fruitful for us, but for now planning our budget as if we don't have it. We should know something about the proposal in about 6 months.

Q: Issue regarding course fees charged Brookline residents versus nonresidents? A: We implemented resident and nonresident rates at the course.

Q: Use of personal car and mileage for business usage – is there a guideline or threshold? A: Yes for people who have to go to facilities or come to Town Hall for meetings from my perspective but unsure from the Town's perspective. Believe there are policies in place.

Q: Disconnect between programs that proliferate that are not part of the array of Brookline services – Soul Cycle, for example – why are the programs people pay the most for outside the realm of Recreation? A: You are on to something – we have to decide what we can be really good at and not try to do everything. However, very excited to say that we there will be an opportunity for community feedback to see if our programming still meets the communities needs or require new programs and initiatives.

Q: USGA discussion a year ago – it seemed to be a done deal and our fields would be used for parking? Is that true? A: We thought negotiations would be done by end of calendar 2018. Discussion about what we wanted but being told this would be different than the Ryder Cup at the Country Club, and discussions were that we needed to temper our expectations. Our expectations continue to be tempered and we haven't come to an agreement. If GC is used in any particular manner it will be restored to a condition no worse than what it was before the Open.

Q: To be used for activities other than golf and sustain damage prior to the USGA? A: We would not jeopardize the golf course for the US Open.

They came to us, we gave them our expectations, they came back and downsized the amount of use they want to use our property for, working through plan B now. Golf course is a priority for us. We visited and revisited sites of other Opens and talked with staff at those locations to get further insight.

Q: Cost recovery I think we have to get back cost of doing any repairs but also lost revenue and police detail or administrative costs? A: That has been researched, we have the data and it is the plan.

Q: Regarding the time the course is not available to the public, how long from time it ends till opening again? A: One week.

Q: Do Schools pay / contribute to help cover expenses at the aquatic center? A: No we don't charge fees to the schools.

COMMENT: There is a lot of cross use – Schools use rec facilities, and Rec uses School facilities and there wasn't a desire to parse out who owes what to whom when there is more or less an equitable sharing of resources. We did try to count at one part particularly the pool 10% of the usage and most is actually families.

Q: You expected increased rounds of golf in 2020; what is the data that provides that estimate? A: Survey with the addition of the driving range at an 18-hole facility: national average is rounds to go up 15%.

COMMENT: Hope that part of your negotiation for US Open is for sustainable environmental processes.

Q: Objectives – assessment of field use and community needs use? A: We are beginning that and we are hearing from all sports that we don't have sufficient field space. Report will let us know what opportunities will become available.

Q: 2019 Accomplishments – Diversity and Inclusion Training? Will it be repeated and mandatory or a one off? How is the effectiveness being evaluated? A: We have a very diverse department and we needed an opportunity to bring everyone together. This was a foundational training for us and we plan to build on it in the years to come. Got great reviews as did the instructor and hope to ask her back. We did check with the Department of Diversity and Inclusion but it may have been a scheduling issue why we chose an outside vendor.

Q: Utilities going up but rate for our gas went down? A: With the aquatic center closed mid-morning but are opening the pool longer.

Q: Many see the golf course serving a limited audience; is there any more space that can fulfill other needs of the Town? A: We are going to do the best to protect what we have and keep it in good condition and maintain it as a destination golf course. In the future other use may be addressed by the Commission.

We have looked at using the GC for the 9th school but much of it is wetlands. Low lying and irrigation and drainage are terrible. To repurpose it for fields to be actively used by the town would be a burden to construct and maintain but the land has its own issues.

Q: What was the process for bringing in the driving range, how is the decision made to turn 16 acres to this purpose? A: Initially it was vision – how to elevate the property and make it more valuable to the community. It went through a feasibility study and all proper channels. Its development was originally

generated by the concern that the golf course wasn't bringing in enough revenue and this as an opportunity to increase revenue.

Q: Did you add three more classrooms at Soule? A: Yes, high demand for toddler group. Assessment of interior space and environmental Ed building but we have 10-12 students. Two full time teachers and one operationally added to cover shifts. No longer have a drop in program. This is structured early education programs.

Q: 16% of population is over 65 years of age. Cut out senior trips last year. This is a big drawback that these are gone. Also interested in bocce courts but seniors won't drive the GC, are there other places planned for courts? A: Working on this now and there will be other opportunities. We are working on active recreation that is suitable for this group. Will have focus groups to find out what activities we can add in the future.

COMMENT: The pool doesn't open until noon on Friday. A real disservice since some of the aquatic programs had to change hours because of lack of staff and the schedule is screwed up. Something should be done about that.

We have been struggling for lifeguards so we have had to cut back hours. But now we hired a new supervisor and that will allow us to keep the pool open longer.

Maybe provide more opportunities for kids to take the lessons for certification so they can get jobs and then we would have more coverage.

COMMENT: Pop up program for young children with all sorts of games, equipment and it is lightly staffed, it would be a way to enhance activities in our parks and underserved groups in the Town.

Q: Why are hours for the rink so limited to the public? A: Rental time taken up by school groups.

Also public skate is not being utilized fully during the day. Also need to spend time preparing the ice for other groups.

A **MOTION** was made and seconded to recommend favorable action on appropriating \$1,120,983 for the Recreation Department FY 20 budget.

By a **VOTE** 25 in favor, none opposed with no abstentions, the Advisory Committee recommends on appropriating \$1,120,983 for the Recreation Department FY 20 budget.

A **MOTION** was made and seconded to recommend favorable action on appropriating the following sums, totaling **\$1,884,446** into the Golf Enterprise Fund, under the provisions of M.G.L. Ch. 44, section 53F ½, and allowing such funds to be expended under the direction of the Park and Recreation Commission, for the operation of the Golf Course:

| | |
|--------------------------|-----------------|
| Personnel Expenses | \$726,448 |
| Purchase of Services | \$153,071 |
| Supplies | \$313,700 |
| Other | \$ 14,700 |
| Utilities | \$117,923 |
| Capital | \$ 86,420 |
| Debt Service | \$147,501 |
| Reserve | \$ 25,000 |
| Total Appropriations | \$1,584,763 |

| | |
|----------------|-------------|
| Indirect Costs | \$ 299,683 |
| Total Costs | \$1,884,446 |

Total costs of \$ 1,584,763 to be funded with golf and merchandise sales receipts, with \$299,683 to be reimbursed to the General Fund for indirect costs.

By a **VOTE** of 25 in favor, none opposed and no abstentions the Advisory Committee recommends appropriating the following sums, totaling **\$1,884,446** into the Golf Enterprise Fund, under the provisions of M.G.L. Ch. 44, section 53F ½, and allowing such funds to be expended under the direction of the Park and Recreation Commission, for the operation of the Golf Course:

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| Total Appropriations | \$1,584,763 |
| Indirect Costs | \$ 299,683 |
| Total Costs | \$1,884,446 |

A **MOTION** was made and seconded to recommend approval of the following authorization: The Park and Recreation Commission is authorized to maintain and operate under the provisions of General Laws Ch. 44 Section 53E1/2, and Ch. 79 of the Acts of 2005, a revolving fund for special recreation programs and events. All receipts from said programs and events shall be credited to the fund. Annual expenditures from the Fund shall not exceed \$3,971,845.

By a **VOTE** of 25 in favor, none opposed and no abstentions the Advisory Committee recommends approval of the following authorization: The Park and Recreation Commission is authorized to maintain and operate under the provisions of General Laws Ch. 44 Section 53E1/2, and Ch. 79 of the Acts of 2005, a revolving fund for special recreation programs and events. All receipts from said programs and events shall be credited to the fund. Annual expenditures from the Fund shall not exceed \$3,971,845.

5. Recreation Department CIP Fund

A **MOTION** was made and seconded to recommend \$50, 000 of the Unreserved Fund Balance in the Recreation Revolving Fund to renovate the bathrooms at the Eliot Recreation Center. By a VOTE of 24 in favor, 1 opposed and no abstentions

6. Discussion and possible vote on amending the cap for the FY 20 Revolving Fund

A **MOTION** was made and seconded to amend the cap of the FY 19 Recreation Revolving Fund by increasing its limit by \$300,000 per the provisions of MGL Ch.44, Sec. 53E1/2, bringing the Revolving Fund limit to \$3,600,000 for FY19.

By a **VOTE** of 25 in favor, none opposed and no abstentions the Advisory Committee voted to increase the cap. of the FY 19 Recreation Revolving Fund by increasing its limit by \$300,000 per the provisions of MGL Ch.44, Sec. 53E1/2, bringing the Revolving Fund limit to \$3,600,000 for FY19.

7. Possible Warrant Article preview for the May 2019 Annual Town Meeting and possible assignment of Articles to subcommittees for review

The Chair assigned Warrant Articles to Committees. We have the schedule on when the Select Board will review the Warrant Articles.

1. Appointment of Measurers of Wood and Bark. (Select Board) **FULL AC**
2. Approval of Collective Bargaining Agreements. (Human Resources) **PERSONNEL**
3. Annual authorization of Compensating Balance Agreements. (Treasurer/Collector) **ADMIN & FINANCE**
4. Establish PEG Access Revolving Fund (Select Board) **SCHOOL**
5. Establish a Departmental Revolving Fund for school bus fees (Select Board) **SCHOOL**
6. Report on the close-out of special appropriations / Bond Authorization Rescission. (Select Board) **CAPITAL**
7. Approval of unpaid bills of a prior fiscal year. (Select Board) **ADMIN & FINANCE**
8. Acceptance of legislation to increase property tax exemptions. (Assessors) **ADMIN & FINANCE**
9. Annual (FY20) Appropriations Article. (Advisory Committee) **ADMIN & FINANCE/FULL AC**
10. Newbury College real property acquisition. (Select Board) **CAPITAL AND PLANNING & REGULATION**
11. Brookline High School Project MBTA/Town of Brookline easement plan. (Select Board) **CAPITAL**
12. Acceptance of an easement at 20 Boylston Street. (Commissioner of Public Works) **CAPITAL**
13. Amend the Zoning By-law and Zoning Map to establish and accommodate a Waldo-Durgin Overlay District. (Wishinsky, Coolidge Corner Study Committee, et al) **PLANNING & REGULATION**
14. Authorize the Select Board to enter into or amend agreements pertaining to the Waldo-Durgin Development Project. (Select Board) **PLANNING & REGULATION**
15. Authorize the Select Board to accept and execute a Restrictive Covenant and related agreements for securing tax payments for the Waldo-Durgin Development Project site. (Select Board) **PLANNING & REGULATION**
16. Establish a Parking Benefits District in Brookline Village (Dempsey) **PLANNING & REGULATION**
17. Amendment to Section 6.8.2 of the Town's General By-Laws pertaining to members of the Public Facilities Naming Committee (Gordon) **HUMAN SERVICES**

18. Amend Section 8.6.7 of the Town's General By-Laws pertaining to the restraint of dogs in designated off-leash areas. (Commissioner of Public Works) **PUBLIC SAFETY**
19. Amend Article 8.23.1 of the Town's General By-Laws – Tobacco Control. (Ishak, Gordon, Silbaugh) **HUMAN SERVICES**
20. Amend the Town's General By-Laws adding a new Article 8.37 pertaining to menstrual hygiene product access. (Stone, TMM3) **HUMAN SERVICES**
21. Amend Section 8.37.5 of the Town's General By-Laws pertaining to Host Community Agreements with Marijuana Establishments. (Silbaugh, Wishinsky) **PLANNING & REGULATION**
22. Resolution regarding pedestrian friendly street lighting (Caro, TMM 10) **PUBLIC SAFETY**
23. Resolution regarding electrification of the town's motorized fleet (Gray, TMM10, Hamilton, TMM3) **CAPITAL**
24. Resolution regarding increasing the town supply of green electricity from renewable energy sources (Lescohier, TMM 11) **CAPITAL**
25. Appropriation of funds for the advancement of racial equity in Brookline (Brown, Wolf Ditkoff, Sandman) **PERSONNEL**
26. Resolution pertaining to the engagement of a race and equity review consultant (Brown, Wolf Ditkoff, Sandman) **PERSONNEL**
27. Resolution calling for an apology to Gerald Alston (Offner) **FULL AC**
28. Resolution in support of changing the flag and seal of the Commonwealth of Massachusetts (van der Ziel, TMM15) **SCHOOLS**
29. Resolution to encourage diversity among Town Meeting members (Nobrega) **PERSONNEL**
30. Resolution pertaining to an outdoor swimming pool siting study. (Jonas, Roseman, Scharf, Toomey) **CAPITAL**

A **MOTION** was made and seconded to adjourn; there being no further business, the meeting adjourned at 9:18 p.m.

Documents Distributed at Meeting

- Capital Subcommittee Report on FY 20 Operating Budget – Recreation Department
- Capital Subcommittee Report Recreation Department FY 20 CIP Request
- May 21, 2019 Annual Town Meeting Index

