

Parks & Recreation Policy Review Subcommittee	Meeting Minutes
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Date: November 1, 2021

Place: Zoom Webinar

Subcommittee Members Attending: Leigh Jackson, Nancy O’Connor, Alex Cassie, Gerry Kelly, Jon Lewitus, Wendy Sheridan Ames, Tyler Radicioni, Theresa Mooney, Alexander Veccio, Jessica Zarni White, Laurie Ferrell

Members Absent:

Staff:

TOPIC	KEY POINTS/DISCUSSION
<p>Chairperson’s Welcome/Introduction</p>	<ul style="list-style-type: none"> • Meeting commenced at 11:35 AM • L. Jackson: Purpose of meeting is to discuss the Town Owned Athletic Facilities Allocation Policy and fees. • Introduction of attendees & commission • Public Meeting note: Q&A & chat functions disabled • Pre-pandemic, numerous meetings were held updating this policy. Policy is available on town calendar and on Recreation page under About Us/Resources. • Structure & Goals: Start conversation to set fees for this policy. We started talking in 2019. What the fees should be? We need to do more assessment and pull figures together. • The staff has recommendations for fees. We want to present to Parks and Recreation Commission for a vote in December with fees set in January. We have 7 or 8 meeting dates of this subcommittee, so we feel confident. • W. Sheridan Ames: This subcommittee continued to work through Feb 2020. • L. Jackson: High Level Overview • The Town of Brookline owns outdoor fields/facilities and allocates permits • L. Jackson reviewed the policy. Policy can be found on brooklinerec.com >About Us>Resources>Town owned Facilities Allocation Policy See policy here • User priorities: Brookline rec, schools, youth groups w/100% resident rates, Brookline youth/adult orgs w/less than 100% residency

	<p>rates</p> <ul style="list-style-type: none"> • New organizations have been asking for permits though we have limited facilities. • T. Mooney: Were priority groupings newly determined in 2019? • G. Kelly: These were established but resident rate changed in 2020 and nonprofit group was removed. • W. Sheridan Ames: There was disagreement about fee structure and came back to that • T. Mooney: Where do nonprofits fall? • G. Kelly: They are included in the more condensed Priority III. • N. O'Connor: Requested that policy be sent to Theresa & John for their binder. 	
<p>Alex Cassie's Presentation</p>	<ul style="list-style-type: none"> • A. Cassie: Our goal is to assess the current fee schedules. • Step 1: Building a cost recovery continuum. This was based around the athletic fields and not the full package of courts, etc. • Financial Sustainability Strategy 2021-2023 slides • W. Sheridan Ames: Why are rentals, vendors are contracted? You have them at a 0 - 10% subsidy. • A. Cassie: We are looking for a 90-100% cost recovery. • W. Sheridan Ames: Did you do the analysis on what partner programs are paying to determine the 90-100% cost recovery • A. Cassie: We have been looking at that. • A. Cassie: Priority I Slide • L. Jackson: Can you clarify what is the "use of lighting" section? • A. Cassie: Lighting is only associated with specific groups and part of the rental fee - not a specific charge. • G. Kelly: Generally public does not have access to the lighting, so we choose internal groups. • A. Cassie: Looking at 12-15 other towns, like Brookline, some had lighting fees. • W. Sheridan Ames: In this process could we do an analysis of what the Recreation Department 	

is bringing in with their own programs - what rental rate would have been?

- A. Cassie: We will look into this. Referring to slides: Is this a good jumping off point/model?
- N. O'Connor: What is the hourly dollar amount coming in versus what we charge for a typical youth soccer game? It might be helpful just to get a value. Also, regarding the lights, for example, Brookline Avenue - day versus night rates. Cost recovery of electricity of lights at night would a premium like the use of synthetic fields.
- A. Cassie: This may be useful to discuss at future meetings.
- A. Cassie: Priority II slide
- A. Cassie: Do we want to be gradual? 50 - 60 % of these full fees. Or increase to the full 65% increase
- W. Sheridan Ames: Does it get you to the full cost recovery continuum?
- A. Cassie: Yes - first step.
- W. Sheridan Ames: Did we raise fees based on a percentage?
- A. Cassie: We did a 5-year model, raising fees incrementally over 5 years. We rounded up for salary, inflation, etc.
- W. Sheridan Ames: Are the current fees as of 2015 - 6 years old? Maybe we need to set a review structure for the future.
- N. O'Connor: Concerning the impact on youth organizations, what they charge the kids. Baseball not on the chart yet they stay longer on the field.
- G. Kelly: Internal recreation teams follow Priority I. Priority II, such as Babe Ruth teams, could handle fee increase. Youth baseball could not handle going from 0-\$10 at that time but are now doing so. We should look into if they are going to continue to pay the per person versus the hourly rate.
- N. O'Connor: Do we want to release the per capita fee? They have a dominance over the fields. Do they every give them back when not in use?
- G. Kelly: They do not give back but ask for additional fields.

- W. Sheridan Ames: Supports new fee structure. Baseball - based on current model, how does that relate to the new cost recovery?
- G. Kelly: Baseball is at 6% cost recovery rate at 2.5 hours of use.
- W. Sheridan Ames: Baseball's 2.5 hours of use is equal to 1 hour of field use for other sports which means they are subsidized even more.
- N. O'Connor We have to consider what the formula is for baseball - 1 game time versus a 2.5-hour slot; -it may allow us to give up the fields. We should see a full analysis specifically on baseball.
- W. Sheridan Ames: Maybe present a cost recovery analysis per hour - hockey vs baseball, etc. We should have a specific agenda dedicated to baseball.
- N. O'Connor: What is the story with the Babe Ruth program?
- G. Kelly: They did not participate in 2021. They took their nonresidents to Brighton. Followed up with no response. They are not in good standing. We will reevaluate in January.
- N. O'Connor: At the next meeting let's discuss baseball, Pop Warner, and Babe Ruth.
- A. Cassie: Just to clarify, you would be looking at if baseball should be paying by the hour versus. per person comparison? How does that relate to cost recovery?
- N. O'Connor: Yes, and if Babe Ruth and Pop Warner are in good standing. This is an opportunity to open up some fields.
- A. Cassie: Comparative Town Rates slide
- A. Cassie: Brookline is at the low end of the rates chart. Currently we charge \$27/player baseball, some charge per hour & per person.
- W. Sheridan Ames: It is hard to compare apples to apples with various types of fees. We need justification for our fee increase. We should be clear "why", why departments need additional funding and what will be done with those additional funds.
- T. Mooney: What is the rationale for increasing fees - are we just comparing other towns' fees? What is the #1 reason?
- A. Cassie: We are looking at revenue versus

cost to maintain these facilities. We should be in the 30-50% cost recovery bracket - currently we are at 20%. We want to be comfortable that we are in the spectrum of what other, similar, towns do.

- Wendy: We should know where the funds will go - to fund other programs, maintenance, etc.
- Leigh: We need to be fiscally responsible. We need to know how much these events cost. We adopted a fiscally responsible philosophy called cost recovery policy, so we realize the true cost and assess a fee that offsets those costs.
- N. O'Connor: When we started the fees - green dog, condition of the fields, etc., fees would offset maintenance fees, hiring a ranger, etc. Monies go into the revolving fund but some go to Parks for maintenance. It would be helpful to see what other towns are doing.
- A. Cassie: Priority III slide
- T. Mooney Do we require a minimum number of hours?
- G. Kelly Normally 2 hours.
- W. Sheridan Ames: Would tournament, clinics, camps be a different category? Profit-making groups?
- A. Cassie: Completely different category.
- G. Kelly: The person who permits these events agrees the rates are very low.
- N. O'Connor: Have you been addressing inconsistencies? Something to keep in mind.
- G. Kelly: With Priority I and II we don't have much field capacity for priority III, so priority III is not a big money maker.
- L. Jackson: Let's take the Pop Warner discussion to next meeting.
- W. Sheridan Ames: Also, the tournament/clinics/camps issues that are not on chart.
- L. Jackson: Should we consider updating the policy to include events at the rink, pools, etc.? What about other events such as birthday parties, etc.?
- G. Kelly: Camps were not run last year. The Red Sox use Larz Anderson for 2 weeks and they are getting nonresident rate. Adult sport

	<p>leagues are getting a deal as they for-profit organizations.</p> <ul style="list-style-type: none"> • W. Sheridan Ames: Maybe there should be a special event application process - separate fee - different from Priority III. We could include athletic fields and courts but then bring rink and pool facilities. • W. Sheridan Ames leaves the meeting. • L. Jackson: Topics for future meetings: 1. Brookline youth hockey and youth baseball - do we fairly charge per hour or per head? If they paid by the hour, what would the difference be? 2. After we define “good standing” determine who is in good standing and who is not. 3. Understanding that we make a statement as to why we are raising fees and where money will go. 4. New priority - defining special events such as clinics, tournaments, etc. since they are profit making. 5. Lighting fees as our bills are getting higher. • T. Mooney: Having a baseline of general scale - how much we collect in annual field fees - would be helpful. • L. Jackson: Plus, the costs of maintaining the fields. • N. O’Connor: Also, the income information (BYB, hockey, adult men’s’ softball, Larz Anderson, etc.) and what percentage goes to Parks. • A. Cassie: We do have costs for different types of facilities broken out. • L. Jackson: Parks is funded with the general fund. Recreation sits in a revolving fund. A portion of our permit revenues do get transferred to Parks Department. • N. O’Connor: It would be helpful to break that down. • L. Jackson: We are prepared with these figures (cost/revenue). 	
Adjourn	<ul style="list-style-type: none"> • N. O’Connor moved to adjourn; Adjourned @ 12:55 PM. 	

Next Meeting: November 8, 2021 Location: Zoom Webinar

A true record
Attest: Laurie Ferrell

Date: November 1, 2021