



# Town of Wayland Massachusetts

## **Community Center Advisory Committee**

Frank Krasin, Co-Chair  
Steve Correia,  
Ken Isaacson  
Carol Martin  
Jean Milburn,  
Andrew Reck  
William Sterling, Co-Chair

### **Community Center Advisory Committee (CCAC)**

**Minutes: November 10, 2014**

In attendance: Steve Correia, Frank Krasin, Jean Milburn, Andrew Reck, William Sterling and Carol Martin. Also in attendance were Planning Director, Sarkis Sarkisian and COA Director Julie Secord (8:30am). Absent: Ken Isaacson.

The meeting was called to order at 7:58am when a quorum was established in the lobby of the Natick Community/Senior Center at 117E. Central Street, Natick, MA. Co-Chair Sterling announced the purpose of the meeting was conduct off-site tours of the Natick Community/Senior Center and the Day Care Building at the Wayland Town Center.

**Tour of Natick Senior/Community Center:** Administrative Assistant Sandy Carr and Jemma Lambert, Director at the Natick Community/Senior Center served as tour guides. Built in 2004, the center is a two-story 25,000 square foot building shared by Parks and Recreation, Council on Aging, Veterans Services, Human Services and the Organic Farm. The Community/Senior center reaches out to all demographic groups and serves an average of 600 residents daily.

Amenities include a Café, kitchen, multi-purpose room with stage, lobby with seating/gathering area, exercise room, gym with walking track, patio, several activity rooms, conference room, exam room, offices and storage area. There is also a gift shop run by the Friends of the COA.

The Café serves 40-60 lunches each day. The kitchen supports the Meals on Wheels program which currently average 60 meals/day. All the meeting rooms, kitchen and gym are available to rent, generating a revenue source.

After the tour, Ms. Lambert led the Committee in a discussion, highlighting what she termed “lessons learned including:

1. Avoid large open office areas that seat 4-6 as productivity may adversely affected.
2. Locate staff offices away from exam rooms as privacy may be compromised.
3. Purchase calendar management software to ensure no overlap on room reservations
4. Leave some unfinished space to see what needs develop once center is open.
5. Select an all-encompassing name.
6. Invest in good quality sound barriers.

In regards to the rental spaces, Ms. Lambert indicated the demand was approximately twice the availability and the rental process had become somewhat labor intensive. To resolve this issue, the Center was in the process of establishing an advisory committee to evaluate and recommend rental policies and rates to the Board of Selectmen.

The Committee thanks both Ms. Carr and Ms. Lambert for their time and such an informative tour. Ms. Carr distributed copies of the November 2014 issue of the Natick Sentinel to the Committee.

At 9:00am, Co-Chair Sterling announced the Committee would recess for approximately 20 minutes, then re-convene at Wayland Town Center for the purpose of touring the Day Care building.

At 9:01, Alan Reck left the meeting.

At 9.28am, Co-Chair Sterling reconvened the Committee on the Municipal Pad at Wayland Town Center.

**Tour of Day Care Building at Wayland Center:** The Committee conducted a self-guided tour of the interior of the day care building and was surprised to see what good condition the building is in, considering it was never finished and been left unoccupied for approximately 10 years. The Committee especially noted the “bones” of the building appear to be good, the sprinkler pipes are in place and much of the plumbing and possibly the electrical may be useable. Touring the exterior, the Committee was thrilled with the scenic view behind the building.

**Adjournment:** At 9:52 PM, a motion was made and seconded to adjourn. The vote in favor was 6 – 0.

Respectfully submitted,

Carol B. Martin

Handout: Natick Sentinel, 11/2014, source Natick Community/Senior Center