

Minutes

Council on Aging/Community Center Advisory Committee

Town of Wayland

December 02, 2014

Present: Ken Isaccson, Andrew Reck, Frank Krasin, Bill Sterling, Steve Correia, Jean Milburn, Carol Martin, Julie Secord and Ben Keefe ex officio

Public present: None

7:02: the meeting was called to order by the co-chair Bill Sterling. There was no public comment and it was noted by Bill that the meeting was being recorded.

Bill noted that the first item on the agenda was to review the charge from the Board of Selectmen (BoS) to our committee. He noted that there were six categories or items that the BoS wanted us to consider.

1) Draft a Warrant article based on our findings and at the direction of the BoS.

2) Program the CoA/CCAC requirements. Frank noted that a requirement should also be to review income potential. Bill noted that it is one of the requirements we might not have time to review in such a short timeframe. The requirements should be sufficient enough so that we can vote to show there is a need.

3) Define project goals

4) Evaluate costs. Bill noted he did a high level conservative cost estimate that we could review later in the report. It was roughly \$3.5 million to renovate the present building.

5) Report on any income potential

6) Look at any options for add-ons or expansion of the building. Bill noted that this is typically done on any project. Steve mentioned that this is where we should consider all the input from groups like Recreation. Consider all the needs and wants but also look at the issues associated with them. A good example would be the environmental issues associated with the project.

Carol clarified that our real mission is to evaluate the existing building and everyone agreed. However, we also needed to consider all the wants we heard from the public and can they be included in the existing building. There was discussion on the depth of our data collected and it was felt to be enough for our purpose to establish a need. Both Ken and Frank talked about the needs within various organizations. There was discussion on other spaces around town. It was mentioned that we should be evaluating these needs compared to all available space. Steve mentioned that he felt that we weren't to do the work of Recreation and CoA but to use the studies they have already completed.

Bill moved us onto the review of the draft CoA/CCAC (12/02) report to the BoS. Andrew noted that we have to be consistent with the title in our communication. He also suggested we should include some place in the report that this project would make improvements to the overall experience within the Town Center. Bill mentioned that it is discussed in the economic development section of the report. We all agreed that the term should be a central gathering

location. Andrew suggested and we agreed to include an addendum of all the points of interest expressed to us from the public

Carol then started discussion on how we should present the space requirements based on our needs assessment. We all agreed it should be a range based on the various options available.

Andrew leaves meeting at 7:35

There was lots of discussion on what range should be presented. Should it be just the CoA or should it include all the other activities we have heard from community? We agreed it should be more than just CoA space needs.

Jean mentioned that we need to consider demographic changes and present that in the report. We need to make sure folks don't think we are proposing a huge bloated project. Maybe it should take place in phases in order to consider every ones needs. We agreed that it seemed appropriate to state a range between 18,000-20,000 sq ft as needed based on State guidelines'.

We clarified the criteria we used in our report that came from the Long Range Planning Working group was a good guideline. Each section or criteria is then broken down into CoA, recreation and other. We all agreed it was appropriate in what we were trying to communicate. We then went through the draft in detail.

Some of the general details that we added were around CoA and Recreation needs and requirements. We discussed benchmarks from other towns, private recreational vendor use, gymnasium usage, energy projects and renovations on the capital plan.

Andrew rejoins meeting at 8:28

Ben Keefe joins meeting at 8:34

We continued our discussion around meeting rooms and central gathering spaces including green areas. Environmental and ConCom impact was noted areas that needed further study. We discussed setbacks, river frontage issues, parking surfaces and drainage impact.

We discussed other committee and specifically the Historical Commissions role in looking for artifacts. Frank also confirmed that the Recreation Commission did discuss their needs and would be interested in this site.

The financials were then addressed. Carol gave an update on debt and our capital assets. She explained the Moody standards and keeping our long-term debt below 10%. We agreed that further information was needed on the debt impact. We discussed the cost benefits of moving CoA out of the building as it related to the facilities review report and the energy audits. We then discussed the immediate financial needs for the article. We agreed that we would need between \$250,000 to \$300,000 to do design and testing of the site.

Finally, we discussed meeting with the Historical Commission to walk the site and give them an update of the project. We tentatively agreed to schedule the walk on 12/12.

We agreed to meet again on Wednesday 12/10 at 7 p.m. and to meet with the BoS on Monday 12/15 to present our final report.

Carol made the Motion to Adjourn. Bill seconded the motion. The vote was 7-0 in favor at 10:10 p.m.