



Town of Wayland Massachusetts

Community Center Advisory Committee

Steve Correia,
Mark Foreman
Marylynn Gentry
Frank Krasin,
Jean Milburn, Co-Chair
William Sterling, Co-Chair

Community Center Advisory Committee (CCAC)

Minutes: July 6, 2015

In attendance: Steve Correia, Jean Milburn, William Sterling and Marylynn Gentry. Also in attendance were Public Buildings Director Ben Keefe and COA Director Julie Secord.

Absent: Mark Foreman and Frank Krasin.

The meeting was called to order at 7:05 pm when a quorum was established.

Public Comment: Linda Segal commented on the great women's world cup soccer win.

The minutes of 6/25/15 were amended and approved 4-0.

Marylynn Gentry reviewed the revised draft RFP for the environmental work. She asked a friend who is a conservation agent in another town to review it to ensure that all of the necessary tasks needed to complete the work were included. One thing to note is that the project may be considered "redevelopment" under the regulations governing the Riverfront area, which would obviate the need to conduct an alternatives analysis. She will redraft the RFP to reflect this possibility.

Bill Sterling pointed out that the committee should meet with the Conservation Commission soon and asked about their summer schedule. Marylynn offered to find out. Jean Millburn supplied the committee with a map and an ORAD given to her by the Conservation Commission. The map shows the site and all of its constraints with respect to the wetlands and Riverfront area. It does not show the added acreage however, so Marylynn will ask Alf for a revised version.

Ben Keefe announced that a blanket RFQ has already been publicized and will serve to expedite the process in hiring consultants for this project. The RFP that Marylynn is working on will serve as guidance for any consultant responding to the town's RFQ. Bill Sterling will draft a similar RFP for the HazMat consultant.

A site meeting was scheduled for 6:30 on 7/16/15 with a regular meeting to occur afterward. Marylynn will contact Frank Doherty about access to the building. The selectmen will be invited as well.

Julie Secord will serve as a liaison with Lincoln, Sudbury and Wellesley regarding visits to their COA centers and Jean will take the lead on meeting with these towns; reporting back to the committee. The goal is to find out what projects' components work well and why. Julie will send a query on the COA list-serve for successful combined COA/community center projects.

The committee reviewed the Recreation's Department potential programming and space needs. Steve Corriea suggested the revenue opportunities should be fleshed out. He will take the lead in looking at the site's revenue generating possibilities. There is also a need to address competing space needs between the COA and Recreation's revenue generating needs. Jean would like the Recreation Department to prioritize their list of needs and integrate it with the COA's space needs. Ideally, a grid of uses should be generated looking at type of space versus attributes.

Julie handed out her first pass at this type of grid outlining COA's needs and asked for suggestions. Steve and Jean suggested it be broken out with more specifics – fitness, health, duration of programs, # of class sections, etc.

Bill mentioned that the Historic Commission should be approached for input. They provided input a year ago citing a need for a small storage area. There might also be a need for some archeological study on the site where the acreage has been increased. The possible boathouse site has already been reviewed by them and deemed too disturbed to be of any archeological value. Jean will coordinate with them to arrange a site walk and to include the town surveyor. Jean is to let Marylynn know when the site walk is to be scheduled so she can alert Frank Doherty.

Steve reported that Sarki Sarkisian and Alf Berry will load all pertinent documents on the committee's website. Additional discussion revolved around how to best communicate the committee's work to Wayland residents.

Joint meetings with the COA, Recreation, and the Historic Commission should be scheduled. Julie will coordinate with Ben on scheduling these meetings.

A joint meeting with the Council on Aging was scheduled for August 5 at 8:00 am.

Adjournment: At 8:43 PM, a motion was made and seconded to adjourn. The vote in favor was 4-0.

Handouts:

Letter to Frank Doherty dated 11/21/06 and attached ORAD from the Wayland Conservation

Commission

7/6/15 COA/CCAC Agenda

Draft COA/CCAC RFP for the Environmental Assessment

Letter from Park and Recreation dated 7/6/15

Draft Council on Aging pre-programming worksheet

6/25/15 COA/CCAC minutes

Respectfully submitted,

Marylynn Gentry



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3046

November 21, 2006

Frank Dougherty
Twenty Wayland LLC
45 Broad Street – 4th Floor
Boston, Massachusetts 02109

RE: Wetland file 322-664, Order of Resource Area Delineation and Chapter 194 Wayland's Wetlands Water and Resources Bylaw Permit – 400-440 Boston Post Road/Rt 20/Rt 27

Dear Mr. Dougherty,

Enclosed are the Order of Resource Area Delineation and Chapter 194 Wayland's Wetlands Water and Resources Bylaw Permit for work proposed at 400-440 Boston Post Road/Rt 20/Rt 27. These decisions were issued to define the wetlands pursuant to the Wetlands Protection Act, MGL Chap. 131, Sec. 40 and the Wayland Wetlands and Water Resources Bylaw, Chapter 194.

If you are dissatisfied with this Order, **you may appeal the Order** to the Massachusetts Department of Environmental Protection (DEP) within ten days of the date of issue. This decision was also issued under Wayland's Wetlands Bylaw and the process for an appeal of that is outlined in the Bylaw itself (Section 194-11).

If you have any questions, please call the Conservation Office at (508) 358-3669.

Sincerely,

Brian J. Monahan
Conservation Administrator

Enc. (2)

cc: DEP, Northeast Regional Office w/enc.
Epsilon Associates, Inc. w/enc.
Building Inspector w/enc
Town Clerk w/enc.
Board of Health
Road Commissioners c/o Highway Superintendent
Planning Board
Town Assessor
Abutters
File

Extra **FILE COPY**



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

DEP File Number:

WPA Form 4B – Order of Resource Area Delineation

322-664
Provided by DEP

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Note:
Before completing this form consult your local Conservation Commission regarding any municipal bylaw or ordinance.

From: Wayland
1. Conservation Commission

2. This Issuance is for (check one):
- a. Order of Resource Area Delineation Only
 - b. Order of Resource Area Delineation Subject to Simplified Review
 - 1. Not Subject to Stormwater Policy
 - 2. Subject to Stormwater Policy
 - c. Amended Order of Resource Area Delineation

3. To: Applicant:

<u>Frank</u>	<u>Dougherty</u>	<u>Twenty Wayland LLC</u>
a. First Name	b. Last Name	c. Company
<u>45 Broad Street - 4th Floor</u>		
d. Mailing Address		
<u>Boston</u>	<u>MA</u>	<u>02109</u>
e. City/Town	f. State	g. Zip Code

4. Property Owner (if different from applicant):

_____	_____	_____
a. First Name	b. Last Name	c. Company

d. Mailing Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code

5. Project Location:

<u>400 Boston Post Road</u>	<u>Wayland</u>
a. Street Address	b. City/Town
<u>23</u>	<u>052, 052C, 052D, 052F</u>
c. Assessors Map/Plat Number	d. Parcel/Lot Number

Latitude and Longitude (**note:** electronic filers will click for GIS locator):

_____	_____
e. Latitude	f. Longitude

6. Dates:

<u>10/05/06</u>	<u>11/2/06</u>	<u>11/21/06</u>
a. Date Notice of Intent filed	b. Date Public Hearing Closed	c. Date of Issuance

7. Title and Date (or Revised Date if applicable) of Final Plans and Other Documents:

<u>See Attachment "A"</u>	
_____	_____
a. Title	b. Date
_____	_____
c. Title	d. Date

Y900 1111



WPA Form 4B – Order of Resource Area Delineation

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

B. Order of Delineation

1. The Conservation Commission has determined the following (check whichever is applicable):

a. **Accurate:** The boundaries described on the referenced plan(s) above and in the Abbreviated Notice of Resource Area Delineation are accurately drawn for the following resource area(s):

1. Bordering Vegetated Wetlands
2. Other Resource Area(s), specifically:

b. **Modified:** The boundaries described on the plan(s) referenced above, as modified by the Conservation Commission from the plans contained in the Abbreviated Notice of Resource Area Delineation, are accurately drawn from the following resource area(s):

1. Bordering Vegetated Wetlands
2. Other Resource Area(s), specifically:

c. **Inaccurate:** The boundaries described on the referenced plan(s) and in the Abbreviated Notice of Resource Area Delineation were found to be inaccurate and cannot be confirmed for the following resource area(s):

1. Bordering Vegetated Wetlands
2. Other Resource Area(s), specifically:

3. The boundaries were determined to be inaccurate because:



WPA Form 4B – Order of Resource Area Delineation

322-664

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP

C. Simplified Buffer Zone Review

Work within the Buffer Zone pursuant to the Simplified Review (310 CMR 10.02) requires that you must comply with the following conditions. If your project does not meet these requirements, you are required to either file a Determination of Applicability or Notice of Intent or take other corrective measures as directed by the Conservation Commission.

Simplified Review Conditions:

Work conducted under Simplified Review requires the following:

1. No work of any kind shall occur within any wetland resource areas including Riverfront Area and Bordering Land Subject to Flooding.
2. The inner 0-to-50-foot wide area from the delineated wetland boundary that has a Buffer Zone shall not be disturbed by any work associated with this project, including placement of any stormwater management components.
3. No work shall occur in the Buffer Zone bordering an Outstanding Resource Water (e.g., certified vernal pool, public water supply reservoir or tributary), as defined in 314 CMR 4.00 or border coastal resource areas at 310 CMR 10.25-10.35.
4. No work shall occur in the Buffer Zone adjacent to wetland resources with estimated wildlife habitat (which is identified on the most recent Estimated Habitat Map of State-listed Rare Wetlands Wildlife).
5. Erosion and Sedimentation controls shall be installed and maintained at the 50-foot Buffer Zone line or limit of work (whichever is a greater distance from the resource area) to protect resource areas during construction.
6. If the project is subject to the Massachusetts Stormwater Policy, all work shall be conducted in conformance with an approved Stormwater Management Plan.
7. The Buffer Zone does not contain a slope greater than an average of 15% at its steepest gradient across the 100-foot Buffer Zone.
8. The amount of new impervious surface, in combination with existing impervious surfaces, shall not exceed 40% of the Buffer Zone between 50 and 100 feet.
9. No work is allowed, and no additional NOI or RDA shall be filed, for any work within the 0-to-50-foot Buffer Zone during the three-year term of an Order associated with this application.
10. Prior to any work being undertaken pursuant to this Order, the wetland resource boundary shall be flagged; all boundary delineation flagging should be maintained for the term of the Order.
11. If stormwater management structures are proposed in the Buffer Zone, the stormwater management structures shall be maintained as required in the Stormwater Plan. Such maintenance constitutes an ongoing condition and is not subject to further permitting requirements.
12. If this ORAD involves work as part of a Simplified Review, the ORAD shall be recorded at the Registry of Deeds prior to the commencement of work per the requirements of Section F.
13. Prior to proceeding with any work under Simplified Review, applicants are required to provide written notice to the Commission one week prior to commencing any work.
14. If work authorized under Simplified Review is commenced, no work is allowed, and no additional NOI or RDA may be filed, for any work within the 0-to-50-foot buffer zone during the term of an ORAD associated with this application. If work authorized under Simplified Review is **not** commenced, then future NOIs or RDAs may be filed for work within the 0-to-50-foot portion of the buffer zone.

--End of Conditions--



WPA Form 4B – Order of Resource Area Delineation

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Simplified Buffer Zone Review (cont.)

Stormwater Applicability

1. The project is not subject to the Stormwater Policy.
2. The project is subject to the Stormwater Policy and the Stormwater Plan included for the project complies with all stormwater standards.

Ineligibility Determinations

Site Conditions: The applicant is not eligible for Simplified Buffer Zone review and must file a Request for Determination of Applicability or Notice of Intent prior to any work because:

3. Work is within the Buffer Zone of a Coastal Resource Area as defined at 310 CMR 10.25-10.35.
4. The Buffer Zone contains existing slopes greater than an average of 15%.
5. Buffer Zone contains estimated rare wildlife habitat.¹
6. The site borders an Outstanding Resource Water.²

Stormwater

7. The project is subject to the Stormwater Policy and the applicant has not submitted sufficient information to demonstrate compliance with the Stormwater Management Policy. Prior to any work, the applicant must submit plans showing compliance with the standards in the Stormwater Policy, the location of the work, the amount of impervious surface, and the location of erosion controls, to the Commission for its concurrence. (See instructions to ANRAD Form 4A.) The following necessary stormwater information was not submitted by the applicant:

a. _____

8. The project is subject to the Stormwater Policy but the project does not comply with one or more of the stormwater standards (specify which standard(s) not met).

a. Standard # _____ :

b. Standard # _____ :

9. Impervious surface exceeds 40% of the area of the Buffer Zone between 50 and 100 feet from the resource area.
10. The applicant did not submit plans depicting adequate erosion and sedimentation controls located at the limit of work or at least 50 feet from any resource areas, whichever will be greater.
11. Work is proposed within 50 feet of a resource area.

Notice to Commission

Any applicant proposing to proceed under Simplified Buffer Zone Review, as specified in 310 CMR 10.02, must provide written notice to the Commission one week prior to any work.

¹ Identified on the most recent Estimated Habitat Map of State-listed Rare Wetlands Wildlife of the Natural Heritage and Endangered Species Program.

² Certified Vernal Pools, public water supplies, or inland ACECs as identified in 314 CMR 4.00.



WPA Form 4B – Order of Resource Area Delineation

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

D. Findings

This Order of Resource Area Delineation determines that the Stormwater Plan, if applicable, and the boundaries of those resource areas noted above, have been delineated and approved by the Commission and are binding as to all decisions rendered pursuant to the Massachusetts Wetlands Protection Act (M.G.L. c.131, § 40) and its regulations (310 CMR 10.00). This Order does not, however, determine the boundaries of any resource area or Buffer Zone to any resource area not specifically noted above, regardless of whether such boundaries are contained on the plans attached to this Order or to the Abbreviated Notice of Resource Area Delineation.

The Agent or members of the Conservation Commission and the Department of Environmental Protection shall have the right to enter and inspect the area subject to this Order at reasonable hours to evaluate compliance with the conditions stated in this Order, and may require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.

If the Abbreviated Notice of Resource Area Delineation was filed as Simplified Review for a Buffer Zone project, the applicant has certified that any work associated with the proposed project meets all eligibility requirements for Simplified Review listed in Section C of this Order. Any work that does not comply with the Simplified Review requirements will require a Notice of Intent or Request for Determination of Applicability.

The applicant is responsible for promptly requesting a Certificate of Compliance following completion of any work allowed pursuant to a Simplified Review or no later than three years from the date of the Order of Resource Area Delineation unless the Order is extended.

Failure to comply with the conditions of this Order is grounds for the Conservation Commission or the Department to take enforcement action.

This Order must be signed by a majority of the Conservation Commission. The Order must be sent by certified mail (return receipt requested) or hand delivered to the applicant. A copy also must be mailed or hand delivered at the same time to the appropriate DEP Regional Office.

E. Appeals

The applicant, the owner, any person aggrieved by this Order, any owner of land abutting the land subject to this Order, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate DEP Regional Office to issue a Superseding Order of Resource Area Delineation. When requested to issue a Superseding Order of Resource Area Delineation, the Department's review is limited to the objections to the resource area delineation(s) stated in the appeal request. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and a completed Request for Departmental Action Fee Transmittal Form, as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Order. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant. Any appellants seeking to appeal the Department's Superseding Order associated with this appeal will be required to demonstrate prior participation in the review of this project. Previous participation in the permit proceeding means the submission of written information to the Conservation Commission prior to the close of the public hearing, requesting a Superseding Order or Determination, or providing written information to the Department prior to issuance of a Superseding Order or Determination.

The request shall state clearly and concisely the objections to the Order which is being appealed and how the Order does not contribute to the protection of the interests identified in the Massachusetts Wetlands Protection Act, (M.G.L. c. 131, § 40) and is inconsistent with the wetlands regulations (310 CMR 10.00). To the extent that the Order is based on a municipal bylaw or ordinance, and not on the Massachusetts Wetlands Protection Act or regulations, the Department of Environmental Protection has no appellate jurisdiction.



WPA Form 4B – Order of Resource Area Delineation

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

F. Signatures and Notary Acknowledgement

Please indicate the number of members who will sign this form:

1. Number of Signers

[Signature]
Signature of Conservation Commission Member

[Signature]
Signature of Conservation Commission Member

[Signature]
Signature of Conservation Commission Member

[Signature]
Signature of Conservation Commission Member

[Signature]
Signature of Conservation Commission Member

[Signature]
Signature of Conservation Commission Member

[Signature]
Signature of Conservation Commission Member

This Order is valid for three years from the date of issuance.

This Order is issued to the applicant and the property owner (if different) as follows:

by hand delivery on

by certified mail, return receipt requested on

Date

Date

Notary Acknowledgement

Commonwealth of Massachusetts County of _____

On this 17th of _____

November 2006
Month Year

Before me, the undersigned Notary Public, personally appeared

Barbara Howell
Name of Document Signer

proved to me through satisfactory evidence of identification, which was/were

known to me personally
Description of evidence of identification

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

As member of

Wayland
City/Town

Conservation Commission

[Signature]
Signature of Notary Public

Brian J. Monohan
Printed Name of Notary Public

11-13-2009
My Commission Expires (Date)

Place notary seal and/or any stamp above



WPA Form 4B – Order of Resource Area Delineation

322-664

Provided by DEP

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

G. Recording Information

If this Order is issued for purposes of Resource Area Delineation only, this Order should NOT be recorded.

If this Order of Resource Area Delineation is issued as part of a Simplified Review, this Order must be recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land subject to the Order. In the case of registered land, this Order shall also be noted on the Land Court Certificate of Title of the owner of the land subject to the Order of Conditions. The recording information on Page 6 of this form shall be submitted to the Conservation Commission listed below.

Wayland

Conservation Commission

Detach on dotted line, have stamped by the Registry of Deeds and submit to the Conservation Commission.

To:

Wayland

Conservation Commission

Please be advised that the Order of Conditions for the Project at:

400 Boston Post Road

Project Location

322-664

DEP File Number

Has been recorded at the Registry of Deeds of:

Middlesex

County

Book

Page

for:

Frank Dougherty

Property Owner

and has been noted in the chain of title of the affected property in:

Book

Page

In accordance with the Order of Conditions issued on:

Date

If recorded land, the instrument number identifying this transaction is:

Instrument Number

If registered land, the document number identifying this transaction is:

Document Number

Signature of Applicant



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
Request for Departmental Action Fee Transmittal Form
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. Request Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Person or party making request (if appropriate, name the citizen group's representative):

Frank Dougherty

Name

45 Broad Street - 4th Floor

Mailing Address

Boston

City/Town

MA

State

02109

Zip Code

617-357-9300 X 16

Phone Number

Fax Number (if applicable)

Project Location

400 Boston Post Road

Mailing Address

Wayland

City/Town

MA

State

01778

Zip Code

2. Applicant (as shown on Notice of Intent (Form 3), Abbreviated Notice of Resource Area Delineation (Form 4A); or Request for Determination of Applicability (Form 1)):

Frank Dougherty

Name

45 Broad Street - 4th Floor

Mailing Address

Boston

City/Town

MA

State

02109

Zip Code

617-357-9300 X 16

Phone Number

Fax Number (if applicable)

3. DEP File Number:

322-664

B. Instructions

1. When the Departmental action request is for (check one):

- Superseding Order of Conditions
- Superseding Determination of Applicability
- Superseding Order of Resource Area Delineation

Send this form and check or money order for \$100.00 (single family house projects) or \$200 (all other projects), payable to the *Commonwealth of Massachusetts* to:

Department of Environmental Protection
Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
Request for Departmental Action Fee Transmittal Form
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

B. Instructions (cont.)

2. On a separate sheet attached to this form, state clearly and concisely the objections to the Determination or Order which is being appealed. To the extent that the Determination or Order is based on a municipal bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.
3. Send a **copy** of this form and a **copy** of the check or money order with the Request for a Superseding Determination or Order by certified mail or hand delivery to the appropriate DEP Regional Office.
4. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant.

“Attachment A”
ORDER OF RESOURCE AREA DELINEATION
MGL Chap 131, Sec 40
DEP # 322-664 – November 21, 2006

APPLICANT:

**PROJECT LOCATION: 400-440 Boston Post Road and
Route 20 @ Routes 126 & 27
Maps 23 & 24, Parcel 151
Wayland, MA 01778**

FINDINGS- MGL Chapter 131, Section 40:

1. Plan of Record: **Two Plan Sets.**

Part I (400 Boston Post Road): Sheet 1 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 2 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 3 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 4 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 5 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 6 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 7 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 8 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 9 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); and Sheet 10 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, “Wetland Resources Location Plan Town Center Project”, VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations). This plan set was received and date stamped by the Conservation Commission on October 26, 2006.

Part II (Route 20 @ Route 27/126): Sheet 1 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, “Wetland Resources Location Plan Boston Post Road”, VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 2 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, “Wetland Resources Location Plan Boston Post Road”, VHB, October 4, 2006, Revised (1) 10/25/06

ORDER OF RESOURCE AREA DELINEATION
400- 440 Boston Post Road & Route 20 @ Route 126/27
DEP File 322-664
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(Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 3 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 4 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 5 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; and Sheet 6 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.

2. This decision defines the limits of bordering vegetated wetlands, the 100-year floodplain based upon the presumption that it is an accurate representation of the FEMA Flood Profile
3. There were some adjustments made to the flagging after a review of the site.
4. There is a stream off the southeastern corner of the property at 400 – 440 Boston Post Road
5. That stream, by elimination of qualifications outlined in 310 CMR 10.058 (2)(a)1. b. & c. to be considered perennial, has been labeled intermittent.
6. The applicant's consultant provided no evidence based upon observations in the field of the stream's status.
7. There are no certified vernal pools identified on the site. No further finding is made with respect to vernal pools on the site.

CONSERVATION COMMISSION CONCLUSION MGL Chapter 131, Section 40:

Part I: 400 Boston Post Road

1. The wetland delineation on the plan referenced in this decision is not accepted as an accurate depiction of wetlands protected by Chapter 194.
2. There are additional wetlands to the north of the wetlands label Flags "102-113" and Flags #500-515 and 516-519. These are not shown on the plan. The wetlands defined along the Sudbury River have been accepted as shown on the plan referenced in this decision.
3. There is 100-year floodplain on the property.
4. Based on an assumption that the bordering vegetated wetlands are generally at a consistent elevation along the edge of the Sudbury River, the riverfront area is presumed to be an accurate depiction of the mean annual high water elevation, the riverfront area delineation is accepted as an accurate depiction.
5. There is riverfront area on the Site.
6. Land subject to flooding and inundation must be calculated for the wetland north of the parking lot generally defined by Flags #500-515 and 516-519.
7. Buffer zone has been defined on the plan referenced in this decision.

ORDER OF RESOURCE AREA DELINEATION
400- 440 Boston Post Road & Route 20 @ Route 126/27
DEP File 322-664
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8. Based on the presence of areas subject to intermittent inundation for periods during the year the Commission finds that there may be vernal pools on the Site – no evidence was provided to document that the Site had been evaluated for vernal pool species.
9. There is a stream just beyond the southeastern corner of the property. The stream has been categorized as being intermittent. The Commission finds insufficient evidence was presented to consider the stream intermittent.

Part II: Boston Post Road (Route 20 @ Route 27/126)

1. The plan referenced in this decision properly defines the 100-year floodplain, bordering vegetated wetlands for Wetlands Flags #17 - #35.
2. The wetlands to the north of Mill Brook, generally flags #1 through #14 have not been evaluated.

This decision is not valid without a notarized signature sheet. The page numbering does not include the notarized sheet.

This Permit expires on November 21, 2006



TOWN OF WAYLAND
MASSACHUSETTS
01778
CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669

Wayland's Wetlands and Water Resources Bylaw
CHAPTER 194 - Resource Area Determination
400 -440 Boston Post Road and Routes 20/27
November 21, 2006
Assessor's Map23, Parcels 052, 052C, 052D, and 052F
(Also DEP File 322-~~646~~)

Project Description: An application seeking the definition of certain areas subject to protection under the Wetlands Protection Act, M.G.L. c. 131, s. 40 and the Town of Wayland's Wetlands and Water Resources Bylaw, Chapter 194 of the Code of the Town of Wayland ("Chapter 194") at 265 Concord Road, Wayland, MA, Assessor's Map 007, Parcel No. 058F (the "Site").

Plan Reference/s - Two Plan Sets.

Part I (400 Boston Post Road): Sheet 1 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 2 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 3 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 4 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 5 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 6 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 7 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 8 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); Sheet 9 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E. Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations); and Sheet 10 of 10, Twenty Wayland 400 Boston Post Road, Drawing Number Sv-1, "Wetland Resources Location Plan Town Center Project", VHB, Glen E.

Johnson, P.L.S., October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations). This plan set was received and date stamped by the Conservation Commission on October 26, 2006.

Part II (Route 20 @ Route 27/126): Sheet 1 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 2 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 3 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 4 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; Sheet 5 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.; and Sheet 6 of 6, Drawing Number Sv-1, Twenty Wayland Boston Post Road, "Wetland Resources Location Plan Boston Post Road", VHB, October 4, 2006, Revised (1) 10/25/06 (Revised Wetflag Locations), Glen E. Johnson, P.L.S.

Procedural: The Conservation Commission received the application for resource area delineation from. Generally the Commission will not finalize delineations, under Bylaw Regulation, between November through April of any year. The public hearing was opened on October 19, 2006. The matter was discussed at the continued public hearing session on November 2, 2006 at which time the public hearing was closed.

This decision is for two separate areas referenced as Part I and Part II. The findings have been combined but the decision for each area is separate.

The Conservation Commission did not seek the services of a Soil Scientist or other professional to review the wetlands line prepared by the applicant's consultant.

FINDINGS – Wayland's Wetlands and Water Resources Bylaw Chapter 194

- a. Chapter 194 includes more resource areas than those defined by the Wetlands Protection Act and the Wetlands Regulations (310 CMR 10.00).
- b. Chapter 194 is intended to be more inclusive and definitive with respect to protected resource areas than the Wetlands Protection Act.
- c. Vegetated wetlands are a resource area.
- d. The delineation of wetlands is based upon plants and soils. Plants are difficult to assess between November and April of any year.
- e. The Commission finds that a properly qualified professional must determine the 100-year elevation and that the line depicted on the plans is presumed to be based upon the Flood Profiles from the February 19, 1986 Flood Insurance Study (Community Number 250224) prepared by the Federal Emergency Management Agency
- f. There are disturbed areas on this site from past activities.
- g. Not every resource area has been defined on the plans referenced in this decision.

- h. Other flooded areas at the Site have not been defined on a plan.
- i. Chapter 194 defines land subject to flooding and inundation as an area of depression in topography, isolated depression, low lying land, or closed basin which floods periodically and/or serves as a ponding area of ground or surface water. Such area shall be 500 feet or greater in surface area. This resource area is significantly different than an isolated land subject to flooding defined by the Wetlands Protection Act regulations.
- j. The resource area "land subject to flooding and inundation" was not presented on the plans submitted by the applicant for the Commission to evaluate the boundaries of this resource area.
- k. The Commission finds there is sufficient evidence through field observations to indicate that land subject to flooding and inundation is present on the Site. There may be areas of land subject to flooding and inundation around the wetlands that have been identified to the north of the parking lot and to the east of the bordering vegetated wetlands along the Sudbury River. Therefore, the Commission makes no decision confirming the presence or absence of land subject to flooding and inundation on the Site.
- l. The Commission finds there is sufficient evidence through field observations to indicate that land subject to flooding and inundation is present on the Site. There may be areas of land subject to flooding and inundation around the wetlands that have been identified to the north of the parking lot and to the east of the bordering vegetated wetlands along the Sudbury River. Therefore, the Commission makes no decision confirming the presence or absence of land subject to flooding and inundation on the Site.
- m. Areas within 100 feet of the floodplain, within 100 feet of land subject to flooding and inundation, and within 100 feet of any wetlands, bordering on a water body or not, are buffer zone.
- n. Land on the Site within 100 feet of wetlands flagged on other properties is buffer zone.
- o. Buffer zone is a resource area protected by Chapter 194.
- p. Buffer zone extends 100' from the edge of all wetlands, from land subject to flooding and inundation, and from the 100-year floodplain.
- q. The Commission has not made any finding with respect to vernal pools on or adjacent to the site. There were no certified vernal pools on the MA Natural Heritage and Endangered Species Atlas dated 2003. The most recent MA NHES Atlas is dated October 1, 2006.
- r. There is estimated habitat on and adjacent to the site - generally to the west of the property as identified on the most recent Priority Habitats and Estimated Habitats map prepared by the MA NHESP effective October 1, 2006.

CONSERVATION COMMISSION CONCLUSION:

Part I: 400 Boston Post Road

- 1. The wetland delineation on the plan referenced in this decision is not accepted as an accurate depiction of wetlands protected by Chapter 194.

2. There are additional wetlands to the north of the wetlands label Flags "102-113" and Flags #500-515 and 516-519. These are not shown on the plan.
3. The wetlands defined along the Sudbury River have been accepted as shown on the plan referenced in this decision.
4. There is 100-year floodplain on the property.
5. Based on an assumption that the bordering vegetated wetlands are generally at a consistent elevation along the edge of the Sudbury River, the riverfront area is presumed to be an accurate depiction of the mean annual high water elevation, the riverfront area delineation is accepted as an accurate depiction.
6. Land subject to flooding and inundation must be calculated for the wetland north of the parking lot as well as other resource areas generally defined by Flags #500-515 and 516-519.
7. Buffer zone has been defined on the plan referenced in this decision.
8. Based on the presence of areas subject to intermittent inundation for periods during the year the Commission finds that there may be vernal pools on the Site - no evidence was provided to document that the Site had been evaluated for vernal pool species.
9. There is a stream just beyond the southeastern corner of the property. The stream has been categorized as being intermittent. The Commission finds insufficient evidence was presented to consider the stream intermittent.
- 10.

Part II: Boston Post Road (Route 20 @ Route 27/126)

1. The plan referenced in this decision properly defines the 100-year floodplain, bordering vegetated wetlands for Wetlands Flags #17 - #35.
2. The wetlands to the north of Mill Brook, generally flags #1 through #14 have not been evaluated.

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This Permit expires on November 21, 2009.



TOWN OF WAYLAND
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CONSERVATION COMMISSION

TOWN BUILDING
41 COCHITUATE ROAD
TELEPHONE: (508) 358-3669
FAX: (508) 358-3606

CHAPTER 194
WETLANDS AND WATER RESOURCES PROTECTION BYLAW
RESOURCE AREA DETERMINATION
Signature Sheet
400 Boston Post Road (DEP 322-664)

Wayland Conservation Commission:

Members
[Signature]
RIF Beckman
[Signature]
[Signature]
[Signature]

Date issued: _____

Commonwealth of Massachusetts, Middlesex County

On this 17th day of November, 2006

Before me, the undersigned Notary Republic, personally appeared _____

Proved to me through satisfactory evidence of identification, which was/were

known to me personally

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose as a member of the Wayland Conservation Commission.

[Signature]
Signature of Notary Republic

Brian J. Monahan
Printed Name of Notary Republic

This Permit is issued to the applicant as follows: ___ by hand delivery on _____
 by certified mail on November 21, 2006

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN
BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law
www.mass.gov/ago/openmeeting

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Council On Aging-Community Center Advisory Committee

FILED BY: Julie Secord, Council On Aging Director

DATE OF MEETING: Monday, July 6, 2015

TIME OF MEETING: 7:00pm

PLACE OF MEETING: Wayland Town Building

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

AGENDA

Please note: Agenda items may not be discussed in the order listed or at times identified. Times are approximate. Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed.

- ✓ 1) PUBLIC COMMENT (7:30 pm)
- ✓ 2) RESPONSE TO PUBLIC COMMENT (7:35pm)
- ✓ 3) REVIEW MINUTES of the June 25, 2015 MEETING, edit as needed with motion to accept. (7:40pm)
- ✓ 4) Draft RFP for Civil Engineering (7:45pm)
- 5) Draft RFP for Building HAZMAT report (8:05pm) —
- 6) Set up meeting for site visit at Town Center (8:25pm) * + Bos - CAROLINE
- 7) Set up meeting with Lincoln Community Center Committee Chair and/or Lincoln COA Director as well as Sudbury and Wellesly to discuss their proposed COA-CC initiatives. (8:30pm) WELLESLY
- 8) Establish calendar to tour existing COA-Community Centers in the area. (8:40pm)
- 9) Discuss pre-programming of Recreation, COA and Historical Commission requirements for a COA-CC (8:45pm) — 7/17/15 - ALF
- 10) Topics not reasonably anticipated less than 48 hours in advance of the meeting - if any. (9:05pm) — PRIOR CAN COM PRESENT - WEBSITE UPDATE - STEVE
- 11) Establish date and time of next meeting (9:10pm) — MUST COM: 7/21/15
- 12) MOTION TO ADJOURN (9:15pm) — Q & A

7/16/15 6:30 AM @ SITE

— Co A mtg 8/4/15 - 8MM
— JOINT mtg
— REC DEPT.

COA/CCAC RFP
Environmental Assessment for
Wayland Town Center – Proposed Council on Aging/Community Center
7-5-15
DRAFT

I. RFP – General Information

- a. This RFP is seeking assistance to determine the environmental feasibility of a **building renovation** into a Council on Aging/Community Center in the town of Wayland.
- b. Contractors will be working with the Wayland Council on Aging/Community Center Advisory Committee. (COA/CCAC)
- c. The project will be short term in nature and will be comprised of two Steps that may occur concurrently:
 1. Step I will be an Alternatives Analysis as required under the Massachusetts Rivers Protection Act **and associated regulations**. If Phase I results in a positive assessment for the project,
 2. Step II will address the coordination and conduction of preliminary site engineering, **wetland delineation and any wildlife habitat or other environmental impact analyses and permitting requirements**. *(Not sure how feasible this is to move ahead on until know the results of step 1).*
- d. The work will be on a contract basis with a not to exceed amount. Proposals to be considered must have expertise in environmental permitting, especially with conducting an Alternatives Analysis with respect to riverfront, **and knowledge of Natural Heritage and Endangered Species Habitat Program requirements**. Timeliness of response, ability to work on a short time frame, availability for evening meetings and familiarity with State **Wetlands Protection Act** and Wayland **Wetland Bylaws and associated regulations** are important.
- e. Timeframe and Deadlines
 - i. Step 1: July **6** (or as soon as contract is awarded) to August 15
 - ii. Step 2: July **6** (or as soon as contract is awarded) to September 15

COA/CCAC RFP
Environmental Assessment for
Wayland Town Center – Proposed Council on Aging/Community Center
7-5-15
DRAFT

II. Objective

The objective of this RFP is to determine the environmental feasibility of a site and building redevelopment project located within 200' of the Sudbury River in the Town of Wayland.

The work will include an Alternatives Analysis for a proposed redevelopment of an existing structure into a Council on Aging / Community Center (COA/CC) building located at 400 Boston Post Road. The building lies within the riverfront of the Sudbury River. Part of this Alternatives Analysis will assess the location of a possible boathouse near the Sudbury River that would compliment the project, **parking and other project needs**. The analysis would look at both uses, but do not have to be considered as one project; the building and the boathouse can be separated into two distinct uses in case one use is considered not feasible.

After the analysis is completed, the consultant will meet informally with the COA/CCAC and Wayland's Conservation Commission to determine whether the project's scope is suitable within the proposed location. If it is determined that this project may be feasible then preliminary site engineering and **environmental** impact analyses will be required to ensure the project can obtain the necessary environmental permits for the site's re-development.

III. History

The COA/CCAC was established by the Board of Selectmen on May 11, 2015 for the purpose of completing the work authorized at the April 2015 Annual Town Meeting under Article 26. The Committee's work includes: conducting a review of site conditions including environmental site assessments, identifying permitting needs, confirming program requirements, and creating conceptual and schematic designs for a facility on the proposed municipal pad at the Wayland Town Center.

Previously, the Town of Wayland had entered into a Development Agreement with the developer of the Wayland Town Center project (Twenty Wayland), which provides for the right of the Town to own or lease parcels of land for \$1.00, containing approximately 70,000 square feet of land for the purpose of developing a municipal building of up to 40,000 square feet and 100 parking spaces. The purpose of this opportunity was to create a gathering place for residents of Wayland, as set forth in the Mixed Use Overlay District document that was signed by the Planning Board in January 2008. The Town's ownership of this parcel

COA/CCAC RFP
Environmental Assessment for
Wayland Town Center – Proposed Council on Aging/Community Center
7-5-15
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and the eventual development of the parcel with a municipal facility, will help to create what the name of the Project was meant to convey, which is a town center for all residents.

In a defeated 2015 Town Meeting warrant article, the number and size of the parcels to be leased or purchased was increased to about 4.0 acres, or approximately 209,000 square feet, and represents the land west of Andrew Avenue and south of Lillian Drive, excluding the retention area, and including the existing building. Listing all of these parcels would have given the Town the most flexibility in negotiating the lease or purchase of the municipal parcel. It would also have given the Town more usable land surrounding the existing building and gives the option to put some of the Town Green space closer to the riverfront. MAP???

It is hoped that a revised article with the larger parcel can be reintroduced at a November 2015 Town meeting for re-consideration of taking ownership.

The site abuts the Sudbury River and associated wetlands. Any design and usage will be reviewed with the Wayland Conservation Commission for compliance with local and MA Department of Environment Protection (DEP) and NHESP standards. Any development of a municipal facility on these parcels will also require the approval of Town Meeting.

This municipal pad site is subject to an environmental Activities and Use Limitations (AUL) restriction based on the site cleanup prior to Town Center. That restriction does allow for a variety of potential municipal uses that have been contemplated by various Town boards and committees for this site. Detailed information about the condition of the site and mediation efforts are found at: Raytheon Remediation of the Former Raytheon Facility in Wayland, MA:

<http://raytheon.erm.com/home.htm>

IV. Scope of Work

Step I:

1. Meet with the COA/CCAC to develop the Statement of Purpose for the Alternatives Analysis for both the building, grounds, and proposed boathouse, outline the project tasks and set a timeline.
2. The analysis will look at whether there are any practicable and substantially equivalent economic alternatives to a potential project

COA/CCAC RFP
Environmental Assessment for
Wayland Town Center – Proposed Council on Aging/Community Center
7-5-15
DRAFT

in the riverfront area with less adverse effects on the interests identified in the Rivers Act.

3. A review of alternative locations in town to compare suitability against the Statement of Purpose for the proposed site will be conducted.
4. Meet with relevant people, town personnel, boards and/or necessary committees to gather background information and help flesh out needs for the Statement of Purpose.
5. Conduct document searches for historical and pertinent data, including work completed by the Conservation Commission, Planning Board, Wayland library, and other sources identified by the COA/CCACC.
6. Review existing site and its environmental constraints with respect to state and local regulations, including Wayland's wetland by-law.
7. Factors to be considered include access, parking, any mitigation needed, the size of facility, ownership costs, existing technology, and logistics in light of the overall project purpose.
8. Draft an Alternatives Analysis report for the COA/CCAC. The burden of proof is on the COA/CCAC. The report needs to show, by a preponderance of the evidence, that a project will not have significant adverse impacts to the Riverfront Area and the purposes of the Rivers Protection Act.
9. Meet informally with the Wayland Conservation Commission to determine whether the Alternatives Analysis is acceptable or revise if necessary.

Step II:

10. Concurrent with the Alternatives Analysis, initial investigations into a preliminary site evaluation for three possible development scenarios will be undertaken.
11. Consultant will engage with the COA/CCAC in preliminary site engineering to determine a project best suited to minimize, reduce, or negate adverse environmental impacts.
12. Factors to be considered include:
 - a. Whether the work, including proposed mitigation measures, will have a significant adverse impact on the Riverfront Area.
 - b. The impact and/or encroachment effect on the habitat of rare species. Consultation with MA NHESP may be required.
 - c. Will alteration of up to 5,000 square feet or 10% of the Riverfront Area within the lot, whichever is greater, be allowed by the permitting authorities (if such alteration is allowed, a 100 foot area of undisturbed vegetation should be considered).

COA/CCAC RFP
Environmental Assessment for
Wayland Town Center – Proposed Council on Aging/Community Center
7-5-15

DRAFT

- d. Identify the areas of original Raytheon property that are included in the calculation of square footage of alteration.
 - e. Identify the area that has been considered redevelopment.
 - f. Identify what restoration and/or mitigation is required and/or proposed.
13. Boundary conditions from past data should be confirmed and/or identified with respect to the redevelopment project.
14. Environmental constraints and impacts will be identified, namely but not limited to wetland, riverfront, floodplain, and wildlife habitat.
15. If possible, the overall net benefit of the improvement and the preservation/restoration of vegetative cover should be identified and addressed.

V. Outcome

Step I:

After discussion(s) with the Wayland Conservation Commission, to determine whether a COA/CC and/or a boathouse at this location is feasible under the Alternatives Analysis

Step II:

If the above analysis results in a "yes", then determine whether the project is feasible in scope with respect to environmental permitting.

VI. Deliverables

- 1. A written Alternatives Analysis for both the COA/CC and the boathouse.
- 2. A preliminary site engineering report outlining a proposed site location, environmental permitting requirements, and results of any impact analyses.

VII. Term of Contract

- a. Twelve months

VIII. Payment

IX. Contractual Terms and Conditions

COA/CCAC RFP
Environmental Assessment for
Wayland Town Center – Proposed Council on Aging/Community Center
7-5-15
DRAFT

- X. Requirements for Proposal Submission**
- XI. Evaluation and Award Process**
- XII. Process Schedule**
- XIII. Contact Person/Agency**



RECREATION DEPARTMENT

TOWN OF WAYLAND

41 COCHITUATE ROAD, Wayland, Massachusetts 01778-2697

(508) 358-3662 • FAX (508) 358-3665
Jessica Brodie, CPRP, Recreation Director

July 6, 2015

COA/Community Center Advisory Committee
C/o Jean Milburn
41 Cochituate Road
Wayland MA 01778

Dear Community Center Advisory Committee,

I met recently with Jean Milburn to discuss potential programming and space needs within the newly proposed community center at Town Center. Below is a list of prioritized needs for space that would allow us to serve a broad base of residents of all ages throughout the entire year. Please note that this list is just a draft and has not yet been discussed in more detail with the Recreation Commission. This list is to serve as a general sense of our needs until this can be discussed and designed in more detail.

Function Room:

- A large room with cathedral type ceiling capable of hosting a variety of functions from banquets, large meetings, birthday parties and other celebrations, etc. for over 100 people at a time
- Storage for tables & chairs
- Staging area within this function space capable of hosting theater plays, musicals, or movies.
- Located next to the kitchen area so there is access during an event if needed
- Located near the main entrance of the building, and ideally set-up in a way that the rest of the building can be locked off from the function room, kitchen, and bathrooms.
- (Possible walking track around the top of this room for added uses to the building)

Kitchen:

- Kitchen designed for both functions & cooking classes (Girl Scout & other groups)
- Full size appliances with all necessary functions of a commercial kitchen but also capable of teaching cooking classes to children within the space (large counter with stools, ex.)
- Located with access to a joining classroom for cooking classes and smaller parties / events.
- Located near function room for use during special events if needed

Multi-Purpose Classrooms / Program Rooms:

- Multiple, multi-purpose classrooms for recreational programs of all ages and abilities
- Sinks & storage closets in all classrooms
- Tv capabilities in each room with multiple power outlets for science/tech classes
- Bathrooms in hallway outside of classrooms and meeting rooms
- Capability to fit 25-50 people in each classroom.

TO DO:
1. PRIORITIZE
2. INTEGRATE W/ COA.

Art Rooms / Workshops:

- At least one room designated to dry/clean art (drawing, photography, etc)
- At least one room designated to wet/messy art (water color, chalk, etc.)
- At least one room designated to pottery/clay/ceramics classes with a Kiln in its own, separate area for drying and storage.
- Sinks and storage closets in all rooms.

Dance / Fitness Studio:

- At least one studio space with wood floors, mirrors, and vaulted ceiling for jump space.
- Lots of storage closets to hold yoga mats, dance props, and other supplies
- Possible locker room area off of this room.

Tot / Playroom:

- One, large room designated as an infant/toddler/pre-school aged play space
- Matted areas, play areas, and drawing/painting areas within the space
- Seating area with coat/bag racks & cubbies for parents
- Specific Family changing room attached to this space, along with children's bathroom
- Seating area for birthday parties (small tables and chairs for 25+ kids)
- Sink & refrigerator and multiple closets designed into the room

Meeting Rooms:

- Several meeting rooms for internal department meetings, Adult & Youth sport league meetings, and program staff training/information meetings, & interviews
- Conference room size with tables, chairs, phone, TV, and filing cabinets.

Office Needs:

- Large office space located behind a counter/welcome window with enough room for 4 office staff to work at a time, in a cubical size area each
- Internal office within the main office for Director that has a meeting table space for internal dept. meetings, and meeting with vendors and programmers.
- Storage closets for office equipment, supplies, etc
- Office located near main entrance so it is easily viewed from the function room & classroom hallway.
- Child friendly seating area in the main lobby of the building outside of the office, Function room and classroom hallway

Storage Space:

- Storage space for programming/events equipment/supplies outside of classrooms and office (from a hallway, etc)
- Storage space for special events outside of office (large staging areas)

Computer / Teen Room:

- A room designed for computer classes, but also able to be used as a teen drop in center with computers, TV's, tables, chairs, benches

Outside Areas:

- Boat Barn for access to Sudbury River (Part of the Wayland Community Boating groups effort for this feature and service)
- Possible outdoor classroom space for warm-weather seasons with benches, picnic tables, etc.
- Possible storage area for small boats & other outdoor equipment

- Playground area outside of the building for ages 2-15 – swings, playground structure, etc
- Grassy area for outdoor functions

I hope this re-prioritized list helps in understanding our department's future needs to deliver quality programs to Wayland residents. Please let us know if you would like to discuss any of the items listed above in more detail.

Thank you,

Jessica Brodie, CPRP
Recreation Director

- REEDS ALLOW "REDEVELOPMENT" TO PROCEED W/O "ALTERNATIVES
ANALYSIS." & IF WE "IMPROVE" IT.

ON CALL SERVICES WILL BE NUMB IN EARLY AUGUST.

* KATG / DEVELOPS TO RESPOND

- TOUR MUNICIPAL PAD
- MEET WISCONSIN BADA COMMITTEE

~ 6:30pm

Minutes
CoA/CCAC
June 25, 2015

Present: Steven Correia, P. Jean Milburn, Marylynn Gentry, Mark Foreman, Frank Krasin, William Sterling.

Ex Officio: Ben Keefe, (Public Buildings Director), Julie Secord (Director of Council on Aging) , Nan Balmer (Town Administrator)

Meeting called to order at 7:30PM

Public Comment: Linda Segal thanked the committee for using Ben Gould, LSP, LEP of CMG Environmental, Inc. She noted that she shared Ben's documents before hand. She also recommended that an environmental attorney be hired that is more experienced in the areas we are reviewing.

Alice Boelter spoke about her concern with the schedule in order to be prepared for a Fall Town Meeting especially in light of a recommended public forum that was proposed.

Bill Sterling made a motion to approve the minutes of June 18, 2015 and Marylynn seconded it. One change was made to the minutes that reflected a vote and who was present at that meeting. Minutes were approved 4-0 and Steve abstained since he was not present at that meeting.

Moved into agenda topic: Review draft of proposals for site engineering, alternative site analysis and building conditions reporting services.

Jean suggested the Statement of Purpose needs to be tighter and very specific per what the Conservation Committee has already commented. She suggested we look at all the documents and letters from the ConCom that lists all their needs and concerns.

We then had a discussion on the actual section titles of the RFP draft. It was noted and agreed that the draft document should be changed so that there are steps and not phases. There are multiple steps and milestones within in each phase of the project . Bill suggested that under the Scope of Work that Step 1 should be the Alternative Analysis that should be accomplished between 7/1/15 to 8/1/15. It then needs to be provided to the working committee who is looking at a new Library so that they understand our scope. more

Bill then suggested that Step 2 should be to Layout of Alternative Site Plans. He noted that all the alternatives have been provided and just need to be reviewed. We then had a discussion on whether the boathouse and boat launch should be included. Should it be part of the overall analysis? It was agreed in general that it needed to be since that is what has been presented from the beginning. Thus, We

w/

not voted on

agreed that Step 2 would also include the various building layouts. Step 2 should start at 7/1/15 and be finished by 9/1/15.

Mark Forman joins meeting at 8:05PM

Ben brought up the utility layout and should also be addressed in this review. Bill mentioned that it has already been reviewed and approved by the developer and there are no issues. We all agreed that we should just put it into the RFP again because someone will bring it up.

It was noted that under the History section we should include any maps and site plans. We will get them from the Town Surveyor, Alf Berry.

We continued to review the Scope of Work and made recommendations and changes that Marylynn will put into the next draft. We noted that the terms of the contract, payments etc should all be standard language that the town uses.

Marylynn asked what we should put in for a budget and we all agreed it was the town meeting amount of \$63,500

We continued to review document one more time and agreed that the Statement of Purpose should be changed to Objective on page 1.

Ben will review the next draft with MaryLynn and it will then be sent out to us for review. All comments should be sent back to Ben so that no OML issues occur.

Steve agreed to work with Sarki , Alf, Julie, Nan and MaryAnn Dinapoli ^{CP} to get the CoA/CCCAC website loaded with all the document and information to date. Mark agreed to create a spreadsheet to track and analyze all spending.

Motion was made to adjourn at 8:40. Vote 6-0 to adjourn.