



# Town of Wayland Massachusetts

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

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Council on Aging /Community Center Advisory Committee (“CoA/CCAC”)  
Minutes: July 30, 2015 7:00 PM  
Selectmen’s Meeting Room, Wayland Town Building

## ATTENDEES

- Bill Sterling, co-chair
- Jean Milburn, co-chair
- Steve Correia, voting committee member
- Mark Foreman, voting committee member
- Marylynn Gentry, voting committee member
- Frank Krasin, voting committee member
- Ben Keefe, non-voting committee member, Wayland Public Building Director

## MINUTES

The meeting was called to order at 7:03PM by Bill Sterling

### 1. Public Comment

None

### 2. Member’s Response to Public Comment

None

### 3. Review meeting notes with motion to accept

#### a. 7/12/2015, 6:30PM site visit

- Correction of spelling of resident’s name to “Alynda Foreman”
- No other changes to meeting minutes as presented
- Motion to accept with correction by Marylynn Gentry, 2<sup>nd</sup> by Bill Sterling
- Motion passed 5-0 with Steve Correia abstaining since he was not at the 7/12/2015 meeting

#### b. 7/12/2015, 7:30PM committee meeting



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- No changes to meeting minutes as presented
- Motion to accept with correction by Marylynn Gentry, 2<sup>nd</sup> by Bill Sterling
- Motion passed 5-0 with Steve Correia abstaining since he was not at the 7/12/2015 meeting

#### **4. Review draft of proposals for site engineering, alternative site analysis, and building conditions reporting services**

- No changes to contracting guidelines as presented
- Motion to accept by Mark Foreman, 2<sup>nd</sup> by Marylynn Gentry
- Motion passed 6-0
- Further discussion regarding town-wide RFQ process:
  - 15 companies applied to the town; submittals not yet reviewed
  - Applicants include a few large generalists as well as specialty firms
  - Initial glance showed several have recreation and related qualifications for this project
  - Ben Keefe and rest of evaluation committee meeting 2015-08-05 to review RFQs
  - List of applicants to be posted on town website
  - Reminder that the CoA/CC can pick from any firm accepted in the qualified list

#### **5. Review the Phase I report by CMG and additional testing recommended**

##### **a. Phase 1 report review**

- Report received positive reviews by most committee members
- Frank Krasin noted that the report didn't clearly differentiate between the project site and the entire development, and that the acronyms needed clarification
- Mark Foreman thought that the conclusions were buried in Section 6, and that it wasn't entirely clear without an in-depth read
- Ben Keefe noted that the overall purpose of the report was to address whether the deed restriction on the site can be reduced or eliminated
- It was noted that the Figure numbers referenced in the text appeared to be off by a count of 1 (should be one higher in the text than currently presented)
- Committee decided to request the follow edits to the report:
  - Add a glossary of terms and abbreviations
  - Check/change figure numbers in the text to correspond to the presented figures
  - Add a summary conclusions paragraph to Section 3



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- Motion to accept the report and request the three edits in parallel made by Bill Sterling, 2<sup>nd</sup> by Marylynn Gentry
- Motion passed 6-0

## **b. Additional testing discussion**

- Ben Keefe noted that CMG had submitted a proposal for the collection and testing of four soil samples for \$2,000
- Ben Keefe also noted that CMG informed him that they could get within 1-2 feet of the original sampling sites by triangulating off of map data and current building positions. CMG does not have the original sampling plan that would allow them to get to the exact positions
- CMG also submitted a proposal to Ben Keefe for collecting and testing four soil samples in the open area to the right of the proposed building addition
- Frank Krasin noted that based on his experience, the price and proposal for this work is reasonable
- Marylynn Gentry made a motion to authorize CMG to perform testing of all eight soil samples (four at the original sampling sites and four to the right of the proposed building addition), 2<sup>nd</sup> by Steve Correia
- Motion passed 6-0

## **6. Consider voting to approve CMG's invoice**

- Some discussion whether to approve invoice after revisions submitted, but it was decided that the substance of the report is fine and thus payment is due
- Motion to pay invoice by Mark Foreman, 2<sup>nd</sup> by Jean Milburn
- Motion passed 6-0

## **7. Report on Recreation Department meeting**

- Jean Milburn reported that the Recreation Committee is interested in the Phase 1 report results
- Recreation Committee staff was also encouraged to put time into pre-planning, including a survey of school-aged families. This committee will mention to the Recreation Committee that a survey should include Wayland families throughout the community

## **8. Report on River Stewardship Council meeting**



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- Bill Sterling reported that he shared the current draft site plan with them, emphasizing the trails and boathouse. The council expressed positive interest in the concept, with some initial concern about parking – especially boat trailer parking
- The River Stewardship committee also mentioned an interest in connecting the site and its proposed trails to the Bay Circuit Trail and the Rail Trail
- The committee will invite the River Stewardship Council to a formal meeting to view the site and building

**9. Topics not reasonably anticipated by the co-chairs 48 hours in advance of the meeting, if any**

- Ben Keefe mentioned that he would reach out to the Historical Commission on whether an archeological study will be required, and will report back to this committee on the outcome of that discussion
- The Committee discussed that the sale of the Town Center may still happen in the fall, but that the committee has no new formal information on its sale and the effect (if any) on this project
- Bill Sterling proposed that we draft an article for the Town Crier and other local publications on the status of the committee's work. Bill will draft an article for the committee's review

**10. Establish date/time schedule for subsequent meetings**

- Committee decided on Tuesday, August 11<sup>th</sup>, 7PM for next meeting

**11. Adjourn**

- At 8:15PM Bill Sterling motioned to adjourn, 2<sup>nd</sup> by Frank Krasin
- Motion passed 6-0

Respectfully submitted,  
Mark H. Foreman, Committee Member