



Town of Wayland Massachusetts

Members:

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

Council on Aging/Community Center Advisory Committee (“CoA/CCAC”)

Minutes: November 18, 2015

In attendance: Steve Correia, Mark Forman, Carol Glick, Marylynn Gentry, Frank Krasin, Jean Milburn, and William Sterling. Also in attendance were the Wayland Public Buildings Director Ben Keefe, COA Director Julie Secord, Mary Antes, Board of Selectmen and David Faist, of McLure Engineering

The meeting was called to order at 7:02 PM when a quorum was established in the Wayland School Committee Conference Room.

- I. Public Comment & Members’ Response to Public Comment: None
- II. WRAP draft report to review
 - a. Jean went over draft report and the committee discussed what was needed to fill out all the questions
 - b. Discussed groups we may have missed in program and space needs like WaylandCares, Historical and Veteran groups.
 - c. Jean did a great first pass. The report needs more details. Bill agreed to help fill in the details with her. We discussed how it was more than a questionnaire and should have as much detail as possible. Mary Antes gave an example of how the housing authority as a ton of detail.
 - d. We discussed in length other groups and Frank said we should reach out to the schools to see if they need any additional space. One contact might be Jen Pearlman chair of the WCPA. The question was raised if this should be captured under Recreation and it was agreed that they don’t always cover all demographics. This is very important and we need to include the whole town not just committees. Shine, Wayland Dads and Scouting were given as examples.
 - e. We agreed any documents we created in the past should be included.
- III. Review meeting notes from 11/5/2015 with motion to accept. Not completed.
- IV. Review preparation for Spring Town Meeting

- a. We discussed the to do list before Town Meeting. There was agreement that our committee can suggest more testing but it is really the Board of Selectmen's call. They need to approve before we can proceed. Mark reminded us that we need to acquire the land and address all the issues brought up for TM such as site parcel issues and get a rough building estimate.
 - b. It was suggested that further testing could be under the BOS as part of the land transfer negotiations. Bill would will discuss with Cherry Karlson.
 - c. Ben stated that the Permanent Building Committee wants this project and Library under them. He discussed the benefits of them working with us. It was discussed whether we have someone be part of their committee or the other way around. Steve asked what is the difference between WRAP and PMC. Ben said that PMC works from beginning to the end of project.
 - d. Mark mentioned the historical archeological letter. We should get it for the public record.
- V. Review latest reports from consultants
- a. We had a discussion with David Fiest on sewer flow. The land only has so much it can support so we need to get more septic capacity or cut project. We should have enough at 3,000/day. We then discussed water flow and Ben said that the Town Building is using less that 3000/day.
 - b. Ben suggested we look at flow from other communities in area. We discussed the Library needs and plans for septic.
 - c. We discussed other issues that need to be addressed such as the drainage basin and conservations concerns with David.

Mark left meeting at 8:30PM

VI. Review invoices from consultants and expenses with motions to accept;

- a. Reviewed and approve invoice 5098 and 5099 on consulting. We spent over the \$9,000 approved amount but they did not charge us for anything over. Also didn't charge for David Faist. Steve motioned to pay invoices and Frank seconded. Approved 6-0
- b. Approved invoices for Staples (\$222.20) and e-signs.com (\$293.39) for expenses associated with the preparation for Fall Town Meeting. Bill motioned to pay invoices and Frank seconded. Approved 6-0

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

- a. Three design firms were recommended for space Planning requirements. Jean motioned we get bids. Carol seconded. Approved 6-0

VIII. Establish date/time schedule for subsequent meetings. – Next meeting was set for December 3, 2015.

IX. Adjournment At 9:10 PM, Mr. Sterling moved to adjourn. Mr. Correia seconded the motion. The vote in favor was 6 – 0.

Respectfully submitted Steve Correia