



# Town of Wayland Massachusetts

## Members:

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

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

### **Minutes: December 3, 2015**

In attendance: Mark Foreman, Frank Krasin, Carol Glick, Jean Milburn and William Sterling. Also in attendance was Ben Keefe.

Absent: Marylynn Gentry and Steve Correia

The meeting was called to order, when a quorum was present, at 7:50 PM.

- (1) Public Comment: None
- (2) Review draft RFQ for programming services and separate RFQ for engineering services: Ben Keefe presented a draft Request for Services, revision of a draft RFQ prepared by Bill Sterling. Ben stated that we just need 3 written quotes, not sealed bids, as long as the bids are not tied to any specific site or building. The quotes must contain a technical proposal and a fee proposal and must be from a person with a relevant Mass. professional license.

The Committee discussed the draft RFQ and suggested that the Request for Services be changed to clarify that the proposal cannot exceed \$10,000 and that the consultant will be refining and updating prior studies regarding the Recreation Department’s and Senior Center’s programming needs; and also to specify that prior programming studies will be made available to the consultants, that sports fields are not to be considered as part of the programming needs, and that the Committee will provide the consultant with the needs of the Historical Commission and Veterans Administration. The Committee also decided that only one community meeting for public input should be necessary. After further discussion regarding timelines for Town Meeting, it was decided to change the date for completion of the work to March 1<sup>st</sup>. Ben edited the draft RFQ based on the Committee’s comments. Bill moved to accept the revised draft RFQ as amended and Mark seconded. The Committee voted unanimously to accept the revised request for services. Ben will now call companies to submit proposals until he finds 4 companies that are interested. Suggestions were made as to possible firms with relevant experience to contact.

- (3) WRAP response & discussion: Jean reported that she has spoken to Bill Steinberg, who communicated to her that they want an abbreviated response to WRAP. WRAP will develop a set of questions to answer. Jean presented her draft Response to WRAP for comments, explaining that she started out with the relevant regulations, including Council on Aging legislation and HIPAA, to demonstrate the need for privacy, etc. Bill stated that the Council on Aging and Rec. Dept. also got WRAP requests, and Jean said she will communicate to them the need to share information. Committee members were asked to submit to Jean additional data to be included in the WRAP response and Jean will update the WRAP response for next meeting.
- (4) Review preparation of Warrant for spring Town Meeting: Bill stated that we need a generic placeholder warrant. We need a warrant seeking Town Meeting approval to hire a design firm to develop design plans for a senior/community center. It was discussed whether to propose a two stage renovation of the current building at this spring's Town Meeting, so that, the building could be renovated for immediate use and then we would present at next year's spring Town Meeting a proposal for additional work, including a possible addition to the building, to address all of the programming needs. It was suggested that a two stage approach is warranted because the Council on Aging currently has such limited space, but it was ultimately decided not to go with that two-stage approach, but instead to seek only funding for design plans at this spring's Town Meeting and to come back next year with the design plans and then seek funding for the renovation and construction. Bill will draft a proposed Warrant article to be discussed at the next meeting.
- (5) Review of Testa report and invoice: Mark noticed a mistake in the report. Bill will have them redraft it and will hold the invoice.
- (6) Topics not reasonably anticipated by the Co-Chairs: Bill brought up that our project has been assigned to the Permit Municipal Building Committee ("PMBC"), and that we need to assign 2 committee members to be on the PMBC, who must then be appointed by the Board of Selectmen. It was explained that Ben presents building projects to the PMBC and that a quorum of 4 PMBC members are needed for each project. Bill nominated himself and Mark to be on the PMBC. Frank seconded, and the Committee voted unanimously to nominate Bill and Marc to be appointed to the PMBC.

It was also discussed that we need to get the RFQ out for engineering services, and need to hire an OPM to complete open items, including PCB testing, site drainage, flood and groundwater issues, so that we can then go to the Conservation Commission and Board of Health to demonstrate that all issues have been addressed.

- (7) Establish date/time of for next meeting: Next meeting will be December 10, 2015 at 7 PM.
- (8) The meeting was adjourned at approximately 9:40 PM.

Handouts:           Draft Request for Programming Services  
                          Amended Draft Request for Programming Services  
                          Draft Response to WRAP Questions  
                          Testa Engineering Report & Invoice

Respectfully submitted: Carol Glick