



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: December 10, 2015

In attendance: Steve Correia, Jean Milburn, Frank Krasin, Carol Glick, Mark Foreman, Bill Sterling and Marylynn Gentry. Also in attendance were Public Buildings Director Ben Keefe and Recreation Director Jessica Brodie

The meeting was called to order at 7:07 when a quorum was established.

1. There was no public comment

2. Revisions were made to the draft RFP for the site's environmental engineering services. Edits were made and Jean will incorporate them into a clean draft for Bill to review. Bill will give the final draft to Ben Keefe by December 16. Ben will add standard procurement language with a not-to-exceed amount of \$20,000. Ben will send the notice to the Central Register on 12/23 and it will be posted on 12/24. The RFP is based on the assumption that the land studied includes all 4+ acres.

In addition, Ben will take the lead on the building-programming request for services. He will call people on Monday and ask for bids by Friday. This consulting job will cost less than \$10,000 so there is no need for it to go out to bid.

3. The committee reviewed the WRAP response. Jean, Julie, and Jessica (the three J's), will coordinate so there is no redundancy in documents. Jessica's report dovetails nicely with the COA/CCAC response. Bill suggested that reference to the Recreation department's report should

be included in the "Information Sources" section. Steve suggested that the Rec department should include demographics over time to show the ebb and flow of school age kids. It was moved and seconded that the WRAP report be accepted as amended. Vote was unanimous. Jean will send the report to the WRAP committee and to the Board of Selectmen.

4. Minutes of the 11/5/15 meeting were circulated. The committee will review, comment and vote on them at the next meeting.

5. Cherry Karlson requested the committee advise the selectmen on the warrant article for spring town meeting. A suggestion was made to consult with the Public Municipal Buildings Committee (PMBC), to help formulate a requested dollar amount.

6. The revised Testa Engineering report was circulated. The paragraph that was not related to the project was deleted. It was moved and seconded to accept the revised report. Vote was unanimous.

7. The \$1,280 invoice from Testa Engineering for the structural review was voted and approved.

8. Ben Keefe reported that he met with the PMBC the previous night. The PMBC committee agreed that it might be premature to meet with the COA/CCAC. They are looking forward to working with the committee at the necessary time, ideally after the current scope of work is finished. One thing to note is that the COA/CCAC will need a refined number for the Spring ATM article by the second week in January. Bill and Mark will liaison with the PMBC on coming up with a dollar amount.

9. Another meeting is tentatively scheduled for 12/17/15 at 7:00

Adjournment: At approximately 8:40 PM, a motion was made and seconded to adjourn. The vote was unanimous.

Handouts:

12-10-15 Agenda

Draft RFP for Environmental Assessment

DRAFT - Proposed Building for COA and Indoor Recreation Programming; Summary of Research and Recommendations (prepared for the WRAP committee)

Revised – Testa Structural Engineering report dated 12/10/15

Respectfully submitted,

Marylynn Gentry