



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: December 17, 2015

In attendance: Steve Correia, Carol Glick, Marylynn Gentry, Frank Krasin, Jean Milburn, and William Sterling.

The meeting was called to order at 7:08 PM when a quorum was established in the Wayland Board of Selectmen Room.

- I. Public Comment & Members’ Response to Public Comment: None
- II. Request for Proposal for Engineering Services
 - a. Bill said that according to Ben Keefe that the RFP we approved at the prior meeting is considered a housekeeping item and falls under on call services. We don’t need to advertise because it was already vetted. This will speed up the process.
 - b. Ben gave Bill the backgrounds of 7 firms that are on call for the town.
 - i. Carol Johnson & Associates – they are mostly site and landscaping services. Bill noted that she is a Civil Engineer.
 - ii. Marshall Garry
 - iii. Tator & Howard
 - iv. Presley Associates
 - v. Gagley Associates
 - vi. Tighe and Bond – they did a lot of work for Wayland in the past and Bill has also worked with them. Very good.
 - vii. Weston & Sampson
 - c. They all have different strengths. Some don’t cover everything except maybe Tighe and Bond. Bill and Steve both think they worked on the DPW building.
 - d. Bill reminded us what the Environmental Engineering scope is for this job.
 - i. Site Drainage
 - ii. Septic Design and calculations
 - iii. Will help us with on-site design if we find we do need more than 30,000 gallons so we can address Conservation Committee concerns.

iv. Marylynn asked if they will do the alternative analysis and Bill said yes.

Bill suggested that we should all go to the purchasing department to review all 7 firms. We agreed it didn't make sense to make a decision tonight even though the time line was tight. Steve suggested that maybe Ben could help us narrow the choices down, weed out those that don't apply and make some recommendations. We only have 2 weeks over the holidays to review.

Bill then sent around a copy of the RFP that went out last summer that brought these firms to the table and listed the requirements. He also sent around our RFP for engineering services that we approved at the following meeting. Jean asked if all 7 should send in a proposal for our specific job. Bill mentioned that some are not even close to what we need so not necessary. He said that Ben even mentioned that there were only a few good fits. Bill pulled out Ben's email that had some descriptions of the companies and reviewed with us.

- i. BLW Engineers – building and structural engineering so don't apply
- ii. Tator & Howard – waterworks so also don't apply
- iii. Tighe & Bond – wastewater and drainage
- iv. TEC – traffic and roadway design

These were the only groups that Ben commented. Jean read in Tighe & Bond's description that they did the Wayland Wastewater Plant and the Dudley Pond study. Bill and Marylynn both commented that any Wayland expertise was a big plus and important such as Tighe & Bond's experience.

II. Review meeting notes from 12/10/2015 and 11/5/2015 with motions to accept.

- a. Reviewed the notes from the 12/10 meeting and noted there was a question on the adjournment. We all agreed it was roughly 8:40PM and noted the change in minutes. Steve moved the motion to accept and Carol seconded. Voted 6-0 to accept.
- b. Reviewed the notes from the 11/5 meeting. Bill took the notes that night and could not remember who sent in a letter of the site being contaminated. We thought it was Andy Irwin the former Chairmen of Conservation. It was noted that the letter was read at our meeting. Bill will include letter with the minutes. Marylynn moved the motion to accept and Carol seconded. Voted 5-0 to accept with Frank abstaining because he was not at the meeting.

III. Preparation of Warrant article

- a. Bill pulled off the Town website Article 6 from last years Town Meeting on the Library funding for discussion. It was four pages of text and most of it wasn't very useful for our article draft. The Selectmen said we only need something similar to the front paragraph of the Library article.
- b. Marylynn mentioned we only need something brief for a placeholder. Steve agreed and reminded everyone that this is what Cherry Karlson said at a prior meeting.
- c. We discussed Town Meeting timing, sponsors (BOS), and costs (building Committee?). We need to leave costs blank at this point until we get our engineer reports back. Bill made a quick stab at an article wording. We discussed purpose of article. It is a bid document and another article will be needed in the future to ask for the actual build dollars. Bill discussed how this is the most efficient process. Get bids in hand first. Article for dollars to get an architectural and design of building. Steve said we should be advising the BOS on which path is best.
- d. Bill listed the options the BOS should consider:

- i. Renovate the existing building on the municipal parcel
- ii. Build a new building on the municipal parcel
- iii. Both renovate the old building and build a new one on the municipal parcel.

Carol asked if we should include in the article any other site options. Bill answered that our alternative analysis is separate from the actual article.

We discussed the rest of the article being boilerplate about borrowing and authority. Bill will draft an article and circulate. Steve mentioned that this is the first step and we have a lot more work to be prepared for the Finance Committee and BOS.

IV. Discussion on the RFP for Programing Service needs

- a. Frank asked what is the definition of Programing Services? Bill said it is the interior design and/or architectural services needed to help decide on building spaces/room designs. Basically gathering space needs.
- b. Bill mentioned that Ben reached out to 3 firms and all were interested in getting us a proposal by Tuesday. We should all go in to the town building to look over the proposals next week before we meet again. Steve mentioned again that Ben should make his recommendations to help speed things along.

V. Topics not reasonably anticipated by the co-chairs 48 hours in advance of the meeting, if any. None

VI. Establish date/time schedule for subsequent meetings. – Next meeting was set for December 29, 2015 at 7:00PM

VII. Adjournment At 7:55 PM, Mr. Sterling moved to adjourn. Steve seconded the motion. The vote in favor was 6 – 0.

Respectfully submitted Steve Correia