



# 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: January 5, 2016**

In attendance: Steve Correia, Mark Forman, Marylynn Gentry, Carol Glick, Frank Krasin, Jean Milburn and William Sterling. Also in attendance were the Wayland Public Buildings Director Ben Keefe and COA Director Julie Secord.

Absent: none

The meeting was called to order at 7:08 PM when a quorum was established in the Wayland Selectmen’s meeting room.

- I. Public Comment, None
- II. Review of proposals for programming services. Ben Keefe explained that he invited three firms to submit proposals: DRA because they had done previous work for the town on a similar program for CoA programming and layouts at the town hall site, BH+A because they had submitted a proposal from the prior RFQ that was not executed, and Kang Associates because they had completed the prior programming and layout study for a combined library/senior center at the municipal site at the town center. Ben recommended Kang Associates because they were so familiar with the program and because they were 20% lower than the other two fee proposals. Jean Milburn moved that we accept the Kang proposal. Bill Sterling seconded the motion. The committee voted in favor of the motion 7-0.
- III. Review proposals for engineering services.
  - a. Ben Keefe explained that the proposals were from firms with existing “on call” contracts (9 firms in the pool). On all the firms, Ben recommended Tighe & Bond as his first choice because of their breadth of capability that matches our breadth of scope. He ranked MG second and Weston & Sampson third.
  - b. Bill disclosed that he had previously teamed up with Tighe & Bond, but had no financial relationship with them because the project did not go forward. Marylynn Gentry disclosed that she had former ties to MG through Sudbury Valley Trustees when the principal of MG was an officer there and had been

very helpful to SVT. Steve Correia disclosed that he had used Tighe & Bond on prior work in previous years and recommended them as a good firm. Steve Correia moved that we take Ben's advice and accept Tighe & Bond as our first choice to be negotiated by Nan Balmer and Ben Keefe. He was instructed to underscore the tight schedule and confirm that they can prepare all material needed for ConCom hearings on 2/4/16 and 2/18/16. Marylynn Gentry mentioned that the ComCom should issue a list of parameters for an alternative site analysis for the engineers to prepare.

- IV. Review meeting notes. None.
- V. Review draft of Warrant for spring town meeting.
  - a. Mark Foreman spread the dates for the schedule of submitting the Warrant draft. It was worked backwards as follows: 4/7/16 Town Meeting, deadline for final submission by FinCom 3/2/16, FinCom hearing on Warrant articles 1/25/16. CCAC draft to FinCom 1/11/16.
  - b. We discussed the amount requested at the top of the Warrant as follows: assume a total fee of about 10% off the cost of construction as a worst case amount, including extra services for interior design, kitchen consulting, commissioning, etc. Taking the documents through the bid period only is 80% of that fee, i.e. 8% of the cost of construction. If the highest cost anticipated were to be \$7,000,000, that would result in a fee request of \$560,000, with the anticipation that the requested amount may come down after the study is completed.
  - c. Jean Milburn moved to accept the draft Warrant as amended with that figure. Marylynn Gentry seconded the motion. Vote was in favor 7-0.
- VI. Topics not reasonably anticipated.
  - a. The WRAP committee charrette was discussed, as we had just received notice of it the day before and it was to occur the day after this meeting (1/6/16). Due to the short notice, not all members could attend, but all were encouraged to do their best to participate. In past times, charrettes were held for the CoA/Library design and for the Dudley Pond design. In both of those cases, filling the room with special interest groups in higher numbers than others shifted the results in favor of those special interest groups who did attend.
- VII. Establish date/time schedule for subsequent meetings. Next BOS meeting was scheduled to be 1/11/16 6:30 PM.  
– Next CCAC meeting was set for 1/12/16, 7PM.
- VIII. Adjournment At 9:25 PM, Marylynn Gentry moved to adjourn. Jean Milburn seconded the motion. The vote in favor was 7 – 0.

Respectfully submitted William Sterling