



Town of Wayland Massachusetts

Members:

Mark Foreman, Co-Chair
Carol Glick
Frank Krasin
Jean Milburn, Co-Chair
William Sterling, Co chair

Council on Aging /Community Center Advisory Committee (“CoA/CCAC”)
Minutes: November 29, 2017 7:00 PM

In attendance: Frank Krasin, Jean Milburn, Mark Foreman, Carol Glick and William Sterling

Also in attendance was CoA Director, Julie Secord, ex officio

Absent: Two unassigned members and ex officio participants: Mary Antes, Steve Correia, Kathryn Brenna and Ben Keefe.

The meeting was called to order, as a quorum was present at 7:01 PM at the Selectmen’s Meeting Room in the Wayland Town Building.

I. Public Comment- Bethany Foreman stated an interest in having a Community Center for Girl Scout activities.

II. Elect co-chairs- William Sterling moved that there be three co-chairs. The motion was seconded by Frank Krasin. The vote was affirmative 5-0.

After discussion of the possible candidates, William Sterling moved that the three co-chairs be Jean Milburn, Mark Foreman and William Sterling. Carol Glick seconded the motion. The vote was affirmative 5-0.

III. Review of updated Charge of the committee

- a. Project Phasing was discussed indicating that the request at ATM will be to renovate the existing building with only minor additions of vestibules in this first phase due to the committee’s charge from the BoS. Carol Glick asked if the building shall still be considered a “Community Center.” The answer is yes, the building will be open to all ages. William Sterling suggested the following arrangement. The CoA Director shall manage scheduling of spaces for morning and mid-afternoon activities. The Recreation Department Director shall manage scheduling of activities from 3PM on and on week-ends. The public use of the activity rooms for rent throughout any week may have to be managed by either one of the directors or an event manager to be determined at a later date.

Frank Krasin agreed with the approach of getting as much space as appears feasible now with the hope of expanding programs after we have proven the need for this much space. He asked if there would be a plan for a gym in the second phase. William Sterling responded that Sarkis Sarkisian had suggested that a gym may be proposed to be built by Boston Sports Club in the Town Center if the Town agrees to transfer some potential building square footage from the municipal pad to Boston Sports Club in exchange for usership rights of the

gym at certain hours of the day. Steve Correia may be able to help negotiate that arrangement if the BoS agrees to the idea.

- b. Kang Associates' scope of work needs to be defined to include: revised program, revised drawings, revised outline specifications and updated cost estimates. William Sterling will draft a summary and send it to Ben Keefe for execution of an agreement.
- c. Conservation issues to address. The Site plan flagging of wetlands and river frontage needs to be amended. Mark Foreman pointed out that the window of flagging may have closed for the season. Jean Milburn suggested we contact the ConCom on November 30 to confirm deadlines for doing the flagging. Sterling agreed to join her. Tighe & Bond are also to be contacted immediately for performing that flagging service. Sterling will contact Ben Keefe for that.
- d. Website management is by David Porter. It is not likely that he will want to keep it current with all the committee activities of the next few months. Other options were discussed, such as setting up a separate web site or working with the Friends of the CoA. More needs to be done about communicating the committee's progress in planning to the public. Other PR will include public meetings and visits to the various committees with reports.
- e. ATM Article-Carol Glick asked what the status of the land purchase is. William Sterling answered that it is still not resolved. What if the Town still does not control the property by ATM? Sterling presumed the BoS will pass over the Article. The proposed Article is due 1/16/2018. The ATM is to be held on 4/2/2018. Therefore, the BoS should advertise to fill the two vacancies on the committee as soon as possible. Mr. Sterling is to follow up with the BoS.
- f. PMBC & OPM scheduling is being coordinated by Ben Keefe. If the Article passes at ATM, the design development oversight may pass to the PMBC.

IV. Work items

Jean Milburn has offered to coordinate website management and PR issues for the committee. Mark Foreman will coordinate with the parents' organizations and provide scheduling timelines for the committee as well as public presentations.

Frank Krasin will coordinate with the Recreation Department needs, programming and communications.

William Sterling will coordinate the architectural programs, design and estimating with the consultants. He also suggested he write all the minutes.

Carol Glick will coordinate with the Council Aging needs, programming and communications.

Wendy Levey has expressed a willingness to join the committee and help with ConCom permitting issues.

V. Branding the project

Ms. Milburn presented her suggestion that the project needs to be re-branded from "Senior Center" to "Community Center." It should always be referred to as a "Community Center" from now on. She cited the new Lexington Community Center as having done just that. The services for seniors are offered by the Human Services Department. In Lexington, the phrases "Senior Center" and "Council on Aging" are not used. It fosters greater participation and voting support by people of all ages. Other activities in the building may include meetings held by the Veterans Administration.



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However, there is not sufficient space to dedicate a permanent activity room to the VFW around the clock, nor is it needed as they meet only once a month. Similarly, art space will be limited to one activity room that may be opened larger by means of a movable partition. Julie Secord suggested that there is not enough room to house a kiln in this first phase. She added that the clay and dust left by pottery activities conflict with the “clean” arts such as water coloring for example. A separate wing of recreation arts activities may be contemplated as part of phase 2. Finally there still is a plan to use display cases along the corridors to be used by the Wayland Historical Commission to display a collection of artifacts. They will also like to use a multi-purpose activity room for presentations and classes on archeology. They may need a closet in one of those rooms for storage of their teaching supplies.

VI. Topics not reasonably anticipated

Ms. Milburn suggested the committee add to its list of tasks to determine what is to be done with the old CoA space once they move out.

Ms. Milburn suggested the committee also prepare an Operating & Maintenance report. William Sterling added that the committee had done one previously and could easily update it.

Ms. Milburn suggested the need for an Operating Plan at the end of the project.

VII. Date and time of next meetings

The CoA/CCAC scheduled the next meeting for Tuesday, December 12 at 7 PM.

VIII. Adjournment

At 9:10 PM, Ms. Milburn moved to adjourn. Mr. Sterling seconded the motion. The vote in favor was 4– 0. One member had already left.

Handouts:

Agenda of tonight's meeting

Updated CoA/CCAC charge by the BoS

ATM Article-DRAFT template to edit

Respectfully submitted

William A. Sterling, Co-Chair