

# TOWN OF WAYLAND – RECREATION DEPARTMENT

## Recreation Commission Meeting Minutes

Posted in accordance with the provisions of the Open Meeting Law

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**MONDAY, NOVEMBER 20, 2017 AT 7:00PM**

Wayland Town Building | 41 Cochituate Road | Wayland MA 01778

Held in the School Committee Room, broadcast on [WayCam](#).

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**Present** Commissioners: Asa Foster, Chair; Brud Wright, Vice Chair, Frank Krasin;  
Recreation: Katherine Brenna

**Absent** Heidi Seaborg; Chris Fay;

**Guests** Gretchen Schuler 126 Old Connecticut Path, Alexia Obar, Resident  
Ben Keefe, Town Facilities Director

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**7:08 PM MEETING CALLED TO ORDER:**

Asa Foster called the meeting to order at 7:08.

**7:08 PM PUBLIC COMMENT:**

Gretchen Schuler: **Public Comment by Gretchen Schuler to Recreation Commission – 11/20/17**

Wayland's Special Town Meeting on November 14<sup>th</sup>, as you know, appropriated \$480,000 –just shy of one half million dollars – to design athletic facilities at the High School and at the Loker Conservation and Recreation Area. Throughout the discussion of each of the three articles there were assertions about encroachment on wetlands, conservation restricted areas, river front, and our water supply (wells). All of these issues must be understood as well as any deed restrictions and they must be solved before we spend nearly \$500,000 on design.

I attended the Conservation Commission meeting last Thursday evening and plan to attend the School Committee's meeting to implore each department to issue contracts with designers that begin with meeting with the Conservation Commission to itemize the issues that must be addressed. Before the technical work of designing the facilities, the contractors must determine that they are able to solve any issues. I also am commenting to the Board of Selectmen asking them to take a leadership role in bringing all the players together to ensure that everyone understands the rules that may apply and the type of information needed for permitting construction. There must be informal discussions to ensure that the pertinent information is gathered....and when I attended the Conservation Commission meeting last week members acknowledged that they do hope to have informal discussions so that the basic permitting issues are addressed. We must first determine that the designs are feasible before the technical work is begun. The designers must know which rules are steadfast and unwavering and which may be addressed by some sort of compromise or replication or whatever the strategies are to correct encroachments. In addition I believe that it is important for the designer of the Recreation project to examine the deeds by which the Town acquired the Loker Conservation and Recreation Area.

Asa- Thank you, your final comment has already been addressed.

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**7:10 PM APPROVAL OF PREVIOUS MEETING MINUTES**

**Frank Krasin makes a motion to approve the previous minutes of Recreation Commission Meeting held on Wednesday, November 6, 2017. Seconded by Brud Wright. Discussion: Suggested minor edits. Vote: 3-0-0.**

PMBC Consideration:

Rec Commission discussed with Ben Keefe, to evaluate and decide whether to request permission of the BOS to allow Permanent Municipal Buildings Committee to oversee review and involvement;

Ben – describes basic charge:

- All vertical construction projects requiring an Owner's Project Manager by DCAM (currently all projects with an estimated cost of \$1.5M or more)
- All projects requesting funding from the MSBA regardless of project costs
- Any project that the Board of Selectmen or the School Committee assigns to the PMBC. The Board of Selectmen or School Committee will assign the project to the PMBC in writing and describe their reasons for the assignment

Ben – PMBC will accept any other projects if asked by a sponsor and approved by BOS.

Asa – How many board PMBC members?

Ben – 5 standing members, quorum for any project is 4, Rec can assign 2 representatives in addition to a PMBC members; they are voting members for that project only.

Asa- need to have 4 members of subcommittee to reach quorum,

Ben – yes, and could do so without the 2 we've assigned. Those 2 members can only vote on their project, as part of public meeting. Ben serves as ex-officio for PMBC.

Brud- What is their jurisdiction?

Ben – They have decision making authority on bidding, procurement, selecting consultants and contractors, supervision of OPM and supervision of budget, schedule, and review. Approval of expenditures and invoices. They run the project. Your 2 reps would help make decisions, and bring back needed action to Rec Commission.

Asa- Who are the 5 members?

Ben - Patrick Rowe, Brian J. Chase, James E. Riley, Eric Sheffels, Michael Gitten

Frank – Is this is just for buildings?

Ben – Typically, but if BOS approves it, the PMBC would take it on. Will not get involved with the program, not involved the debate of turf vs. natural grass. They will answer technical questions but not advocate in either way.

Asa- What is the benefit? Simultaneously with WHS projects – economy of scale

Ben – Yes, both and economy of scale and economy of schedule. Still 3 separate projects, still go to ATM as 3 separate articles.

Asa- When you completed paperwork for Project Manager for the 2 WHS projects, Loker wasn't included.

Ben – Now you've got some leeway, we can negotiate; it was a RFQ, we judge the candidates by qualifications, without consideration for costs. We can negotiate all three.

Ben – We haven't precluded including Loker at this point.

Brud – Design firm could be anyone, and this committee may not know what kind of direction to give them. Does their work product lend itself to being put out for bid. The design needs to be vetted before the PMBC gives direction.

Ben – The design firm is selected by and answers to PMBC.

Brud- How do questions about design get answered?

Ben – Your 2 reps can weigh in, and PMBC helps balance it with what the right technical

Brud – Seems like client should get it to the design point, and then a project manager takes it. The Advantages: The linkage between all three projects, overseen by one team;

methodically approach, end product may be better that way. Concerned about disconnect between the Rec Com, design and the end product.

Ben – PMBC was modeled after the success at the high school. After the issues of the Public Safety Building, the Town established the PMBC to support these projects. They need the expertise. PMBC do not get into programming. Program is established by the sponsor. Rec can determine the size, turf, lights, and location, etc. First thing to iron out, is the permitting issues. Gretchen is right, have to do this first.

Asa – This gives more credibility and organization for the Loker project. Advantage at ATM.

Ben - Bleachers and Press box, makes the WHS a vertical construction, and qualifies for PMBC oversight.

Brud – Any expertise with conservation issues?

Ben – M.Gitten, LSP who was involved Nike/Oxbow committee. Parking lots, earthwork, all part of their jurisdiction.

Brud – Will they write the RFP?

Ben – The OPM does

Brud- Who hires the OPM?

Ben – They do.

Brud – If all 3 projects are bid together, how are the SC articles getting written?

Ben – OPM gets hired, OPM assists with Ben another RFQ for the projects, then is hired. Design of Selection Process, mandated procurement process, before you put it out, select a committee, (Ben Keefe, Jeanne Downs, Susan Bottan) and then approved by Nan. First phase to get an OPM as quick as possible. We will consider them tomorrow. Next Phase is to do Design of Selection for Architect/Designer.

Ben – You select, submit rating to Nan, and negotiate rates.

Frank – What a fair price?

Brud – the budget is \$154,000

Brud – Can Asa be included with the selection of the Architect/Design Firm?

Ben – Yes. It takes minimum 2 weeks, advertise etc. 3 weeks.

Brud – Looking at December, and start to write our article, do we get technical help from PMBC or you to help with article?

Ben – The wording for the article will have to be there in January, the numbers, will be an estimate in January and finalize in March for the warrant. We want to get it all done, and bid, so we have a true number. It is an extremely aggressive schedule, no choice really. Get to Town Meeting with a good number.

Brud – Want to make sure the articles are similar, work with School Department.

Ben – Plan is to build Loker first.

Ben – PMBC has given the authority to hire OPM based on the evaluation, likely they will select the architect. Designer will be part of the interview process.

Asa- From our perspective, we will have to approve PMBC overseeing the project.

Ben – the BOS will approve it and assign it to PMBC

**Brud Wright makes a motion to request permission of the BOS to allow Permanent Municipal Buildings Committee to oversee the Loker Recreation Article; Seconded by Frank Krasin. Discussion: Foregoing. Vote: 3-0-0.**

Asa- We already have TC legal opinion about putting a turf field at that site.

Brud – Do fees for OPM come out of the design funds?

Ben – Only hired through bid documents; we don't know yet if there will be construction documents. We have enough to fund bid documents.

Brud – When will the bid documents go out?

Ben – March 1 for construction, bid for 2 weeks, think it's possible.

Asa- The biggest issues are the infill, the lighting, the drainage—need input from neighbors.

Ben – The new lights are good, they light only areas you want to be lit.

Asa – Important particularly at Loker because neighbors are concerned about light spillage

## **7:56 PM CAPITAL MAINTENANCE ACCOUNTS**

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Asa - It comes to our attention that there is reluctance to awarding \$75k for "Capital Maintenance" Thinks the title is wrong. Currently can't spend the money on anything that is fees based. It's counter-productive, trying to assess school and rec sites and maintain them, example JV Baseball field, goals benches, etc. We want to be able to take money from these accounts and spend them on the facilities that we have.

Brud – suggests account be used for maintenance costs not covered in DPW budget, and approved by MOU, example. JV Baseball field, we only collected a small amount of money for that field and the bill to repair it was 7,900.

Money was always intended to cover the gaps to fix things.

Ben – my understanding it was a budgeting thing; they identified those areas that do not generate fees, there is no funding source at all. Therefore, they created the Cap Maintenance account.

Brud – the invoice was 7,900 for JV Baseball field. If we can't pay for that from the Cap Maintenance Account, we aren't paying for it.

Asa- Student Athletes pay fees; those fees DO NOT go to maintain the facilities.

Ben – Town finance position, they see it from another angle. They do expect the user fees to pay for fields that generate user fees. Will be an evaluation of all sites that don't generate fees, and how much they may need. Looking for a budget for the maintenance of areas.

Brud – We can't always anticipate the needs the sites. Think it would be effective for MOU partners to get together. Need a budget.

Ben – Define Operating Maintenance, lights, paint, grooming, the repairs are unknown.

Frank – If you're going to visit those sites, have someone who is knowledgeable.

Ben - Need a better definition where the money is going. Want user fees to be used to support fee generating fields.

Brud- Why do youth groups pay to support the fields, but WHS athletes' fees don't support the fields.

Frank – Suggested putting a barrier around HH playground to protect it from baseball.

Asa- Feels like it's rare for a youth to hit a ball 195 feet into the playground

Brud – Can complete the projects when allowed to spend the funds in those accounts The New field account doesn't require us to use those accounts; it allows us to use those accounts.

Asa- Will not turn-back these funds until resolved.

## **8:39 PM OXBOW MEADOWS**

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Frank suggests hiring a surveyor to determine number of trees. When the tree count was first discussed, it was virtually impossible to get near the area; it was all over grown, and hard to estimate the number of trees.

Brud – Agrees, need a professional survey in the area to determine the # of trees.

Alexia Obar for Public Comment – agrees an independent surveyor is needed. The neighbors want a road.

Asa- Find out the cost of additional survey of the area.

KB – Will find out tomorrow.

Asa – We'll get an update on the settlement will be early next week

Brud – If they want a separate entrance, they can put an article in, it's not part of the field project.

Pedestrian Study Memo (attached)

Massachusetts Historical Commission Regulations – refer to Ben Gary's email where he recommend that a monitor is not needed and that this contract allowance be removed from the scope of the field project.

#### **8:49 PM DUDLEY WOODS WALKING TRAILS**

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MHC : Ben Gary Memo states: With the uncertain historical status of the property we recommend filing a Project Notification with the MHC (See attached submission.) to determine any procedures we should follow relative to the proposed construction. Construction Documents are in, we can initiate bid?

**Brud Wright makes a motion to authorize Beth Doucette in Procurement to bid the Dudley Woods Walking Trails projects. Frank Krasin Seconded. Discussion: None. Vote: 3-0-0.**

Sheila Carel to provide final 11 historical illustrations for trail. Will review prior to contract bid.

#### **8:55 PM TOWN BUILDING FIELD**

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Brud proposed we table this conversation to another meeting, working with Conservation

#### **8:56 PM TOWN BEACH & BOATS**

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- Dogs on the Beach/Cameras / Vandalism – reach back out to group
  - Revisit the ruling last year allowing dogs on the beach in the off season
  - Public has not upheld its promise to keep the beach clean
  - Asa – wants to vote to change the rule back.

**Frank Krasin makes a motion to end the policy allowing dogs in the off-season on the beach, and reinstate the policy to not allow dogs on the beach at any time of year. Brud Wright seconded. None; 3-0-0.**

- Boat Rack Removals – table this until after Thanksgiving, when more boats will be removed.
- Dudley Pond boats – tag boats at Dudley Pond, post in paper

**8:40 PM CAPITAL PROJECTS**

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- CIPs 5 & 10 year capital plans
- Brud – Set up a meeting with W&S

**8:55 PM TOPICS NOT REASONABLY ANTICIPATED BY CHAIR 48 HOURS IN ADVANCE OF MEETING**

Loker Neighborhood meeting – after we get architect on board: traffic, drainage, and lights  
anticipate some features that Conservation will approve of, trailheads, permeable

Next Potential Meeting Date: **Monday, December 4, 2017 at 7:00pm;**

**9:12 PM PUBLIC COMMENT:**

None.

**9:12 PM MEETING ADJOURNED**

Adjourn; There being no further business before the Recreation Commission Frank Krasin moved, seconded by Brud Wright, to adjourn the meeting of the Recreation Commission at 9:12 pm; Discussion: None; Vote: 3-0-0.

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