

Wayland Real Asset Planning Committee

January 6, 2016 – 7:00 PM

APPROVED 1/14/16

Present: Colleen Sheehan (presiding); Tom Abdella, Anette Lewis and Gretchen Schuler.

Also Present: **COA:** Mary Antes, Becky Patterson, Ellen Scult, Denise Yurkofsky; **COACC:** Steve Correia, Carol Glick, Mark Foreman, Jean Milburn, Bill Sterling; **Library:** Christine Cipriani, Lynne Cavanaugh, Aida Gennis, Nan Jahnke, Ann Knight, Lynne Lipcon, Thom White; **Recreation:** Asa Foster, Frank Krasin, Heidi Seaburgm, Brud Wright. Other: Nan Balmer, Cherry Karlson, Sarkis Sarkisian

Call to Order and Introduction: 7:10 PM Colleen Sheehan welcomed and thanked all participants and explained the format and purpose of this meeting. She said that WRAP committee hoped to better understand the program and potential building project of each invited group and to see the commonalities as well as unique factors of each. The four groups (Council on Aging, Council on Aging Community Center, Library, Recreation) had been sent a list of questions to help prepare for the charrette/meeting.

Charrette. Each WRAP member was assigned to one group to discuss the set of questions: Tom Abdella met with Council on Aging; Anette Lewis met with Library Trustees; Gretchen Schuler met with Recreation Commission, and Colleen Sheehan met with COA/Community Center Advisory Committee.

Group Leaders Report on Charrettes. Mr. Abdella, Ms. Lewis, Ms. Schuler and Ms. Sheehan reported on groups' responses as shown in the attached charts.

Discussion & Feedback Observations of commonalities include: art space, music room, kitchen, large function room/flexible space, small private spaces, parking, storage. So the big question is does each group need its own spaces? Steve Correia answered that the COACC has already asked Recreation and COA for their needs and incorporated them into its planning. Aida Gennis, chair of the Library Trustees noted that its meeting space and social spaces must be the library's responsibility in order for a State grant to apply to those spaces – meaning that the State grant can only cover those spaces that are for Library's use; however the library can lend its spaces to other organizations as it does now with the Raytheon Room when available (which is infrequently). The Library does not envision a full-service kitchen – only a galley kitchen and there is an overlap between Library programs and those of other entities.

The need for a town-wide schedule was expressed by several participants. Both Jean Milburn and Frank Krasin talked about the COACC's vision of all under one roof. Brud Wright, Recreation Commission Chair, wondered about duplication of efforts and space.

The COACC has looked at other parcels: Greenways – municipal part, 195 Main Street, Alpine Fields, Loker Recreation Area (old Dow site), Finnerty's, St. Anne's, and renovation and expansion at the Town Building.

Ms. Lewis asked how the community center concept would be developed in terms of use and space planning. Ms. Milburn responded that the COACC is having a program study done to analyze the various needs and wants of town programs that could be using a community center. She also noted that a member of the COACC, Bill Sterling, an architect is intimately familiar with community centers and has a good sense of spaces as he has designed several community centers in the past.

Anette Lewis talked about the importance of building for the future and knowing that a building or site can accommodate even more in the future. Ms. Milburn responded that consideration of the COACC has been to build a structure that can accommodate a second floor in the future or to possibly build the shell of a second floor to be outfitted in the future. Mr. Correia reiterated the hope for shared spaces emphasizing that community centers are to be multi-generational with offerings for all levels and ages.

Lynne Cavanaugh asked how WRAP will inform the town in view of funding timing – particularly for the library that must move quickly in order to be eligible for State grant funding. How do we level the playing field?

Continued discussion of next steps. After the charrette participants left WRAP members continued to discuss how to synthesize the information presented this evening and what the next steps should be. From this discussion the agenda for the next meeting was organized to include debriefing on this evening's responses, updating from groups' liaisons, and work on the scoring matrix. By the end of January it will be important for WRAP to indicate how much of a recommendation will be available in time for ATM.

Next Meetings

January 14, 20, 27 at 7:30 PM

February 10 & 24 at 7:30 PM

The meeting adjourned at 10:45 PM following a 4-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler

1/6/16 WRAP MEETING with COA, COA/CC, LIBRARY, RECREATION

COA CHARRETTE RESPONSES

Mission	Provide broad spectrum of activities – both passive and active for residents 60+ and also a fuel oil assistance program for which residents of any age are eligible
Programs & Times	<p>Older adults, both active and passive activities.</p> <p>Some fee based programs with the philosophy that a fee creates a “buy-in” and provides some revenue. In addition there are grants and funds from the Friends of the Council on Aging.</p> <p>Times of programming from 7:00 AM until early evening. Demand is based on availability of staff</p>
Space Needs	<ol style="list-style-type: none"> 1) Private spaces – small offices or rooms for social services, legal matters, medical issues 2) Large Multi-Function Room with sound proofing: 3) Smaller spaces for exercise and music programs 4) Kitchen large enough for socializing area 5) Storage: for equipment. Presently use PSB basement
Location	Location preference is centrally located in one facility that accommodates other groups for interaction with other age groups and is more efficient for staff. Specifically noted Town Center.
Parking	120-125 spaces
Personnel	<p>3.3 FTEs and volunteers</p> <p>Programming done by volunteers or outside contractors.</p> <p>Custodian to help move furniture, etc.</p>
Funding	<p>ATM 2016 – \$560,000 for schematic planning and programming</p> <p>ATM 2017 - \$7 million for high-end build-out of 21,000 sq. ft. to be on line by 2018</p>

COA/CC CHARRETTE RESPONSES

Mission	Create space to “level the playing field” A town living room for multi-generational use; fill space needs that do not exist today
Programs & Times	All ages, both active and passive activities. Multi-generational and varied groups such as Vets, Historic, Welcome, Arts Wayland Third-party programs: Wayland Dads, Vets, Scouts, Rec. Competing interest, Days, evenings, weekends
Space Needs	<ol style="list-style-type: none"> 1) Large flexible space for 100+ that may be available to seniors (8 to 2) and others later including rental to outside groups. 2) Private spaces – about 4 small rooms available 8 to 4. 3) Storage 4) Offices for veterans, COA, arts council, others 5) Artists spaces – clean and messy – acoustics /music used by senior - day & others later 6) Kitchen 7) Welcome space – atrium, lobby, town living room 8) Acoustics space – wired with sound control <p>Potential conflicts of how are programs funded and who controls which spaces – how to set priorities. Are there dedicated spaces? Need administrative layer that cooperatively supports all groups</p>
Location	Most drive so central location is preference - not remote. Indoor-outdoor, Looked at three sites (build on to existing town building and DPW site) Preference is: Municipal pad – multi-generational – inside/outside.
Parking	Not articulated
Personnel	1 FTE and fluid number of staff and volunteers depending upon program and use Need central management in charge of facility (security, administration, 24 x 7, tech
Funding	ATM 2016 – \$560,000 for schematic design ATM 2017 - \$7 million for high-end build-out of 21,000 sq. ft. 2018 – to be on line.

LIBRARY CHARRETTE RESPONSES

Mission	Education, literacy (cultural & technology), life-long
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	learning, cultural enrichment, information resource
Programs & Times	<p>485 programs a year; 8,000 attendees</p> <p>All programs are free of charge and paid for through Friends of Library (not included in Town budget)</p> <p>Children:</p> <ol style="list-style-type: none"> 1) Story telling & music/craft/whole body movement (pre-school during day) 2) Book groups/discussion (early elementary after school & school vacation) 3) Writing workshop [including poetry] (all elementary after school & school vacation) 4) STEM (all elementary after school & school vacation) 5) Topical programming with educational component (all elementary after school & school vacation) 6) Middle School & High School in collaboration with school librarians (after school & school vacation) <p><u>Note:</u> A few times a year, programs are offered on weekends.</p> <p>Adult (offered all times of day):</p> <ol style="list-style-type: none"> 1) Needle work 2) Art History 3) Classical Studies 4) Book discussion groups 5) Lectures (including author talks) 6) Technology workshops <p>Would like to increase hours of operation.</p>
Space Needs	<p>2 story maximum but preference for 1 story</p> <p>In addition to traditional shelving for books & administrative offices:</p> <ol style="list-style-type: none"> 1) On-site storage 2) 1 large "lecture" room with kitchenette 3) Story/craft space with sink & easy to clean floors (use c. 4 hrs./week) 4) Seminar size rooms with technology (use 50% over course of day) 5) Small study space/quiet space (use all day)
Parking	100 spaces
Personnel	Currently 13.8 FTEs

	<p>If new space, may need more custodial hours & maybe a librarian for teens</p> <p><u>Note:</u> Increased hours would require more staff.</p>
Funding	<p>ATM 2016 – Wastewater Capacity for existing Library building = c. \$60,000</p> <p>ATM 2018 – New/renovated Library Project = c. \$16 million but, if receive state building construction grant, then only c. \$9.7 million in Town funds</p> <p>[\$14M building x 55% = \$7.7M + \$2M furnishings, landscaping, parking lot = \$9.7M]</p>

RECREATION CHARRETTE RESPONSES

Mission	Programs, facilities, and services designed to enhance individual and community values of
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	<p>physical, social, creative, cultural and intellectual growth and development. Contributions measured by community participation.</p>
<p>Programs & Times</p>	<p>All residents of all ages with hours of operation varying from season to season. Offers the most number of programs to childhood, youth, and teens.</p> <p><u>Current programs:</u></p> <ul style="list-style-type: none"> • 3 separate seasonally staffed Summer Camps – grades K-8 • 200+ “Vendor” programs – various age groups youth-adults, seasonally 6-10 week sessions • Special Events – Halloween Walk, Grandparents Day at Beach, Fishing Derby, Family Science Night • Ski Program – Grades 3-8 <p><u>Anticipated in future:</u></p> <ul style="list-style-type: none"> • Growth in summer camps – ability to accept more kids to each program • Additional “Vendor” programs of all ages • New Special Events year round – dances, beach events, field events, pet events, etc. <p>Most programs are fee-based, open community events usually free. User fees set for each program factoring direct and indirect costs. Vendor programs set with the vendor and additional Rec fee of 20% + \$2 “Surplus fees” pay for administrative needs such as computer software, membership dues, conferences, office supplies, Town Indirect Costs, etc.</p> <ul style="list-style-type: none"> • Large Groups (60+) = monthly or seasonally • Small groups (~20) = weekly • Sm-Med. Sized Programs (20-30 participants) = daily • Special Functions (50-100 people) = monthly / seasonally <p>Late June-mid August = Peak season for the Town Beach, Summer Camps, and field use.</p>
<p>Space Needs</p>	<ul style="list-style-type: none"> • A variety of Multi-purpose classroom spaces for science/tech classes, trainings, meetings, and other similar type programs • Art Center, “messy” and “neat art” – painting, sculpting, drawing, etc.

	<ul style="list-style-type: none"> • Dance/fitness studio • Gymnasium for sport programs year round, in town youth groups, parent groups (winter and rain alternatives) • Function Room with Kitchen for special events and functions – “Daddy Daughter Dances, birthday parties, banquets, craft fairs, camps, etc. • Storage for equipment needed in each space as well as additional storage options for special event materials (Touch A Truck, etc) • Office space with storage large enough to fit 5 desks, • Small conference room for staff meetings and interviews. • Fields, Playgrounds, School amenities & access, and Town Beach <p>Overall 12,700 sf for indoor space needs, not including gym. Can rent space to user groups</p>
Parking	100 spaces for indoor spaces
Personnel	<p>Currently 2 FTEs and 1 PTE; requesting 1 more FTE in FY'16 budget. 50 seasonal employees</p> <p>Want to hire additional life guards and camp counsellors in order to expand programs</p>
Funding	<p>ATM 2016 – \$100,000 with schools to rebuild playground at Happy Hollow</p> <p>Future projects to fund:</p> <ul style="list-style-type: none"> - Artificial Turf Field: Design and Construction - Grass Field –Design and Construction - Baseball Field - Design and Construction - Small scale fields - Design and Construction and improvement/maintenance projects - Indoor active Recreation Facility - Design and Construction - Splash Pad/Playground - Design and construction - Community Center funding and support