

Wayland Real Asset Planning Committee

February 2, 2016 – 2:00 PM

APPROVED 2/12/16

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

Also Present. Steve Correia, Jean Milburn, Linda Segal, Bill Sterling.

Call to Order: The meeting was called to order at 2:07 PM.

Public Comment. There was no public comment.

Report on Conversation with Ben Keefe. Anette reported that although we had no quorum on January 27<sup>th</sup> Ben Keefe, Director of Facilities had met with Ms. Lewis and Ms. Schuler and talked about his memo regarding the Town Building. He stated that he believes it is a sound building that is in good shape and an asset to the municipal inventory of buildings. Approximately 25,000 sq. ft. are dedicated to Town Administration offices (not including COA, Rec, and Schools). Optimal area would be 30,000 sq. ft. including storage. The building has no basement but there are crawl spaces under part of the building. These spaces need work. Mr. Keefe believes that it would be more economical to return to the original school plan with large rooms. Presently the large classrooms have been divided into smaller offices and this minimizes the efficiency of HVAC. Ms. Lewis asked if residential use would be appropriate for the building. Mr. Keefe's response was that HVAC would be individual units per apartment; however there is a question as to whether there would be sufficient waste water capacity for that type of use.

When discussing storage Mr. Keefe noted that Survey and Building Department have the most square footage in files and if the crawl spaces under those offices could be reinforced those files could be stacked taking up less foot print square footage. There also was a brief discussion about building known as municipal pad at new town center development that is on a concrete slab and can take weight of stored items. That building could accommodate much storage for all departments.

There was discussion about expansion of the Town Building. There is not a lot of space due to the location of the septic and the surrounding wetlands. The septic is under the courtyard with leaching field near the southeast corner of the property between athletic fields and Cochituate Road.

Other large capital expenses that may be considered in the future include artificial turf fields. Mr. Keefe noted that the current field at the high school will soon need to be resurfaced. He believes that the cost of a new field, bleachers, lights etc. will be around \$1 million. He noted that it is important to plan ahead rather than fix in a piecemeal fashion. New roofs on most buildings will exceed the \$500,000 trigger for involvement of WRAP.

Bill Sterling asked to respond to Ben Keefe's report that was received by WRAP in time for last meeting for which there had not been a quorum. Mr. Sterling, member of COA/CC, believes that classrooms are not large enough for the large rooms needed for COA/CC programs. He showed a plan for a COA/CC with about 3,000 square foot multi-purpose room. There was a brief discussion about the program study that had recently been received by the COA/CC. Ms. Sheehan asked that the COA/CC send the study to the Library in the spirit of working together and finding synergies among many programmatic opportunities in Wayland.

Minutes. The minutes for 1/20/16 and 1/23/16 will be on the agenda of the next meeting.

Discussion of Sites Visited and Potential Projects. Ms. Lewis stated that she had followed up with the question to Library Trustees about not charging for programs. This is a policy, not legality issue. Admission could be charged for non-library programs held at the library. Ms. Lewis also pointed out that part of the Lincoln Study for community center noted that a combined facility for COA and Rec called for 19,000 square feet for a population ½ size of Wayland, while two separate facilities would need 24,000 sq. ft. When discussing the size facility needed for COA, Mr. Sterling stated that the state recommends 5-6 sq. ft. per eligible senior living in town. However Linda Segal noted that many seniors in town cannot leave their residential center so wonders if that figure of 3,600+ seniors is valid in figuring square footage of space needed in town.

Ms. Sheehan commented that she was surprised at how structurally sound the building at the municipal pad at the new town center development is and that despite being vacant for 20 years there appears to be little damage. The question of growth at this site and area for outdoor space appears to be unresolved.

One of the needs for the whole town is at the administrative level a coordinator of all town programs – someone who knows and schedules and irons out conflicts and overlaps in programming of Library, COA, Rec, and Schools.

There was some discussion of whether we should be considering developing a campus like setting of town facilities. The Paine Estate/Greenways municipal parcel may be suitable but would require substantial work on such a vision in conjunction with other Town boards/commissions.

Ms. Lewis stated that she believes that the library and a field could be located at 193 & 195 Main Street. Ms. Sheehan stated that she disagreed due to the use of 195 Main Street for overflow parking whenever there is an event at the Middle School. She thinks one or the other but not both for size and traffic generated.

Decision Criteria and Site Selection Matrices. On *Worksheet 1* an additional change was recommended. 4.c. could read “Does it make the community desirable?” There are several inconsistencies on the *Site Selection Matrix* that should be fixed before using it to measure sites for projects. Historical/Archaeological Sensitivity should be moved from Site History to Environmental Impacts [consistent with environmental reviews (EIRS)]. The rankings are not clear as to whether there is a range of numbers or just the three given in each situation.

#### Next Meetings.

February 9 at 7:30 PM OR Feb 12 at AM (Ms. Schuler will e-mail Tom Abdella about his availability)  
February 24 at 7:30 PM

The meeting adjourned at 3:35 PM following a 3-0-0 vote.

Respectfully submitted,  
Gretchen G. Schuler

#### Distributed at Meeting.

- 1) Report on Town Building (Ben Keefe)
- 2) Wayland Community Center Concept Plan – Scheme B – 4.16 Acre Lot -01.28.16 (Bill Sterling)
- 3) “Town of Wayland WWTF Groundwater Discharge Project” – Tighe & Bond – Sheet 3 of Permit Set (printed from Engineering Design Report, August 2013)
- 4) Synthesis of Commonalities and Space Needs. 1.28.16 (Anette Lewis)