

**Minutes of a Meeting of the  
Wayland Community Preservation Committee  
Wayland Town Building  
January 11, 2024, 7:00 p.m.**

**Member Attendees** – Susan Weinstein, Chair, Maureen Cavanaugh, Sean Fair, Kay Gardner-Westcott, Ira Montague, Kelly Pierce (by phone at 7:00, in person at 7:35). Note that roll call votes were taken until K. Pierce arrived at the meeting in person.

**Other Attendees**

Benjamin Downs, Concord Road, Wayland Community Pool, Inc., President (Lead Applicant, Pool project)

Jeanne Downs, Concord Road, Wayland Community Pool

Mark Norton, Sears Road

Steve Schamberg, Decatur Lane (Lead Applicant, Eliza's Park project)

**Public Comment** (not related to items on the agenda) – None

**Minutes**

The Community Preservation Committee (CPC) minutes of December 14, 2023 were reviewed and comments provided. K. Gardner-Westcott made a motion for the December 14, 2023 minutes, as amended, be approved. I. Montague seconded the motion. The minutes, as amended, were approved unanimously, 6-0-0 (Weinstein-yes; Cavanaugh-yes; Fair-yes; Gardner-Westcott-yes; Montague-yes; Pierce-yes).

The CPC minutes of January 4, 2024 were reviewed and comments provided. K. Gardner-Westcott made a motion for the January 4, 2024 minutes, as amended, be approved. S. Fair seconded the motion. The minutes, as amended, were approved unanimously, 6-0-0 (Weinstein-yes; Cavanaugh-yes; Fair-yes; Gardner-Westcott-yes; Montague-yes; Pierce-yes).

**Confirming Votes from the January 4, 2024 CPC Meeting Not Related to 2024 Annual Town Meeting**

**Launcher Way** – S. Weinstein explained at the January 4, 2024, CPC meeting that the Town will not be acquiring housing units at Launcher Way and recommended the CPC vote to release \$100,000 previously appropriated for the housing acquisition, to be returned to the Uncommitted Fund. S. Fair made a motion to release and return to the Uncommitted Fund \$100,000 from the Launcher Way acquisition appropriation and to close out the project. K. Gardner Westcott seconded the motion. The motion was approved unanimously, 6-0-0 (Weinstein-yes; Cavanaugh-yes; Fair-yes; Gardner-Westcott-yes; Montague-yes; Pierce-yes).

**Wayland Community Pool Rehabilitation** – The CPC at its January 4, 2024, meeting voted to fund up to \$30,000 for pool rehabilitation design fees from the Administrative Fund. S. Weinstein has since received information from Stuart Saginor, Executive Director of the Community Preservation Coalition, regarding the use of Community Preservation Act (CPA) funds for pools (and dog waste stations). CPA funds cannot be used for the scaffolding or bubble, which enable the pool to be an indoor recreation resource. K. Gardner-Westcott spoke with S. Saginor, who noted there are different ways of calculating the appropriate funding level, taking into account the length of time that the pool is indoors. He gave an example of funding the project at whatever percentage of time the pool is

outdoors (estimated at 34% of the year from mid-May to mid- September). Installation of restrooms are an allowed use of funds because it makes the land fit for its intended recreational use. Following discussion, the CPC agreed to fund design fees up to \$30,000 from the Administrative Fund, requiring an itemized invoice that breaks out the tasks and identifies any effort spent on design of the scaffolding and bubble. S. Fair made a motion to appropriate up to \$30,000 for the community pool design from the Administrative Fund, excluding any fees associated with the bubble or scaffolding, subject to an itemized invoice. K. Garnder Westcott seconded the motion. The motion was approved unanimously, 6-0-0 (Weinstein-yes; Cavanaugh-yes; Fair-yes; Gardner-Westcott-yes; Montague-yes; Pierce-yes).

**Community Preservation Act Applications for 2024 Annual Town Meeting** – copies of all applications are available on the CPC website at <https://www.wayland.ma.us/community-preservation-committee/pages/2024-atm-cpa-project-applications>

S. Weinstein distributed draft articles for review and vote on the versions to be submitted for 2024 Annual Town Meeting (ATM).

### **Standard CPA Article for 2024 Annual Town Meeting**

CPC members reviewed the standard annual CPA article to be considered at 2024 ATM.

- Set aside 10% of fund revenue to each primary purpose fund: open space, historic preservation, and community housing
- Set aside \$50,000 for administrative expenses
- Set aside funds for Mainstone Farm debt service
- Transfer of community housing funds to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF), including both the current revenue allocation and \$800 remaining in the Community Housing Fund

CPC members had no comments on the draft article language and concurred with the proposed allocations. S. Fair made a motion to approve the article to recommend appropriating the standard set aside of funds for open space, historic preservation, community housing; administrative expenses; and Mainstone Farm debt service; and the transfer of community housing funds to the WMAHTF, including both the current revenue allocation and \$800 remaining in the Community Housing Fund. K. Garnder Westcott seconded the motion. The motion was approved unanimously, 6-0-0.

### **Historic Preservation Fund Articles**

CPC members reviewed a draft article addressing three funding requests to be included in a single Historic Preservation Fund article.

- Preservation Supplies for the Wayland Historical Commission (WHC) – CPC members had no comments on the draft article language.
- Grout Heard House HVAC Replacement – CPC members had no comments on the draft article language.
- Town Historical Records Preservation – K. Gardner-Westcott provided additional information on the WHC's expectations for the preservation of Town records. She clarified that the amount requested by the Town Clerk does not include digitization. She also expressed concern that the preferred vendor, Kofile, may not have the appropriate professional qualifications to undertake the work. The WHC wants the request for proposal

(RFP) to reflect the standards, service, and product that meets archival requirements. CPC members recommended revising the article to include a provision that the WHC is to approve the scope of work to be included in the RFP and any vendor proposals received. K. Gardner-Westcott recommends the requested amount be amended to \$100,000 with a prioritization of vital records, acknowledging that town records and minutes could be funded in future years.

The requested amount of Historic Preservation funds was revised to \$157,673 to include funds for the WHC supplies, the Grout-Heard House HVAC, and \$100,000 for preservation of Town records. K. Gardner-Westcott commented that she is an employee of the Wayland Historical Society and would be abstaining from voting on the application. After discussion, the CPC held two votes. S. Fair made a motion to approve the article, as amended, to recommend appropriating \$102,673 from the Historic Preservation fund for preservation supplies for the Commission's preservation supplies and preservation of Town records. I. Montague seconded the motion. The motion was approved 6-0-0. S. Fair made a motion to approve the portion of the article regarding \$55,000 for the Grout-Heard House HVAC system, I. Montague seconded the motion, and the motion was approved, 5-0-1 (K. Gardner-Westcott abstaining).

### **Stone's Bridge Restoration and Preservation**

K. Gardner-Westcott confirmed with the Community Preservation Coalition that it would be permissible for the Town to receive funds from the Framingham CPA as reimbursement for expenses related to the Stone's Bridge project, should Framingham make an appropriation. She also acknowledged that a Wayland request to Framingham CPC is unlikely to be successful. She has a state engineer's report confirming the bridge is more than half in Wayland. CPC members discussed including language in the article to facilitate the project moving ahead in a timely manner. The draft article was amended to include that an RFP must be issued within three months following 2024 ATM. S. Fair made a motion to approve the article, as amended, to recommend appropriating \$100,000 from the Historic Preservation Fund and \$200,000 from the Uncommitted Fund for the Sherman Bridge restoration and preservation project and that the RFP must be issued by the Town within three months after 2024 ATM. I. Montague second the motion. The motion was approved unanimously, 6-0-0.

### **Open Space Articles**

CPC members reviewed a draft article addressing three funding requests to be included in a single Open Space Fund article.

- Biocontrol of Purple Loosestrife – CPC members had no comments on the draft article language.
- 27 Sherman Bridge Road Conservation Restriction, House Demolition, and Trail Construction – M. Cavanaugh spoke with Linda Hansen, Wayland Conservation Administrator, who indicated there would be no earth movement for the construction of an ADA trail or filling of the residence cellar hole following demolition. However, at a prior CPC meeting, L. Hansen had indicated fill may be acquired on site. CPC members agreed to recommend \$15,000 in funds for an archaeological monitor, if needed, from the Uncommitted Fund for historic preservation purposes. CPC members had no comments on the draft article language.
- Open Space Enhancements at Pine Brook, Sedge Meadow, Loker, and Cow Common Conservation Areas – S. Weinstein has received information from the Community Preservation Coalition regarding the use of CPA funds for dog waste stations. The Coalition commented that it is not a good use of funds as it is inconsistent with the purpose of creating and preserving new tracts of open space. Regarding the Pine Brook steps, if the CPC

determines the steps are to preserve the open space resource, CPA funds are appropriate. CPC members agreed to recommend funding the Pine Brook steps, but not recommend funding the dog waste stations.

The draft article includes \$58,846 from the Open Space Fund plus \$15,000 from the Uncommitted Fund for historic preservation purposes for an archaeological monitor at 27 Sherman Bridge Road (if necessary). M. Cavanaugh made a motion to approve the article, as amended, to recommend appropriating not more than \$50,846 from the Open Space fund and not more than \$15,000 from the Uncommitted Fund for a total of up to \$65,846 for biocontrol of purple loosestrife; Sherman Bridge Road conservation restriction, house demolition, and trail construction; and open space enhancements at Pine Brook conservation area. S. Fair seconded the motion. The motion was approved unanimously, 6-0-0.

### **Uncommitted Fund Articles**

The CPC decided to separate the requests for Uncommitted funds into three separate articles. S. Weinstein commented that even if we submitted them in this manner, the Select Board could reconfigure and consolidate any of the articles.

- **Wayland Community Pool Rehabilitation**

CPC members reviewed the draft warrant article and agreed to keep it at the requested amount (\$371,000, with the design fees from the Administrative Fund deducted), minus \$75,000 for work associated with the scaffolding and bubble, for a total of \$296,000. The amount will be further reduced, if required by Town Counsel. S. Fair made a motion to appropriate from the Uncommitted Fund not more than \$296,000 for Wayland Community Pool rehabilitation. K. Pierce seconded the motion. The motion was approved unanimously, 6-0-0.

- **Community Housing Affordable Housing Consultant Services**

CPC members had no comments on the draft article language. M. Cavanaugh made a motion to recommend appropriating not more than \$28,000 for affordable housing consultant services from the Uncommitted Fund for community housing purposes. S. Fair seconded the motion. The motion was approved unanimously, 6-0-0.

- **Cochituate Park and Playground Project**

Mark Norton, speaking for the Eliza J. Norton Foundation (Foundation), acknowledged that available CPC funds are far short of the original proposal to build a play structure. Mindful that the CPC's general priority is to use funds for current projects rather than earmark them for future use, the Foundation considered alternatives that would utilize CPA funds for discrete, current projects. The Foundation has provided funds for the Cochituate Ball Fields dugouts but has not funded associated improvements. The Foundation submitted a revised request for CPA funds for the Cochituate Ball Fields to include backstops, bleachers, park design, and miscellaneous improvements and contingency, totaling \$154,000. S. Weinstein researched the guidelines for use of CPA funds for bleachers and learned that small, moveable bleachers are permissible, but large bleachers (such as at the high school turf field) are not. The draft warrant article that called for setting aside \$155,000 for later spending will be revised to recommend funding the revised ballfields improvement project, as described by M. Norton. S. Fair made a motion to recommend an appropriation of not more than \$154,000

from the Uncommitted Fund for Cochituate Ball Fields improvements. K. Pierce seconded the motion. The motion was approved unanimously, 6-0-0.

#### **CPA Application Schedule**

- January 16, 2024 – Final Articles to Town Manager
- April 11, 2024 – CPC Public Hearing
- May 7, 2024 – Annual Election
- May 13, 2024 – Annual Town Meeting

#### **Adjournment**

S. Fair made a motion to adjourn the meeting at 9:35 p.m. I. Montague seconded the motion. The motion was approved unanimously, 6-0-0

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Maureen A. Cavanaugh