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TOWN OF WAYLAND

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WAYLAND, MASSACHUSETTS 01778

SELECT BOARD

THOMAS J. FAY
ADAM G. GUTBEZAHL
CHERRY C. KARLSON
CAROL B. MARTIN
DAVID V. WATKINS

Meeting Minutes

Select Board

Tuesday, April 12, 2022

5:45 p.m.

**Wayland Town Building: Council on Aging Room
41 Cochituate Road, Wayland, MA**

Present: Thomas J. Fay, Adam G. Gutbezahl, Cherry C. Karlson, Carol B. Martin, David Watkins

Also Present: Acting Town Manager Stephen Crane, Assistant Town Manager John Bugbee

A1. Call to Order, Review the Agenda for Public: At 5:46 p.m., Chair, T. Fay called to order the meeting of the Select Board when a quorum was present. T. Fay announced each member by full name and that A. Gutbezahl and C. Karlson were expected to arrive late. T. Fay noted the meeting would be recorded for re-broadcast and the ways in which the public could view and participate. T. Fay reviewed the agenda.

A2. Executive Session I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the executive session minutes of March 21, 2022 and April 4, 2022; Approve and Hold: Executive Session minutes of March 21, 2022 and April 4, 2022 II. Pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel (Acting Town Manager).

At 5:47 p.m., Chair T. Fay moved, seconded by D. Watkins, that the Select Board enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6) to review and approve the Executive Session minutes of March 21, 2022; Approve and Hold: Executive Session minutes of March 21, 2022; and pursuant to Massachusetts General Laws Chapter 30A, Section 21, (a) (2) to conduct a strategy session in preparation for contract negotiations with non-union personnel, Acting Town Manager.

T. Fay declared that a public discussion of these matters may have a detrimental effect on the litigating, negotiating, or bargaining position of the Town. Roll Call Vote: YEA: T. Fay, C. Martin, D. Watkins. NAY: None. ABSENT: A. Gutbezahl, C. Karlson. ABSTAIN: None. Adopted 3-0.

Chair, T. Fay invited attendance by Acting Town Manager Stephen Crane. T. Fay noted that the Board would return from the Executive Session to resume the meeting in open session after approximately forty-five minutes. At 6:31 p.m., the Board returned to open session.

Present: C. Karlson joined the meeting in open session.

A3. Public forum to review and discuss ATM Article 21, Council on Aging/Community Center Project: At 6:32 p.m., T. Fay opened the forum with a summary of the project history, and acknowledged that Article 21 was a culmination of the efforts over many years by residents and staff, which included two prior public forums and two prior resident surveys.

T. Fay reviewed the proposed location for the COA/CC at Wayland Town Center, which was initially approved at the 2006 Town Meeting. In 2014, the Board established a Council on Aging Community Center Advisory Committee charged to study the feasibility of redeveloping the unfinished building at 400-440 Boston Post Road. At the 2015 Town Meeting voters authorized the Select Board to negotiate the acquisition of the municipal parcels where the proposed COA/CC building sits. At the 2018 Annual Town Meeting, a super majority of voters approved funding to prepare design documents for a COA/CC, with work to commence upon acquisition of the parcels. Initial design studies were created, and the Council on Aging Community / Center Advisory Committee was disbanded after having completed its charge.

T. Fay noted more recently in 2020 and 2021, there were lengthy negotiations that did not result in an agreement with Twenty Wayland, LLC, regarding the ownership of the municipal parcels, so the Select Board pursued negotiations with the owner of the Town Center, X-Golf to possibly purchase a separate parcel behind X-Golf. T. Fay reported that the negotiations for the X-Golf parcel proved fruitless, while negotiations with Twenty Wayland, LLC continued. The Select Board approved a Settlement Agreement with Twenty Wayland, LLC in January 2022 which placed the municipal parcels under agreement. A closing on the land is expected by June 30, 2022.

T. Fay reported that as a result of the settlement with Twenty Wayland, LLC, the Town Administrator established a Council on Aging / Community Center Working Group comprised of town staff and board and committee members. The working group soon after secured DiGiorgio Associates, Inc. (DAI) an architectural firm from the Town's pre-qualified on-call firms. T. Fay reported that DAI had created a schematic design and cost estimates that would be presented at the forum.

T. Fay summarized that the project was essentially a renovation of the existing building, but for new entrance vestibules, needed to comply with the building code. T. Fay reported that while the Council on Aging would plan to utilize the facility during weekdays, the facility would serve residents of all ages given its ability to host meetings, activities and programs, including Recreation programs on nights and weekends.

T. Fay noted that many ideas have been conveyed as to what should be included within a new COA/CC, including a new gymnasium, or town offices, but due to the cost and Conservation restrictions, the final design does not include these items. T. Fay noted that the proposed renovation would include solar panels and the design has a goal of net-zero greenhouse gas emissions. The project area will include walking trails that will permit residents to further enjoy the Sudbury River and the nearby Conservation areas.

T. Fay noted that the working group representatives have met with the Planning Board regarding Site Plan Review and it would continue to work with the Planning Board, the Conservation Commission, and other boards and committees that have a role in the process. T. Fay reported that the Town's Permanent Municipal Building Committee (PMBC) had reviewed the architects' estimate of \$8.4 million dollars and approved an \$11 million dollar budget, which added contingencies. T. Fay announced that there would be a debt exclusion ballot question on the Tuesday, May 10, 2022 ballot for the COA/CC project and that 2022 Town Meeting voters would have the opportunity to vote on the funding of the project on Sunday, May 15, 2022.

T. Fay introduced architect, John Zychowicz, Vice President, Design of DiGiorgio Associates, Inc. to present the schematic design and Council on Aging Board members Bill Sterling and Mark Foreman were present to answer any questions. J. Zychowicz presented a proposed conceptual schematic plan with parking and access routes, a building floor plan and various exterior site elevations.

Kathy Heckscher, Rich Valley Road, joined the meeting in person, asked where the solar panels would be located. J. Zychowicz answered that they would be located on the roof.

Barbara Scolnick, Magnolia Drive, joined the meeting via teleconference and asked about adding a second floor to the existing building. J. Zychowicz answered that the plan was to include just one main level with an attic for mechanical functions. B. Scolnick also asked about windows on the main level and if a gymnasium would be included. J. Zychowicz described the windows and there was not a gymnasium planned. B. Scolnick asked about environmental concerns on the site. B. Keefe, Public Buildings Director answered that there was an Environmental Site Assessment being conducted, in addition to a previous 2015 study and that the site was also being tested for PFAS in the soil.

Sue Flykoff, Lillian Way, an abutter, joined the meeting in person and asked about the location of the solar panels and the entrance to the parking lot off of Lillian Way. J. Zychowicz indicated the panels would be on the roof, and described the access to the parking lot off of Lillian Way. S. Flykoff asked if the Board had considered any policy regarding hours for evening use of the building and if alcohol would be allowed. C. Karlson noted that alcohol was not permitted on Town property without a license from the Select Board for which there would be a public hearing.

Rawson Hubell, 25 Lillian Way, joined the meeting via teleconference and asked how the number of needed parking space was determined. B. Sterling, Council on Aging Board explained the formula used to determine the appropriate parking spaces needed for this Council on Aging/Community Center Building. R. Hubell asked a question about fuel service to the building. J. Zychowicz answered there wouldn't be fuel service to the building.

Present: A. Gutbezahl arrived at 7:00 p.m.

Kay Gardner-Westcott, Richard Road, joined the meeting in person and asked if there was adequate storage and the size of staff offices. J. Zychowicz and J. Secord answered there was storage space planned and the staff were satisfied with the size of the office spaces.

Neil Gordon, 1 Trinity Place, joined the meeting in person and congratulated the Select Board for moving the project along, he asked about the mold in the existing building which has been vacant for 20 years. J. Zychowicz answered that the plan was to remove all existing structures with the exception of the frame of the building.

Anette Lewis, Claypit Hill Road, joined the meeting via teleconference and asked J. Zychowicz to show where the building could be expanded or how much it could be expanded in the future. A. Lewis noted there was underground piping from the Wastewater Treatment Plant that would obstruct any expansion.

C. Martin reported that the Local Emergency Planning Committee (LEPC) recommended installing a generator in the building so the building could be used as a shelter in emergency situations. S. Crane noted that the workgroup received and discussed the recommendation with the Fire and Police Chief and opted to invest in a portable generator with a connection point at the COA/CC building, and the building would be used more as warming and cooling station for extreme weather.

B. Scolnick, Magnolia Drive, re-joined the meeting via teleconference and noted that A. Lewis confirmed the building could not be expanded and asked if the officials were aware of the easement. B. Sterling responded that the easement A. Lewis referenced was believed it to be beyond the back of the existing building where the walking trail is shown on the site plan. B. Sterling indicated that the workgroup and the architect were aware of the wastewater easement for about ten years and opined it would not impede any future expansion. T. Fay thanked all for participating.

The Board went into recess and resumed in open session at 7:30 p.m.

A5. Consent: Review and Vote to Approve:

1. Vote the question of designating and approving signing authority to Stephen Crane, Acting Town Manager on items listed below.
2. Vote the question of approving and signing the weekly payroll and expense warrants.
3. Vote to authorize the Town Manager to execute and award all contracts up to \$100,000 in annual value pursuant to Section 6 (f) of Chapter 33 of the Acts of 2022 (the Select Board-Town Manager Act).
4. Vote the question of approving the Proposed Request for Proposals (RFP) document-Town Manager Recruitment Services. The appropriation number is 10122002-52100, and the line item is Select Board expenses, contractual service.
5. Vote the question of approving the three (3) year contract with Melanson, Heath, and Co., P.C. for financial audit services. The appropriation number is 10135002-52100, and the line item is Contractual Services Expense.
6. Vote the question of approving a new Task Order #19 for contract number 18-2003 with TEC, Inc. for On-Call Engineering Services regarding Stormwater drainage. The appropriation number is 40457300-54199, and the line item is Stormwater.
7. Vote the question of approving invoice #135264 with KP Law for legal services through December 31, 2021 in the amount of \$3,266.27.
8. Vote the question of approving invoice #135265 with KP Law for legal services through December 31, 2021 in the amount of \$60.00.

9. Vote the question of approving invoice #135442 with KP Law for legal services through January 31, 2022 in the amount of \$9,440.26.
10. Vote the question of approving the Unicon School Student Storage Contract to perform all work required for the project known as “22-1078-IFB Wayland Elementary Schools Student Storage”. The appropriation number is 41607964-54199-3881, and the line item is FY2022 School Capital.

C. Karlson moved, seconded by A. Gutbezahl, to approve the Consent Calendar. In discussion, the Board discussed Item #3 and Item #4. A. Gutbezahl recommended Item #3 and Item #4 be omitted from the Consent Calendar and be discussed at a future meeting. C. Karlson amended the motion to approve the Consent Calendar and exclude items #3 and #4, seconded by A. Gutbezahl. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

A6. Minutes: Review and vote to approve the minutes of April 4, 2022: No action was taken on the minutes of April 4, 2022.

A7. Correspondence: The Board reviewed the correspondence in the packet. A. Gutbezahl thanked Kaat Vander Straeten for her service to the Energy and Climate Committee. A. Gutbezahl acknowledged correspondence from M. Lowery regarding the Special Town Meeting articles and requested an update on the 2021 Special Town Meeting articles. C. Martin noted there may be a need to review the five priorities for the Board and discuss the next priorities on which to focus. C. Karlson reviewed the five priorities that were identified by the Board during the transitional period of the Town Administrator to the now Acting Town Manager; the five priorities were American Rescue Plan Act (ARPA), 2022 Annual Town Meeting, collective bargaining negotiations, supporting staff to prepare for capital projects that were planned to be completed in FY2022, and the River’s Edge project. C. Martin referenced a letter from the Massachusetts Department of Transportation and a letter sent by M. Wegerbauer regarding concern for traffic related to the proposed childcare center in Weston. S. Crane reported that he had coordinated with the Town Planner, Weston’s Planning Board and Weston Town Administrator and recommended that Weston postpone the scheduled hearing to allow the Town of Wayland time to review the proposal with the Wayland Planning Board.

A8. Topics Not Reasonably Anticipated by the Chair 48 Hours In Advance, If Any: C. Martin noted that there would be a Candidates Night event hosted by the League of Women Voters on Thursday, April 14, 2022 on Zoom. The link was available on the League of Women Voters website.

The Board went into recess and resumed in open session at 8:00 p.m.

A3. Public joint forum with Recreation Commission to review and discuss ATM Article 25, Loker Grass Field Construction: At 8:00 p.m., T. Fay opened the forum with a summary of the project proposed as Article 25: Loker Grass Field Construction, cosponsored by the Recreation Commission. T. Fay summarized that the Loker property was purchased by the Town for \$1.7 million dollars in 2000. T. Fay noted that there had been three field designs on the property, first as a baseball field, then as a multi-field site, and later a synthetic turf field. T. Fay noted that at the 2021 Special Town meeting in October, 82% percent of voters approved a three year moratorium on synthetic turf playing fields and 73% percent of voters supported an article to design a grass field at the Loker Recreation Area. The arguments made supporting a new field at the Loker site included referencing expert studies demonstrating that: a) approximately 6,000 children, adults, and seniors use Wayland recreation sites annually and b) the current Town fields are significantly over-utilized, deteriorating, and are deficient. T. Fay reported that the Town meeting votes last October were a big reason why the Select Board joined with the Recreation Commission to sponsor a grass Loker Field article, which was unanimously supported by the Select Board and Recreation Commission. T. Fay reported that the Permanent Municipal Building Committee (PMBC) had reviewed the designers’ estimate of \$2.7 million dollars and approved a \$3 million dollar budget, which added contingencies. He added that the Conservation Commission supported the permit and would issue an order of conditions with a vote of 3-1.

T. Fay noted that apart from the surfacing, which was now planned for natural grass, most other aspects of the project remained the same: the sports lighting, parking lot, storm water, and avoidance of wetland and historically sensitive areas. T. Fay reported that the project was ready to go.

A quorum of the Recreation Commission called to order its posted meeting. T. Fay introduced the project designers from Weston & Sampson Engineers, Inc. Brandon Kunkel and Amanda Gaal; as well as Town officials: Facilities Director Ben Keefe, Recreation Director Katherine Brenna and DPW Superintendent Joe Doucette. B. Kunkel presented a slide deck covering the project timeline, parking and traffic, lighting, irrigation, environmental protection as well as the storm water control plans. B. Kunkel reported he expected for the Town to bid the project in the coming days and know a true cost of the project by May 12.

David Bernstein, Glezen Lane, joined the meeting in person and asked what metric was used to indicate the quality of drainage to determine if the field could be used sooner rather than later after a rain. B. Kunkel explained how the design team quantified the storm water drainage, he added that there was an 80:20 ratio of sand to organic material, which was also reason why the irrigation system was needed. B. Kunkel indicated it was a premium drainage plan that would be able to capture rainfall within the field without any runoff up to a six inch storm event, and added if more drainage was added it would starve the grass of needed moisture. D. Bernstein asked about repositioning the field. K. Brenna explained how the field can be striped for different uses. B. Wright spoke about how many of Wayland fields cannot be rotated but can be repositioned, and noted that the Loker site does not allow for shifting because of the Conservation restrictions. D. Bernstein asked if there was a slide regarding the cost estimate. K. Brenna presented the Cost Estimate slide showing the \$2.7 million dollar estimate and the total of \$3.0 million dollar project total to account of unprecedented bid environment. B. Wright also indicated that there was also approximately \$507,000 of funds that would offset the borrow amount if approved at Annual Town Meeting.

Carole Plumb, Bald Rock Road, joined the meeting via teleconference and asked about the impact of the water costs due to the irrigation system and suggested that a cistern be considered. K. Brenna answered that the users of the field pay fees that cover the irrigation costs. B. Kunkel answered that tying into the existing water system was more reliable than a cistern. C. Plumb asked about how the light bulbs would be changed and if DPW had equipment that could reach the light bulbs. K. Brenna answered that the lighting system comes with a 25 year warranty and the manufacturer provides the service to replace the bulbs. C. Plumb asked if the 6" screen to keep the crumb rubber on the field would still be installed on the fence. B. Kunkel noted there was no need to contain crumb rubber, but the Conservation Commission had not issued a final order of conditions. C. Plumb asked if there was an alternate plan if ledge was encountered. B. Kunkel reported that ledge was not expected to be encountered and the contingencies would cover any added costs for encountering ledge.

Paul Dale, Grace Road, joined the meeting in person and expressed concern that the Town could get a lot more playing hours on an artificial field than one could get on a natural grass field, estimated to be between 400-600 annual hours on a grass field. B. Kunkel explained the industry standard of public recreational fields given the averages given the available operations and maintenance. B. Kunkel added that the number of hours is really reflective of the operations and maintenance programs, and Wayland currently averages about 1,000 hours on its fields. The Loker grass field will not give as many hours as a synthetic turf field. B. Wright added that different types of use and users can change how many total hours a field can supply. B. Kunkel reported that from a design and engineering standpoint, Wayland was getting a top of the line field that would provide the most opportunity for success, with a combination of seed varieties so that you get the early spring, and then summer, late fall growth; and it depends on the operations and maintenance plan, and rest periods are vital.

David Bernstein, Glezen Lane, noted that the irrigation plan shows one small corner of the field not being fully irrigated, and asked what that is going to mean operationally. B. Kunkel noted it was an order from the Conservation Commission. K. Brenna noted there was one corner of Town Building field without irrigation heads due to the proximity to the wetlands.

Cliff Lewis, Claypit Hill Road, joined the meeting in person and asked if there was room for spectators and parking for spectators. B. Kunkel noted that there were 63 spaces in the parking lot and the team felt that was an adequate number of spaces for one field.

Kay Gardener-Westcott, joined the meeting in person and asked how many hours the field would be rented out to out-of-town users. K. Brenna answered that because Wayland does not currently have enough field space for its existing in-town users, the field would not likely be rented to out-of-town groups.

D. Pearlman, Pequot Road, Recreation Commission joined the meeting in person and asked about the expected costs. K. Brenna explained that the \$3 million dollars was the ceiling for the project's cost estimate, and as comparison that the previous Loker Turf Project had a \$3.75 million estimate and the lowest bid was \$2.1 million, but that was prior to the pandemic. K. Brenna reported that team was working on an estimated average cost per household for Annual Town Meeting. A. Gutbezahl noted that the bond rates are at a historic low, but if the project is delayed the costs could certainly be expected to go up. The Recreation Commission adjourned its meeting. T. Fay thanked all for participating.

A9. Adjourn: At 8:58 p.m., C. Karlson moved, seconded by A. Gutbezahl, that the Board adjourn the meeting. Roll Call Vote: YEA: T. Fay, A. Gutbezahl, C. Karlson, C. Martin, D. Watkins. NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0.

Items included in the packet and updated during the Board of Selectmen Meeting of April 12, 2022:

1. Article 25. Loker Grass Field Construction

Supplemental Packet:

2. Article 21. Appropriate Funds to Construct a New Council on Aging and Community Center

Items Distributed For Information and Use By the Board during the Meeting of April 12, 2022 Otherwise Not Included In The Packet (Handouts):

1. Slide Deck: DAI Associates, site plans for COA/CC
2. Slide Deck: Weston & Sampson Public Forum presentation, B. Kunkel, A. Gaal, dated April 12, 2022
3. Slide Deck: Recreation, K. Brenna, re: Loker Grass Field Cost Estimates

Correspondence

1. Correspondence from Mike Lowery to Select Board dated April 8, 2022 re: status of study of 195 Main St. for field use.
2. Correspondence from the Town Clerk to Select Board dated April 7, 2022 re: Kaat Vander Straeten's resignation from the Energy and Climate Committee.
3. Correspondence from Department of Revenue to Board of Selectmen dated February 23, 2022 re: annual lists of all new and renewed licenses to conduct a business trade or profession issued during the previous calendar year.
4. Correspondence from Michael Wegerbauer to Select Board dated April 8, 2022 re: Proposed day care facility on 863 Boston Post Road in Weston