



Town of Wayland Massachusetts

Members:

Mark Foreman, Co-Chair
Carol Glick
Frank Krasin
Wendy Levine
Jean Milburn, Co-Chair
Pam Roman
William Sterling, Co-Chair

Council on Aging /Community Center Advisory Committee (“CoA/CCAC”)
Minutes: June 27, 2018 7:30 PM

In attendance: Wendy Levine, Frank Krasin, Carol Glick, Jean Milburn, Mark Foreman and William Sterling.

Also in attendance ex officio member: Ben Keefe, Public Buildings Director, Steve Correia, FinCom member

Absent: Pam Roman, Cherry Karlson, Selectperson, Julie Secord, CoA Director, Katherine Brenna, Recreation Director.

The meeting was called to order at 7:31 PM in the CoA Meeting Room in the Town Building. There were no public comments.

I. Public Comment-None.

II. Review of historical display mission statement (June 5 draft)- Tonya Largy made several suggestions for improving the draft. The purpose of the mission statement was to inform applicants for the design services that the scope of design work shall include display design. However, all those present concluded that the report was longer than needed for the stated purpose. It should be limited to one paragraph stating only what an architect may need to know in preparing a design proposal. The same is true of the trails mission statement. Mr. Sterling agreed to write those two paragraphs for the PMBC to use in their Request for Proposals (RFPs).

III. Kang progress report- Ms. Kang revised her report and submitted an invoice for her services.

After much discussion about whether to accept the report as is, the committee members agreed to limit changes only to most essential corrections of inconsistencies. They asked Ms. Milburn and Mr. Sterling to report back to Ms. Kang with any suggested corrections before payment of her invoice can be released.

IV. Topics not anticipated-

Meeting Notes reviewed- Meeting dated 5/31/18- Motion to approve by Wendy Levine, seconded by Carol Glick. Vote in favor 6.0.0.

Mr. Keefe updated the committee on progress scheduling:
OPM Ad is to go into Central Register tomorrow-proposals are due 7/19/18, review 7/31, award 8/10.
Designer RFP's are to go out 8/2/18, review 8/16, award 9/21.
A design selection committee of 2-3 persons needs to be appointed. Mr. Sterling had no objection to being on the committee. No one else volunteered.
Mr. Sterling agreed to reach out to the BoS regarding extending committee members appointments through the next Annual Town Meeting.

V. Next meeting – 7/18/18-7PM

VI. Adjournment-At 9:30 PM. Mr. Foreman moved to adjourn. Ms. Levine seconded the motion. The vote in favor was 6-0-0.

Handouts: Meeting notes 5/31/18. Kang report.

Respectfully submitted
William A. Sterling, Co-Chair