



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: May 2, 2018 7:00 PM

In attendance: Frank Krasin, Pam Roman, Carol Glick, Jean Milburn and William Sterling.
Also in attendance ex officio member: Julie Secord, CoA Director, Ben Keefe, Public Buildings Director, Christine Baldwin, Assistant Recreation Director.
Absent: Wendy Levine, Mark Foreman, Katherine Brenna, Recreation Director, Mary Antes, Selectperson, Steve Correia, FinCom member.

The meeting was called to order at 7:04 PM in the Selectmen’s Meeting Room in the Town Building. There were no public comments.

- I. Public Comment-Rebecca Lloyd requested that space be allocated for a “satellite center for the library” to host children’s programs such as Lego classes. The programs would require some space for storage for such programs. The committee members informally spoke in favor of such a concept as long as it did not require a large dedicated space because the activity rooms will have to serve a variety of different activities throughout the day.
- II. Review of meeting notes- Meeting dated 3/28/18-Motion to approve by Pam Roman, Seconded by Carol Glick. Vote in favor 5.0.0.
Meeting dated 4/3/18- Motion to approve by Jean Milburn, seconded by Carol Glick. Vote in favor 5.0.0.
- III. Next steps- Jean Milburn listed the following four steps listed by the BoS:
 1. Flagging the river and wetlands- Ben Keefe reported that he met with ConCom to review the Tighe & Bond proposal that had two parts, marking & flagging the river an wetlands and time required to document and justify significant changes for ConCom, if necessary.
 2. AUL – A letter to Raytheon’s Licensed Site Professional (LSP) was written requesting that he allow the proposed use for the site.
 3. Hire an Owner’s Project Manager (OPM)-Ben reported that he will bring this up at the next PMBC meeting on 5/22/18.
 4. Acquisition of the property- Ben had nothing to report on this item.
- IV. Kang report- Bill Sterling reported that he requested Ms. Kang to provide a report that would include an Executive Summary, a Program of space needs, Floor Plans and a Cost Estimate.

There was some discussion about what the role of the Permanent Municipal Building Committee (PMBC) will be vs. the CCAC during the next design phase. Mr. Keefe was not sure how involved CCAC will be.

Ms. Milburn expressed serious concerns about the Kang layout and potential staffing problems that it may generate. Upon further review of the Kang floor plan, other members asked the following questions:

Q- Is the large function room necessary?

A- It is the heart of every senior center, a place where dinners can be served, dances held, performances presented and lectures given.

Q- How often will it be used?

A- Every day and nearly all day.

Q- What is the purpose of the Drop-in Center?

A- This is intended to be a place where seniors will gather informally to socialize either before or after activities, lunches or other events. To help it feel like it is their “turf,” it is set aside outside the main circulation pathways, yet opening right onto it.

Site layout options were discussed and it was suggested we forward the Hedlund Plan to Kang and Tighe & Bond for a suggested improvement to the parking layout.

V. Other topics- Bill Sterling suggested the committee tour other senior centers.

Ms. Milburn suggested we form a “public information working group.” She suggested one of the first things to do is hold an open house event at the building with kraft paper stage setting decorations and the banner from the pop-up park. Landscaping the “linear park” was further discussed. It is a required part of the municipal pad development and therefore included in the scope of this project design. Ms. Milburn made a motion to establish a second “working group” to study the concept options of the linear park. Ms. Glick seconded the motion. The vote was in favor 5.0.0. Ms. Milburn and Mr. Sterling will be on that working group.

Mr. Sterling moved that a “linear park working group” be established to study the concepts for Historical Commission and Historical Society displays inside the building. Ms. Roman seconded the motion. The vote in favor was 5.0.0. The “historical display working group” member will be Ms. Roman and Mr. Sterling.

VI. Next meeting- 5/15/18 -7 PM.

VII. Adjournment-At 8:30 PM. Mr. Krasin moved to adjourn. Ms. Glick seconded the motion. The vote in favor was 5-0-0.

Handouts: Meeting notes 3/29/18 & 4/3/18. Kang site plan and floor plan and Hedlund Design Group site plan, dated 5/2/18.

Respectfully submitted
William A. Sterling, Co-Chair