



**Fuller Brook Park Coordinating Committee (FBPCC)  
c/o Natural Resources Commission (NRC)  
525 Washington Street  
Wellesley, MA 02482**

FBP DESIGN PHASE – FBPCC AUGUST 17, 2010 MEETING

MEETING NOTES

Present:

Viola Augustin	VA	Project Manager, Town of Wellesley	viola@mila-la.com
Katherine Babson	KB	FBPCC, BOS	kbabson@nixonpeabody.com
Janet Bowser	JB	FBPCC, NRC Director	jbowser@wellesleyma.gov
Rose Mary Donahue	RD	FBPCC, Planning Board, CPC	donahuer@bc.edu
Lauren Meier	LM	Project Manager, Pressley Associates	lgmeier@pressleyinc.com, Lauren.meier@gmail.com
Heidi K-Gross	HKG	FBPCC, NRC	heidikost@verizon.net
Suzi Newman	SN	FBPCC, SC	suzinewman@verizon.net
Herb Nolan*	HN	FBPCC	herbnolan@thenolanstudio.com
Mike Pakstis	MP	DPW	mpakstis@wellesleyma.gov
Neal Seaborn	NS	FBPCC, NRC	eseaborn@comcast.net
Steve Simons	SS	Advisory	Steven.simons@comcast.net
Bob White	BW	FBPCC, Trails Committee	bbskwhite@comcast.net
Absent:			
Peter Fergusson		FBPCC, Historical Commission	pfergusson@wellesley.edu
William Charlton		FBPCC Board of Public Works	w.charlton@comcast.net

\* Only present at the end of the meeting

BOS: Board of Selectmen  
CPC: Community Preservation Committee  
DPW: Town of Wellesley – Department of Public Works  
FBPCC: Fuller Brook Park Coordinating Committee  
NRC: Natural Resources Commission  
SC: School Committee

Location: Town Hall, Wellesley  
Time: 08/17/2010, 7:30AM – 9:00AM  
Notes by: Viola Augustin

Handouts: Agenda  
PM – Task list  
Public Outreach – Task list  
Public Outreach Contact Activities With Institutions, Housing and Media 8-14-10  
Fuller Brook Park Workplan (Revised Draft July 23, 2010)  
Stakeholder Questions

## Role of Project Manager

- JB and VA talked about the role of the project manager (VA) going forward:
  - VA to be the primary contact for all communication between the town and Pressley.
  - VA to ensure that Pressley has all the information needed.
  - VA to clarify all questions about design and technical aspects to Janet and committee.
  - VA to manage schedule, design deliverables, open tasks.
  - VA will not make any design decisions.
- Email
  - All email will be addressed to VA, cc JB and LM.
- Vacation
  - VA will be on vacation from 9/16 returning 9/28

## Public Outreach Status

- NS went through all tasks accomplished so far – see 'Public Outreach Contact Activities With Institutions, Housing and Media 8-14-10' handout. Overall the project has been received very well with full support for the project. . Expressed concerns were around stormwater and vegetation issues.
- JB reported that the web page is up and running with ongoing improvements and updates posted.
- Postcards announcing meetings were discussed:
  - Cards will go out to all on park “neighbors” list ( approx. 550 addresses)
  - JB will send-out postcards prior to all 3 public meetings.
  - JB will coordinate public meeting notification email “blasts” to all subscribers.
- Media:
  - So far three articles have been published in the Patch, one in the Townsman.
  - Guest column in the Townsman for September 9th will be on the project. NS will take care of that. Deadline for submittable September 2. Recommended words 650 (max 750). Photos can be included.
- Web page and articles:
  - ACTION: NS to work w/TC to post links to articles on the web page.
- JB asked for approval for funding mailings from contingency fund:
  - Committee agreed to use contingency funds for all public outreach printing and mailing expenses.
- Cable news:
  - GB will ensure that meetings and project news are announced on Cable news (Thursday news programs).
- Hunnewell and High School newsletter:
  - SN will ensure that meetings and project news are included in newsletters.

## PM Task list Status

- VA went through the completed and outstanding tasks of the PM – Task list

## Design Team Status – Draft of Design Goals and Objectives

- LM briefly introduced the handout. It was agreed that:
  - ACTION: LM will send electronic version of handout.
  - ACTION: FBPCC will review and send LM comments by Friday 8/27.
  - LM to incorporate comments from FBPCC and comments from design team after walk through and send revised goals and objectives before next FBPCC meeting (9/10).

## Design Team Status – Pressley Base Map

- LM stated that the creation of the base map needs to include a complete survey of the missing link area. She stressed again how important it is to have a completed map in order to complete the base map and create an annotated issues plan. JB is working w/DPW to complete the missing link area survey and noted that most of this area has already been surveyed and wetlands have been delineated as part of the High School project permitting process, so DPW will need to consolidate all existing survey info into one plan for the FB project's purposes.

## Design Team Status – Annotated Issues Plan

- LM announced that the entire design team will do a site walk this Thursday 8/19. The site walk will result in a marked up plan to be used as base for annotated issues plan.

### Design Team Status – Stakeholder Interviews and Missing Link Walk Through

- JB is working on scheduling the meetings. Plans to have them all set by the end of the week.
- LM briefly introduced the handout 'Stakeholder Questions':
  - ACTION: LM will send electronic version of handout.
  - ACTION: FBPCC will review and send LM comments by Friday 8/20.
  - ACTION: LM to incorporate comments and other input after walk through and send final list of questions to VA/JB by 08/30.
  - VA/JB to forward questions to all interview participants.
- Design team attendance for Stakeholder interviews will most likely be LM for all. Meeting with DPW, NRC, and Wetlands Protection Committee will also be attended by representative from Tree Specialists and LEC Environmental.
- Design team attendance for Missing Link Walk through with NRC, DPW, Schools, Wetlands and Trails will be with LM and Gary Claiborne from Pressley.
- Interviews and walk through desired to have completed before 09/10.

### Public Meeting #1

- Meeting announcements:
  - Postcard; send early week of 9/9
  - Email to all subscribers.
  - Article in the Townsman (9/9).
  - **Wellesley Cable Channel will televise the evening public meetings.**
- Power Point:
  - Show Power Point to FBPCC at 9/10 FBPCC meeting.
  - Send final Power Point to FBPCC on Monday 9/13.
- Presentation:
  - LM proposed to show a big map annotated with all issues
  - When presenting alternative designs to the public it would be good to include cost implications as well as impact on character of park. NOTE: This will be addressed in later work, not Sept. 15 public meeting.
  - Large map of the project area that meeting attendees can write on or put stickies to add their thoughts about issues/opportunities.
  - Include history of project.
  - Talk about next steps.
  - Summarize design goals/objectives with focus on the important ones. Focus on all factors that are being addressed and balanced.
  - Last slide should have web page information (cable news will show and hold this slide).
- Public Participation
  - Come up with strategies to include all participants; not only the vocal ones with e.g. maps with post-its and/or handouts soliciting comments.
  - Have a poster with instructions on how to submit additional comments: web page, by mail.
- Deliverables:
 

Integrated maps with photos, illustrations and narrative (11x17) – based on material presented at public meeting.

### Communication with Advisory Committee

- Jason Whittet, the NRC's Advisory Liaison, is the new FBPCC contact person.

### CPC and Anticipated Financing

- SN, NS and JB attended the CPC's meeting on 8/11 and reported that the CPC confirmed that they have earmarked \$300,000 for Phase 2 (Final Design and Permitting) of the Fuller Brook Project. The CPC also discussed potential financing of Phase 3 (Construction) of the project.

### ADA Requirements

- It would be good to educate FBPCC and the public about ADA requirements.
- LM assured that especially Gary knows ADA requirements in general but also for historical landscapes.
- ACTION: LM to present ADA requirements at next FBPCC meeting 9/10.

**MHC Filing**

- LM reiterated that it would be good to file the the Project Notification Form (PNF) as early as possible.
- LM to give cost proposal in November when the design is more advanced and implications for application are more defined.

End of Meeting Notes