



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

WAYLAND REAL ASSET PLANNING (WRAP)

MEETING MINUTES

August 20, 2015

The WRAP committee met in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

- 7:00 P.M.** Public comment
- 7:05 P.M.** Review & discuss charge, goals, resources and timing
- 8:00 P.M.** Elect officers and discuss meeting cadence & schedule
- 8:15 P.M.** Adjourn

Attendance:

Colleen Sheehan
Gretchen Schuler

Bill Steinberg
Tom Abdella

Anette Lewis
Nan Balmer

Meeting convened and minutes taken by C. Sheehan

Open and Public Comment

C. Sheehan opened the meeting, announced that it was being recorded and reviewed the agenda. There was no public comment.

Review & Discuss Charge, Goals, Resources and Timing

Review of tools/resources:

GIS: B. Steinberg provided an overview of how the library planning group met with the town surveyor, planning director and facilities department. G. Schuler provided an update about the efforts of the working group subcommittee working on the GIS mapping and information fields. G. Schuler will work with Mike Lowrey and Mary Antes (two members of the working group who had offered to work on the GIS custom information fields) and Brendan Decker, GIS Coordinator. It was determined that WRAP would ask GIS and Mike to present at a future WRAP meeting to discuss what progress has been made and what custom information fields are possible.

Facilities: Town Administrator Nan Balmer informed the group that Ben Keefe, the Public Buildings Director, is working on a longer-term assessment of facilities.

Administration: N. Balmer will inform the group about the best method for posting agendas and minutes on the Town's website.

Census data / trends: Discussion about desire to collect 5-year data from school department, senior center, town census, water department, housing (including real estate turnover). Public comment from Linda Segal suggesting that the Town Planner investigate best practices from other towns for data collection and analytics where data comes from such disparate sources. Ms. Segal suggested using contacts through, especially the Town Planning, professional groups to ascertain best practices. N. Balmer asked about comprehensive community plan and staff resources needed for all the data collection.

Action items determined:

- Demographic data collection – to be owned by A. Lewis, T. Abdella and S. Sarkisian (planning)
- GIS data collection: to be owned by B. Decker (GIS department) and G. Schuler
- Existing facilities: to be owned by B. Keefe (public buildings/facilities) and B. Steinberg

Project Planning: The committee discussed desire to set key deadlines / milestones before Spring Town Meeting 2016, at which WRAP is expected to report (per the charge by BOS). Suggestion to meet with all Boards/Committees soon to field questions, clarify charge and open lines of communication. WRAP will extend invitation to all to attend September meeting.

Appoint Officers:

Motion to nominate C. Sheehan as chair made by G. Schuler; seconded by B. Steinberg. Vote: 5-0

Motion to nominate A. Lewis as vice-chair made by T. Abdella; seconded by B. Steinberg. Vote: 5-0

Motion to nominate G. Schuler as secretary made by A. Lewis; seconded by T. Abdella. Vote: 5-0 (B. Steinberg to take minutes in G. Schuler's absence)

Discussion about desire to approve remote meeting participation. N. Balmer will distribute process for remote participation; to be reviewed and discussed at next meeting.

Discussion about future meetings. Dates and rough agendas decided:

- September 3 - 7:30 pm (Facilities and GIS updates)
- September 18 – 7:30 am (Review of existing data, tools)
- September 30 – 7:30 pm (invitation to all Boards/Committees)
 - WRAP authorized C. Sheehan and A. Lewis to draft memorandum for Boards and Committees; to be reviewed and finalized by WRAP at 9/3 meeting.

Motion to adjourn made by T. Abdella; seconded by G. Schuler. Vote 5-0. Meeting concluded at 8:30 P.M.