

Wayland Real Asset Planning Committee

September 30, 2015 – 7:30 PM

APPROVED AS AMENDED 10/14/15

Present: Colleen Sheehan, chair; Tom Abdella, Anette Lewis, Gretchen Schuler and Bill Steinberg.

Also attending: Mary Antes, Nan Balmer (TA), Woody Baston (BoPW), Dennis Berry, Jessica Brodie (RecDir), Gordon Cliff, Rick Conard (WHC), Barb Fletcher (School) Asa Foster (Rec), Aida Gennis (Lib), Sherre Greenbaum (ConCom), Anne Heller (Library), David Houghton (Fire Chief), Nan Jahnke (Lib), Cherry Karlson (BOS), Ben Keefe (Facilities Director), Ann Knight (Library), Fred Knight (WWMDC), Frank Krasin (Rec), Nasser K (WCC-Cultural Council), Lynne Lipcon (Library), Jean Milburn (COA/CCAC), Brian Monahan (Conservation Commission Dir), Sarkis Sarkisian (Planning), Julie Secord (COA Dir.), Kathie Steinberg (HDC and School), Paul Stein (Sup of Schools, Richard Turner (Public Ceremonies), Susan Wagner (Town Crier), Brud Wright (Rec).

Introduction & Overview of Committee Charge, Goals and Work to Date.

Colleen Sheehan introduced the first community wide forum to discuss planning for the town's real assets – land and buildings. She briefly explained the charge and what preceded WRAP – the 2004 Master Plan, 2011 Update, CIP, Long Range Planning Working Group in response to FinCom forum in July 2014. She talked about who and how appointments were made for WRAP and explained that the Committee will be working on a process by which to evaluate properties for most effective use into the future. Also she noted that WRAP has a sunset date – June 30, 2017 by which time the tasks are to be accomplished. In the meantime WRAP is to report to ATM 2016 on framework of decision process. Ms. Sheehan told of webpage for WRAP and talked about the repository of information. WRAP is to serve as the umbrella for all groups needs related to land and buildings.

Tom Abdella introduced information available through the GIS with maps and property card information. He explained that the data available to us should be comprehensive, accessible and accurate.

Ms. Sheehan opened forum to public comment and questions relative to the general nature of the WRAP charge and procedures of Committee work. Gordon Cliff (Highfields Rd) asked if Committee has high level plan with bench marks for each quarter and suggested that WRAP create such a plan if has not yet done so. Ms. Sheehan responded that Committee will have key deadlines with internal milestones.

Projected Needs for New/Renovated Facilities and Land Needs

Ms. Sheehan opened the conversation to those in attendance to tell of various boards' and commissions' needs and interests in town owned assets.

Chief Houghton – Fire Department. Needs for fire department include:

- 1) Station #2 – a needs assessment with floor plan done – it was built for call firefighters, now we have full time and both men and women. Before renovations begin a home for Art Center that uses building must be found.

- 2) Storage for nearly all departments because nearly every building has code violations relating to storage. Chief emphasized need to alleviate this problem.

Nan Balmer – Town Administrator. Attending to listen and offer help in process and stated that Cherry Karlson, Chair of BOS would speak for BOS which discussed at recent meeting.

Jessica Brodie – Recreation Director. Working on Dudley Woods, Oxbow Meadows and Loker Recreation Area – all funded by CPA. Ms. Brodie then spoke to hand-out of future field needs and forecasted needs for Community Center with Arts Center. She also noted the need for 20-year field maintenance plans.

Brud Wright – Rec Chair. Mr. Wright reiterated Ms. Brodie’s comments and stated that the first two-thirds of the hand out has had substantial review by Recreation Commission while the end of list is a wish list.

Jean Milburn – COA and Advisory Committee. The concept plan for the so called “municipal pad at the Town Center is to use the existing building and add on to it and also create about 100 parking spaces. She explained that COA is about quality of life, not mandatory, not regulated. Wayland has an eligible population of receive COA services of about 3,600 which will grow in numbers. In today’s world many outliving their funds therefore the demand for public services rises. The “aging in place” movement recommends programs that support staying in town in one’s home.

A new community center will need about 20,000 sf if built with flexible design that can serve older and younger population. Bill Steinberg asked if the COA/CCAC and Library Expansion Committee have talked due to similar needs and interests. He also asked about staffing needs. The two groups have not met and staffing needs are the next step under consideration. The State Council of Elder Affairs recommends 5 to 6 sf per person eligible to be served, which means a building between 18,000 and 21,600 sf. Julie Secord, Director of COA added a comment that condominium projects are targeting seniors. Space in critical.

Brian Monahan – Conservation Director. Mr. Monahan explained that the job of conservation is to protect natural resources in town. We have the 1995 Open Space and Recreation Plan update, use maps and seek to protect ground water and habitats. There are 13 named conservation areas and many other unnamed properties that are managed by the ConCom.

Nasser K – Wayland Cultural Council. The WCC has no office, no exhibition space, no funding. It seeks to collaborate with other arts groups and would like a voice in the new proposed community center. Its history is rooted in Arts Wayland that was established at Loker School in the 1990s. The space was reclaimed for school use and the organization lost ground. Now there are many organizations that realize the importance of art and culture including the Library, COA, Recreation. Need collaboration among these groups for a common vision. WCC needs office and exhibit space at a minimum and would like class rooms for visual arts. Performance space has been accommodated at new high school so that is not on the “wish” list. Ms. Sheehan asked if the Cultural Council had talked to other groups about interest in sharing facilities.

Woody Baston – Board of Public Works. Have newest building in town so presently emphasize maintenance particularly since DPW maintains for Rec and Schools.

Aida Gennis – Library. The Library Trustees are stewards of the 1900 library building, the land, and the programs happening in the Library. They have reached the limit on space – maxed out. Looking to build elsewhere in town or expand on site. Needs have been in CIP since 2005 and presently the Library is in line to apply for a state grant (2016-17) that could provide 45% of construction costs. Need space for tutoring, children’s library, teen space, small study groups. Have added challenge of flooding and poor access to current building. The Library Expansion Study Committee recently issued its report hence an article at Special Town Meeting 2015. Timing is critical because in 2014 the State authorized a construction grant program for 2016-17 and the last one was authorized 8 years ago. The Library must apply for the grant by October 2016 and they are required to address needs looking forward 20 years.

Rick Conard – Historical Commission. The WHC is interested in all projects in town due to the wealth of architectural and archaeological resources throughout the town. The WHC is involved in Stone’s Bridge, North Cemetery, Railroad artifacts as part of an Interpretive Site – all CPA projects. Ms. Sheehan asked about the Freight House and its use. Presently it is used for storage for library and Recreation department.

Fred Knight – Waste Water Management. Fred stated that the facility was built in 2012 and opened in 2013. There are two new possible connections – the municipal site and the Library. Anette Lewis asked about encumbrance on field at town building to accommodate future use for leaching field, he stated that he was unsure about that.

Cherry Karlson – Selectmen. In reporting on conversation of BOS on this topic Ms. Karlson stated that she would not report on any projects already mentioned and also on the Town Building as she assumes that the Public Buildings Director would do so. Thus there are four issues that the BOS lists: 1) combining community space (COA and the Arts); 2) acquisition of municipal pad for COA or for open space; 3) affordable housing – if any land is conducive for such needs; 4) BOS parcels to be looked at to see if any useful to other boards or individuals and could be transferred or sold.

Richard Turner – Public Ceremonies. The only request is two flag poles – one in South and one in North Cemetery.

Barb Fletcher – School Committee. The update is that the schools are working together with Recreation and Public Works on: 1) interdepartmental agreement as it relates to school property and recreation and public works; 2) long term plan for the high school – master plan. Ben Keefe the Public Facilities Director is looking at a 30 year needs of existing buildings. Ms. Fletcher stated that the School Committee has discussed Orchard Land and Alpine Field parcels controlled by the School Committee. The most pressing significant need is a location for the buses since River’s Edge has taken over the land where they have been parked.

Ben Keefe – Facilities Director. Mr. Keefe stated that he believes that a long range facilities plan is an important tool and will fit into his work in an important way. He asks WRAP and

other boards to think about current location of utilities on or near each parcel when considering suitability to development.

Bill Steinberg asked about the appropriateness of uses in each building.

Jean Milburn commented that storage was mentioned by several groups and often can be a result of lack of inventory control, poor disposal practices and an aggregate of purchases done by each department ordering its own when sharing could reduce cost and amount of stuff.

Colleen thanked participants and reassured that there will be more opportunity to give information to WRAP.

Bill handed out spread sheet for land/building survey to be given to Wayland Boards and Departments to fill out. Tom and Gretchen noted that most categories are already on GIS spread sheet. This will be discussed at next meeting.

Next Meetings

WRAP members settled on next meetings schedule:

October 14th (Wed.) Agenda - develop process; land/building survey spread sheet categories.

October 28th (Wed.) Agenda – more process development; determine WRAP message to questions at STM.

November 12th (Thurs.)

November 19th (Thurs.) (Gretchen not available – HDC meeting)

December 3rd (Thurs.)

December 17th (Thurs.) (Gretchen not available – HDC meeting)

This meeting adjourned at 9:30 PM.

Respectfully submitted,
Gretchen G. Schuler

Materials Received at Meeting

- 1) Fire Department Long Term Goal Suggestions, Chief Houghton, 9/30/15
- 2) Recreation Department Future Needs, Jessica Brodie, 9/30/15
- 3) COA Resources History 2005-2014, Jean Milburn
- 4) Library Planning Committee Report – Submitted by Library Trustees, 8/27/15
- 5) Minutes for 9/3 and 9/18 meetings

WRAP met on September 30th. It was a community forum of about 30 to 40 attendees. I did not discuss Wayland Weekly Buzz and volunteering to provide bullets about meetings. I am taking my chances and doing so from the minutes (I am the clerk) in hopes that no one will take issue with it.

- About twelve groups – town departments, boards, commissions, committees – reported on present projects and future needs involving town-owned assets of land, buildings and funding.
- A common theme mentioned more than once was: Storage – the need for additional storage for equipment and records.
- Interest in spaces for arts and cultural programs and exhibitions was mentioned in relation to a Council on Aging and Community Center, the Library, the Cultural Council, and Recreation Department. This is an opportunity for collaboration.
- At next few meetings WRAP will be working on identifying the process for analyzing the efficiencies of and needs for town-owned land and buildings.