

Wayland Real Asset Planning Committee

October 14, 2015 – 7:30 PM

APPROVED 10-28-15

Present: Colleen Sheehan, chair (arrived 7:45); Tom Abdella, Anette Lewis, Gretchen Schuler and Bill Steinberg.

Also attending: Gordon Cliff (briefly)

Public Comment. None

Anette Lewis chaired the meeting until Colleen Sheehan arrived. Ms. Lewis read the agenda and suggested reviewing minutes while waiting for Ms. Sheehan to arrive.

Minutes The minutes of 9/3/15 were accepted (4-0-0) as amended. The minutes of 9/18/15 were accepted (4-0-0) as amended. The minutes of 9/30/15 were accepted (5-0-0) as amended. (Ms. Sheehan arrived in time to vote on 9/30 minutes.)

It was noted that all minutes should refer to persons by whole name or last name with Ms. or Mr. Also it was decided that all hand-outs for that date would be noted at the end of the minutes.

Ms. Schuler reported that there is a new cable program called *Wayland Weekly Buzz* and she has agreed to be the “reporter” for WRAP. She forgot to inform Committee at last meeting that she would be sending in 3 to 4 bullets of what transpired at meeting. As there was no controversy she will continue to report for WRAP which means sending information about content of meeting to Ken Isaacson who will read bullets on air weekly.

Recap of September 30 WRAP Forum Anette Lewis began discussion with comments that it was a good meeting – productive. She noted that she had received comments from others that the introduction could have been shorter; however Bill Steinberg said that he believed the introduction was clear, and useful to those who know nothing about WRAP. There were several boards that are users of space or stewards of land that were not represented such as Town Clerk, Surface Water Quality, Youth and Family Services, and housing groups. Board of Health did not attend due to their regularly scheduled meeting but did indicate two of the schools are in need of a nurse’s office. Bill Steinberg cited needs for a generator for refrigeration of medications (vaccines, etc.).

Ms. Schuler stated that she had heard that at least one board asked – what’s next? “How do we get more information about our needs to WRAP?” This began the discussion of meeting with boards/commissions/departments that attended and also those that did not to follow up for more detailed information on “needs.”

It was also noted that overlapping needs were meeting spaces and storage. Four groups articulated need for meeting or art display space – Cultural Council, Council on Aging, Library, and Recreation. Storage was noted by the Fire Chief as problematic causing potential code violations. WRAP members would like to have a more detailed understanding of storage needs. Tom Abdella will speak to Chief Houghton to ask if he could be more specific.

Process for and Components of Comprehensive, Long-Range Facilities Plan Discussion began with the need to develop a spread sheet with data about town-owned parcels. WRAP will need existing information about parcels and buildings, and future uses, limitations, and needs. Essentially this will be an inventory of land and buildings and an inventory of needs. To begin Ms. Schuler will ask Brendan Decker, GIS specialist to create a new list in Excel of town-owned property with the following columns of information: Map #, Parcel ID, Street Address, Stewards/Owners, Acreage, Square Footage of Buildings if applicable, Overlay Districts, and Aquifer Protection District (yes or no). Mr. Abdella volunteered to take such a list and set up tabs so that one can look at all land and buildings owned by a specific department/board/commission. To this list will eventually be added infrastructure such as proximity of utilities, accessibility, condition, deed restrictions, conservation restrictions, and other categories as WRAP determines need. The detailed information will help WRAP determine usability of land and appropriateness of present and future uses. The demographic information also must be woven into the needs lists (particularly when understanding which items are “needs” and which are “desires.”

Timeline for Deliverables WRAP members are not yet ready to put a timeline together; however did decide to work on Ranking Criteria at the next meeting – how the Committee will determine project line up based on readiness of project and the overall funding capacity (what we can afford that meets Finance Committee’s guidelines) of the town. The inventory of land/buildings, of needs, and financial modeling will be used to develop plan of capital needs of town.

Other Ms. Sheehan asked Ms. Lewis to divide all of the land/buildings stewards amongst WRAP members so that each member would become a liaison responsible for finding additional information from each group. She will send this list to members and each can begin to contact boards and commissions to discuss needs of the board/department and existing property and buildings under control of the board/department.

VOTE: Prior to adjourning Ms. Lewis moved that the WRAP adopt Massachusetts General Law provisions that allow remote participation at meetings. Mr. Steinberg seconded the motion and it was adopted by a vote of 5-0-0.

Next Meetings

October 28th (Wed.) Agenda – Develop criteria by which to measure land and buildings and ultimately projects.

November 12th (Thurs.) Report on discussions about needs of boards/commissions,
November 18th (Wed.) (New date. Changed from November 19th.)

This meeting adjourned at 9:00 PM.

Respectfully submitted,
Gretchen G. Schuler

Materials Received at Meeting

- 1) Wayland Growth Management Guidelines, Growth Policy Committee, March 1998.