

Wayland Real Asset Planning Committee

October 28, 2015 – 7:30 PM

APPROVED 11/12/15

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

Also attending: Linda Segal (at end), Kathie Steinberg (at end)

Public Comment. Ms. Sheehan had a request from Ken Isaacson to appear on Wayland Buzz in a program featuring or interviewing one or two WRAP members to tell a bit about the Committee's charge and how it came to be as well as the methods it will use to accomplish goals. Ms. Schuler suggested that we discuss at the end of the meeting after members discuss some of strategies on agenda for this evening.

Minutes. The minutes of 10/14/15 were accepted (4-0-0) as amended.

Department-Level Outreach. Following a brief discussion about the Committee/Board assignments and some changes made by members it was finalized to be as follows:

Abdella – School and Board of Health (Landfill/ Transfer Station)
Lewis – DPW (BOPW including Cemeteries, Highway, Parks and Water, Waste Water.
Schuler – Municipal (including BOS, Police and Fire, and Library).
Sheehan – Conservation, Housing, (including Municipal Affordable Housing Trust, Housing Authority, Housing Partnership) Youth and Family Services
Steinberg – Council on Aging, Cultural Council, Recreation.

Mr. Steinberg and Mr. Abdella had switched assignments but Ms. Lewis expressed some concern about perception of duties not to appear biased due to family members' service on boards/commissions; thus Schools were returned to Mr. Abdella and Recreation to Mr. Steinberg. Members were encouraged to schedule meetings with their groups to progress quickly with this assignment.

Ms. Schuler explained that the data base is being updated and that Mr. Decker is taking the time to add much information for town-owned property including deeds some of which has required checking for accuracy. Mr. Decker has completed Conservation land and hopes to complete others within the next two weeks. Ms. Schuler sent the data base draft to Mr. Abdella.

Ms. Lewis passed out a list of questions to ask during outreach "Points of Discussion with Boards, Commissions & Departments." Members recommended adding to the list questions about storage and meeting space. For storage it is important to learn whether the storage has to be at hand or can be off site. For meeting space we will ask whether there is sufficient space for present needs, future needs and other groups to use as well. It was also suggested that the questions be expanded to ask how the current facilities work for the constituents current needs and projected needs. Also it was suggested that a question about collaboration would be useful such as *do you ever talk to other groups about serving the same populations or having similar needs?*

Develop Criteria: Assessing Capital Facilities' Needs; and Determining Priorities Among Projects

Ms. Sheehan and Ms. Lewis had looked at other communities' criteria for assessing capital improvements. Ms. Sheehan suggested that we use scoring matrix that was provided by petitioners as public information for their 2008 warrant article that requested establishing a capital facilities planning committee.

We discussed five likely categories of information that will help to assess present facilities and need for new facilities. They are Condition, Regulatory, Demographics, Location, and Planning.

A discussion ensued in which the 13 criteria on the scoring matrix that could be combined into a new list with perhaps five was suggested:

- **Planning:** Consistency with Community Goals and Plans
- **Regulatory:** Public Health and Safety, Mandates and Legal Requirements, Environmental Quality
- **Demographics and Standards:** Standards of Service, Extent of Benefit, Need, Efficiency
- **Related to Other Projects**
- **Fiscal Impact:** Economics, Opportunity Cost (i.e. grants), Operational Budget Impact.

One category – feasibility of project – was eliminated.

Mr. Steinberg volunteered to reorganize the criteria list for use as a starting point. Ms. Schuler will also work on revising matrix.

Necessary Components of a Comprehensive, Long Range Facilities Plan In response to this important task and product Ms. Lewis developed a draft outline of potential topics for inclusion in a WRAP final report. This was distributed at the meeting. There was some general discussion about the various topics, particularly in relation to the consideration of criteria and scoring. This document will be a work in progress but gives us an opportunity to focus on the various aspects of the WRAP's job.

Next Meetings

Note time changes to accommodate other meetings of WRAP members.

November 12th (Thurs.) 7:00 PM. Report on any meetings with boards/commissions, discussion of whether we will have a report or recommendation for ATM regarding COA and Library.

November 18th (Wed.) 8:00 PM

December 3rd (Thurs.) Time TBD

December 17th (Thurs.) Time TBD

Weekly Buzz Request. On return to the conversation about appearing on the cable program the Weekly Buzz Ms. Sheehan agreed to be interviewed on behalf of WRAP to do essentially what she did at the Community Forum. She will ask Mr. Isaacson to contact the

Finance Committee if he wants someone to speak about finances. The taping is scheduled for November 5th.

It was also decided that there would be no WRAP Committee recommendation or comment on projects at the November STM because we are just beginning our work and that if Ms. Sheehan were not able to attend the meeting Ms. Lewis would convey this to the meeting if asked.

The meeting adjourned at 9:15 PM following a 4-0-0 vote on a motion by Mr. Steinberg that was seconded by Ms. Schuler.

Respectfully submitted,
Gretchen G. Schuler

Materials Received at Meeting

- 1) Data Base sample format and e-mails from Brendan Decker re: data base (Schuler)
- 2) Points for Discussion with Boards, Commissions & Departments (10-23-15, Lewis)
- 3) Draft Potential Outline of Topics for Report of WRAP Committee (10-28-15, Lewis)